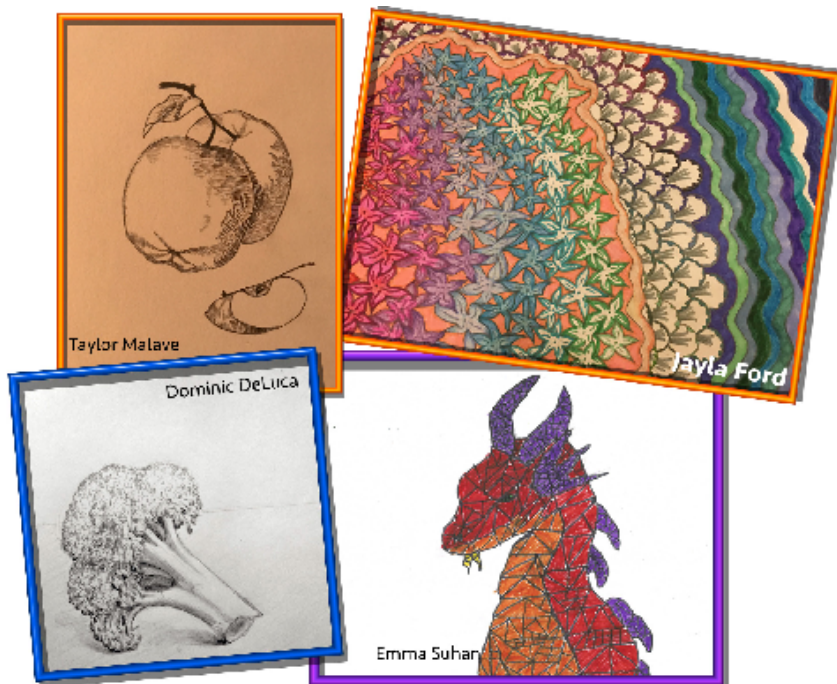




Student/Parent Handbook

2017-2018



Main Office:
126 Wallace Avenue
Downingtown, PA 19380

Satellite Office:
221 Blue Spruce Way
Murrysville, PA 15668

Welcome to the 2017-18 School Year!
21st Century Cyber Charter School

21st Century Cyber Charter School (21CCCS) provides students with an excellent opportunity to receive an education and develop the skills needed to succeed in higher education or a career. There are many reasons 21CCCS is unique.

- 21CCCS requires teachers to be Pennsylvania State certified in their subject area(s).
- Students are supported by significant, real-time contact with their teachers and staff.
- Virtual classrooms provide a high level of quality student-to-teacher interaction.
- Curriculum is developed and modified by the 21CCCS teachers and curriculum team, which focuses on student achievement.
- The 21CCCS Board of Trustees is made up of Intermediate Unit Executive Directors, as well as Superintendents, from Bucks, Chester, Delaware, and Montgomery Counties. They provide the School with a high level of accountability.

Student success at 21CCCS is dictated by the following:

- Student attendance, commitment, and work completion
- Support from the educational team
- Regular communication between students, parents/guardians, and the educational team

21CCCS staff and administration are dedicated to helping students achieve success. Working closely together will ensure a terrific school year!

ABOUT THIS HANDBOOK

All information in this handbook is intended to provide a general summary of 21CCCS's policies, procedures, rules, regulations, and student requirements from the time of enrollment to graduation. Every effort has been made to address issues and concerns that may affect students; however, it is impossible to cover all aspects of each possible situation. As a result, this handbook does not claim to be all-inclusive. 21CCCS reserves the right to make changes as deemed necessary, which may sometimes be without prior notification to students and parents/guardians. All changes are made in the best interest of the students. If anything in this handbook contradicts the 21CCCS charter, charter application, or any law or regulation, the 21CCCS charter or law takes precedent.

For a detailed/expanded version of all school policies (those sections denoted by policy number), please refer to our school website at 21CCCS.org.

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ABOUT 21CCCS

Mission Statement

The 21st Century Cyber Charter School mission is to provide students, for whom an asynchronous environment is an appropriate educational setting, with an individualized learning program utilizing the latest information and communications technology. The basis for all learning plans is to maximize student achievement of the Pennsylvania Academic Standards, while developing higher order thinking and complex problem-solving skills. The 21st Century Cyber Charter School will assure that students master essential content and skills while preparing them for their future goals.

Vision Statement

The 21st Century Cyber Charter School was developed as a partnership of the Bucks, Chester, Delaware, and Montgomery County Intermediate Units to educate and prepare for the future of secondary-school students in Pennsylvania. It aims to motivate students to learn in an asynchronous environment, when educational needs cannot be met in a traditional school setting. 21st Century Cyber Charter School's method of instructional delivery via the internet enables the student to receive an appropriate public education. Through the development of an individualized learning program (ILP), which is tailored to each student's skills and talents, the students' needs are met. This is also accomplished through the use of a high quality curriculum designed by highly qualified teachers and staff. This curriculum is tied to the Pennsylvania academic standards, delivered through the innovative use of technology, and reviewed annually to ensure students are given every opportunity to achieve success. 21st Century Cyber Charter School will teach students to use technology to conduct in-depth research, collaborate with other students, and develop 21st Century skills so they are prepared for their individual goals after graduation.

The 21st Century Cyber Charter School values the talents and needs of each individual student. To ensure success, parents/guardians will serve as equal and active partners in the development of the student's instructional plan.

Differentiation and communication are the keys to creating a successful academic environment for the students. Through weekly communication with their instructors, students are taught to self-advocate and communicate when they need additional instruction, further explanation, or modification of the curriculum.

Contact Information

Main Office: 484-875-5400
877-932-2923 (Toll-free)

Web address: www.21cccs.org

Fax: 484-875-5404 (Enrollment)
484-875-5405 (Guidance/Special Education)

CEO
Kim McCully kmccully@21cccs.org
484-875-5458

Director of Education
Dr. Benjamin Ruby bruby@21cccs.org
484-875-5414

Director of Special Education
Dr. Nancy Giagnacova ngiagnacova@21cccs.org
484-875-5453

High School Principal
Dr. Teresa McSweeney tmcsweeney@21cccs.org
484-875-5481

Middle School Principal
Monica Frank mfrank@21cccs.org
484-875-5493

Student Support Manager
Sanna McCoy smccoy@21cccs.org
484-875-5434

Enrollment Department
Megan Stellfox enroll@21cccs.org
484-875-5410

Guidance Department
Heather Messenger guidance@21cccs.org
484-875-5427
Kate Wark 484-875-5454
Lisa Mohnihan 484-875-5459

Certified School Nurse
Megan Tarr mtarr@21cccs.org
484-875-5457

Technical Support techsupport@21cccs.org
484-875-5467

Receptionist/Attendance Secretary
MaryAnn Faralli attendance@21cccs.org
484-875-5436

SECTION 1. GENERAL INFORMATION

1.1 Confidentiality and Privacy

The 21st Century Cyber Charter School (21CCCS) protects the confidentiality of personally identifiable information regarding student screening, referrals, evaluations, storage, disclosure, and destruction, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws. Unless permitted by law, 21CCCS must have parent, guardian, or eligible student's consent prior to disclosure of education records. The consent must state the purpose of use and include a date and signature.

Parents/guardians have the right to:

- Inspect and review their child's educational record. 21CCCS will comply with a request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or due process hearing. This review will not occur later than 45 days after the written request has been made.
- Receive a response from the school to reasonable requests for explanations and interpretations of the records.
- Appoint a representative to inspect and review his child's records.
- Request copies of his child's records.

Should any educational record contain information pertaining to more than one child, parents/guardians only have the right to inspect and review the information relating to their own child.

1.2 Review of Student Records

(Related Policies # 240, 220)

21CCCS protects the confidentiality of persons identified by terms explicitly designated by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Individuals with Disabilities Education Act (IDEA). These acts also distinguish the types of records protected and locations of maintained records.

Further, the Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students certain rights with respect to the information contained in students' educational records. Such rights include, but are not limited to, the parties eligible to access educational records, the school officials responsible for such records, and the purpose(s) for which records are accessed by a given party.

Notification and Consent:

Under the Family Educational Rights and Privacy Act (FERPA), a Local Education Agency (LEA) must provide notice to parents/guardians identifying the types of student information it publicly releases. This type of student information, commonly referred to as "directory information," includes names, addresses, and telephone numbers. Such information is generally not considered harmful or invasive if disclosed.

Additionally, §9528 states parents/guardians must be notified of the school's routine disclosure of names, addresses, and telephone numbers to military recruiters upon request. This is subject to a parent's/guardian's request not to disclose such information without written consent.

A parent/guardian may request to opt out of the public, non-consensual disclosure of directory information. Requests to opt out must be made within 30 calendar days of student enrollment or at the start of the school year. Requests should be sent to 21CCCS, Attn: Open Records Officer, 126 Wallace Avenue, Downingtown, PA 19335.

1.3 Parent/Guardian Information

Parents/Guardians should provide information regarding any terms of custody put in place due to divorce or separation of parents/guardians. Any time a custody agreement or order is changed, that information must be provided to 21CCCS by the legal parent/guardian promptly and no later than three (3) days after such change. If additional individuals are involved in the child's education and have authorization to discuss a child's progress, the legal parent/guardian must provide written permission naming such persons. Further, the legal parent/guardian must provide permission outlining the specific information that the individual may access. 21CCCS staff must be able to verify the written permission prior to disclosure of any student information. It is the responsibility of the legal parent/guardian to provide this information to the school. It is the responsibility of all staff at 21CCCS to adhere to privacy laws.

1.4 Contact Information Changes

Parents/Guardians are required to report any contact information changes, including home address, phone number, or email address, to the Enrollment Department within three days of the change. To ensure proper school district accounting, the child's current address must be on file at all times. 21CCCS periodically sends reminders and notifications to parents via text messaging. If parents do not wish to receive text messages from 21CCCS, they must inform 21CCCS using the contact information below:

Enrollment Department
484-875-5410
enroll@21cccs.org

1.5 Freedom of Expression

(Related Policy # 206)

Students have the right to express themselves unless that expression interferes with the educational process, encourages unlawful activity, or restricts another individual's legal rights. Students should be aware of the full meaning of their expression. Students may voice personal expression through school publications, announcements, group meetings, and other means of common electronic communication in compliance with applicable school policies and procedures. In their expressions, students are responsible to obey state and federal laws including those governing defamation and obscenity.

In some instances, school administration may require students to submit a copy of materials to be displayed, posted, published or electronically distributed for prior approval. School officials may also establish and set an educationally-appropriate time and location for displayed materials. Prior to display, students are responsible to be aware of the feelings and opinions of others. This means granting others a fair opportunity to express their views as well.

1.6 Non-Discrimination

(Related Policy # 209)

No pupil enrolled at 21CCCS shall be denied equal opportunity to participate in age and program-appropriate instructions or activities due to race, gender, sexual orientation, ethnicity, disability, religion, national origin, marital status, financial hardship or any other legally-protected classification. Participation in instruction and activities for a student with disabilities may be modified according to the Individualized Education Program (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled at the discretion of the school's Special Services Department and in compliance with applicable law.

1.7 Mandated Reporting

By law, all 21CCCS staff members are mandated reporters. This means that staff must report information to the proper authorities if they suspect any harm or abuse has come to a student. Harm to a student may include neglect, emotional abuse, physical abuse, and sexual abuse. Information will be reported using the ChildLine and Abuse Registry: 800-932-0313. ChildLine is a service of the Pennsylvania Department of Public Welfare. Information about ChildLine can be found online at <http://www.dpw.state.pa.us>

21CCCS staff is also required to report to the proper authorities if students share that they are planning, or have knowledge of someone else planning, to harm themselves or others.

SECTION 2. STUDENT CODE OF CONDUCT

2.1 Academic Integrity

(Related Policy #204)

Students are expected to uphold a high level of academic integrity by displaying academic ethical behavior. This means they are expected to complete and produce works of their own individual effort. Students who fail to produce their own work and/or claim the works of others as their own shall be in fault of academic dishonesty.

Examples of academic dishonesty may include any of the following:

1. Plagiarism - The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.
2. Fabrication - The falsification of data, information, or citations in any formal academic exercise.
3. Deception/Falsification of Facts - Providing false information to an instructor concerning a formal academic exercise—*e.g.*, giving a false excuse for missing a deadline or falsely claiming to have submitted work.
4. Cheating - Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
5. Bribery - or paid services. Giving assignment answers or test answers for money.
6. Sabotage - Acting to prevent others from completing their work.
7. Professorial Misconduct - Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.
8. Personation - assuming a student's identity with intent to provide an advantage for the student.

Engagement in the forgery of papers, reports, tests or notes will not be tolerated. Any other form of copyright infringement will also not be tolerated. Students are expected to understand and abide by copyright infringement laws, as designated by federal law. This includes, but is not limited to, the copying of work produced by another student, publication, or Internet source.

Students may be required to submit their written essays and assignments to plagiarism software, as determined by 21CCCS, and submit their work along with the plagiarism report for grading.

Any violation of academic integrity will result in disciplinary action, to be determined by the school principal. Each offense will be taken into consideration, and multiple offenses will be regarded with the highest concern. Consequences may include loss of grades, loss of academic credit, and in extreme cases, suspension. If you have any questions or concerns about this policy, please contact Dr. Benjamin Ruby, Director of Education, at: bruby@21cccs.org or 484-875-5414.

Violations of academic integrity include but are not limited to:

1. Using another person as a substitute when taking an examination or quiz.
2. Submitting substantial portions of the same academic work for credit more than once without permission of the current instructor(s).
3. Allowing others to conduct research or prepare any work for them without advance authorization from the instructor.
4. Altering any grade or score in any way.
5. Falsifying or inventing any information or data in an academic exercise including; records, reports, statistics, and citations of information sources.
6. Failure to acknowledge the source of borrowed words or ideas.
7. Improper paraphrasing without citations.
8. Failure to include a bibliography or other list of works that were consulted in the preparation of the assignment, such as every book, article, and/or information source used.
9. Knowingly help or attempt to help another student cheat.
10. Submitting another student's work for credit.

2.2 Terrorist Threats/Acts

(Related Policy # 203)

21CCCS recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, teachers, and property. All students are prohibited from communicating or committing terroristic acts directed at another student, teacher, staff member, school official, property, or facility owned and/or operated by 21CCCS. "Terroristic threats" imply direct or indirect threats to commit violence, which display intent to terrorize others. Terroristic threats can also include communications that either directly or indirectly cause evacuation of a building, place of assembly or facility of public transportation, or that otherwise cause serious public inconvenience or cause terror or public inconvenience with reckless disregard for doing so. "Terroristic acts" are offenses made against property or individuals, which cause harm or danger. Individuals involved in such will be subject to counsel and/or disciplinary procedures in accordance with the Terroristic Threats/Acts Policy.

Any such conduct will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation.

2.3 Unlawful Student Harassment

(Related Policy # 241)

21CCCS seeks to maintain an educational environment that is free of harassment in any form. The term harassment includes, but is not limited to, slurs, jokes, or other verbal, visual, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability. Harassment may be delivered in a variety of ways, including but not limited to, nonverbal, verbal, or written delivery, as well as via telephone or the internet. Harassment may also include engaging in conduct or repeatedly committing acts that serve no legitimate purpose, communicating repeatedly in an anonymous manner or during extremely inconvenient hours and/or subjecting or threatening to subject another to physical contact. Cyber harassment occurs when any individual engages in a continuing course of conduct, via electronic means, that includes: a) seriously disparaging statements or opinions regarding a child's physical characteristics, sexuality, sexual activity or health condition and/or b) threats to inflict harm.

Specific forms of harassment include ethnic, racial or sexual harassment. Ethnic or racial harassment includes but is not limited to the use of any derogatory word(s), phrase(s), or action(s) characterizing a given racial or ethnic group, which may be perceived as offensive in an educational environment. Sexual harassment is unwelcome sexual advances, requests for sexual

favors, and other inappropriate verbal or physical conduct of a sexual nature as it is defined and prohibited by Federal, State and Local law. It may be, but is not limited to, sexual flirtation, advances, touching, propositions, graphic, suggestive, or sexually degrading words, signs, offensive jokes, cartoons, pictures, graffiti, references to sexual activities, intimidation, physical assaults, or contact, overt sexual conduct, pranks, violence, or any conduct that subsequently interferes with a student's ability to work or learn.

Any act that creates an intimidating or hostile educational environment will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation.

The 21CCCS administration will investigate any claims of unlawful harassment and determine if the charge is substantiated to proceed with corrective action(s). A substantiated charge against a student may lead to disciplinary action, which may disrupt educational activities and/or require counseling services related to unlawful harassment.

For Title IX related questions, e-mail TitleIX@21CCCS.ORG.

For 504-related questions, e-mail 504@21CCCS.ORG

2.4 Anti-Bullying

(Related Policy #236)

The Board of Trustees is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Bullying that interferes with a student's ability to learn or the school's ability to educate its students in a safe, positive, productive, and nurturing environment, is prohibited. Since students learn by example, school administrators, faculty, staff, students, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse tolerance for bullying.

"Bullying" is defined as an intentional verbal (oral, written, or electronically transmitted) or physical act that may be considered aggressive, threatening, degrading, harassing, or abusive. This includes, but is not limited to, discrimination, physical harm, psychological distress, harassment, intimidation, or hazing:

1. That is directed at one or more students.
2. That occurs in a "school setting" or outside of school.
3. That is severe, persistent or pervasive.
4. That has the effect of doing any of the following:
 - a. substantially interferes with a student's education
 - b. creates a threatening environment
5. That substantially disrupts the orderly operation of the school.
6. That interferes with the right to student security.

A "school setting" includes any place within the school building, on school grounds, on school property, on any school testing site properties, field trip sites, or other sites used for school sponsored, supervised or sanctioned activities. A school setting also includes any software, servers, programs, accounts, or internet resources provided by 21CCCS. Additionally, any student whose out-of-school conduct materially and substantially interferes with another student's educational process is subject to this policy.

The Board requires the Director/CEO to receive complaints regarding instances of bullying. All school employees are *required* to report alleged violations of this policy to the Director/CEO, while other members of the school community (students, parents/guardians, volunteers, and visitors) are encouraged to report acts that may violate this policy. Reports may be made anonymously,

but formal disciplinary action may require additional reporting for investigative purposes. Knowingly or intentionally making false accusations of bullying is prohibited. Once an investigation is deemed necessary, it must be conducted within three (3) school days following the time the complaint is made known to the Director/CEO.

Consequences and appropriate remedial action for a student or staff member who commits one or more acts of bullying will include disciplinary actions recognized in Policy #236.

TO REPORT AN ACT OF BULLYING, CONTACT ADMINISTRATION AT: (484) 875-5400, 126 Wallace Avenue, Downingtown, PA 19335.

2.5 Student Discipline

Students are expected to follow all policies and procedures in the Handbook. If a student fails to follow the policies and procedures it will be referred to the Principal, or his/her designee, for discipline. The following areas provide a non-exhaustive list of examples of discipline offenses: Academic Integrity, Acceptable Use Policy Violation, Inappropriate behavior, Bullying, Terroristic Threats, and Testing Violations.

Disciplinary levels determined upon the severity of infraction and/or the frequency of times an infraction has been committed.

Level 1: Documented verbal warning to student and parent by Academic Advisor

Level 2: Parent intervention conference and written warning

Level 3: Principal disciplinary intervention.

Level 4: Board disciplinary hearing for expulsion.

PLEASE NOTE: 21CCCS reserves the right to escalate or deescalate the level of any disciplinary infraction based upon the specific facts, circumstances and/or frequency or number of past infractions.

****Any and all school-based discipline is subject to administrator discretion****

****All Special Education discipline will include consultation with a Special Education Administrator****

2.6 Due Process

Students shall be afforded due process if they are to be excluded from school. Exclusion from school may take the form of suspension or expulsion. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days. Expulsion is exclusion from school for a period exceeding 10 school days and may be permanent expulsion from the school rolls.

Violations of school policies and procedures may result in the application of student disciplinary measures. In the event of an allegation that a student has violated the policies or procedures of 21CCCS, the student and the student's parents/guardians will be notified and provided an opportunity to respond before the student is excluded from the School. If required, a hearing will be held. The following process will be used to address potential violations of school policies, procedures, or the student code of conduct:

1. The administration may use the following consequences to address student violations of the policy:
 - a. Administrative warning
 - b. Restriction of school-issued accounts and equipment

- c. Development of a plan for correction
 - d. Implementation of a probation period
 - e. Suspension from access to classes
 - f. Failure of a course
 - g. Expulsion from the school
 - h. A combination of the above
2. The school will inform the student and the parent/guardian of the information related to the alleged violation.
 3. If the student is suspended from access to classes:
 - a. The parents/guardians will be notified in writing.
 - b. The school will provide an opportunity for the student and parents/guardians to review information provided regarding the violation and respond to allegations.
 - c. An informal hearing will be offered to parents/guardians if a suspension exceeds three (3) days.
 - d. If an informal hearing is conducted, the student may speak on his own behalf, question witnesses, and present witnesses on his own behalf.
 - e. 21CCCS will conduct the informal hearing within the first five (5) days of the suspension.
 4. If the student is recommended for expulsion from 21CCCS:
 - a. Notification of the charges will be sent to parents/guardians via certified mail.
 - b. A private formal hearing will be scheduled with a committee appointed by the 21CCCS administration (parents/guardians may request a public hearing).
 - c. Parents/Guardians will be notified at least three (3) days in advance of the time and location of the hearing. A copy of the expulsion policy, notice that legal counsel may represent the student, and hearing procedures will be included in the hearing notice.
 - d. The hearing will be held within 15 school days of notification, unless otherwise agreed upon by both parties.
 - e. During the hearing, the student has the right to:
 - i. Representation by counsel at the expense of parents/guardians.
 - ii. Have their parents/guardians present.
 - iii. Be presented with the names of witnesses and copies of statements and affidavits from participating witnesses.
 - iv. Request that witnesses appear and to cross- examine witnesses.
 - v. Testify or present witnesses on his/her own behalf.
 - f. A student may request the rescheduling of the hearing if the student demonstrates reasonable cause for rescheduling.
 - g. A written or audio record will be kept of the hearing.
 - h. During the period prior to the expulsion hearing and decision, the student will typically be permitted access to his/her classes. However, if it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more

than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Special Education students may be referred to the Special Education Administrator to determine appropriate disciplinary action.

Law enforcement agencies will be contacted if student behavior violates a local, state, or federal law.

2.7 Parent/Guardian Concern/Complaint Reporting Procedure

Parents/Guardians should address concerns related to their child's education or school-related activities as soon as the concern is discovered.

Level 1- Teacher/Academic Advisor

Administration encourages parents/guardians to first try to resolve the concern with the child's teacher or Academic Advisor if appropriate. 21CCCS teachers are committed to the success of students and appreciate the opportunity to address potential problems before they affect academic progress.

Level 2 - Principal

If a parent/guardian feels the concern has not been addressed after working with the teacher or Academic Advisor, or if the parent/guardian feels that the concern is too serious or unrelated to a teacher or Academic Advisor, the parent/guardian should contact a school principal. 21CCCS principals take concerns very seriously and address each case thoroughly. A large number of concerns can be resolved by contacting the principals.

Level 3 – Director of Education

If a parent/guardian feels that their attempt to resolve a concern with their child's principal was unsuccessful they may escalate the concern to the Director of Education. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The Director of Education will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The Director of Education will then contact parents/guardians to discuss the findings.

Level 4 – Director/CEO

If a parent/guardian feels that their attempt to resolve a concern with their child's principal was unsuccessful they may escalate the concern to the school Director/CEO. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The Director/CEO will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The CEO will then contact parents/guardians to discuss.

Level 5 - Board of Trustees

Following the above procedures, when a parent/guardian feels the concern has not been adequately addressed, the parent/guardian may request a meeting with the Board of Trustees. This is accomplished by contacting the Board Secretary in writing, requesting a meeting, and providing details of the subject of the meeting. The meeting will be scheduled for the next bi-monthly or regularly-scheduled public Board meeting, provided the meeting request is received by 21CCCS more than one week prior to the Board meeting date. Dates and locations for the Board meetings are posted on the 21CCCS website. The meeting will take place at the scheduled public

Board meeting location prior to the start of the public meeting session. The Board Secretary will provide meeting details to the parent/guardian. At least one (1) business day in advance, the parent/guardian shall provide a written list of the name(s) of any other individual(s), aside from the relevant student, who would like to be in attendance at the meeting before the Board. If the parent/guardian is not present at the scheduled meeting time, the meeting will be cancelled and the parent/guardian will be required to submit a request, in writing, to reschedule. Repeated failure to attend a scheduled meeting with the Board may result in the Board making a determination on the concern(s) without holding a meeting session with the parent/guardian.

SECTION 3. STUDENT ACADEMIC PROCEDURES

3.1 Health Requirements

(Related Policy #238)

All students are expected to remain in compliance with the Pennsylvania School Code regarding immunizations, physical examinations, dental examinations and annual health screenings. The Pennsylvania Code provides for medical exemptions to immunization statute requirements. Children need not be immunized if a physician or the physician's designee provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child shall be immunized in accordance with the law. The Pennsylvania Code also provides for immunization exemptions based upon religious grounds or upon strong moral or ethical conviction similar to a religious belief. The Pennsylvania Code also provides for religious exemptions to physical and dental examinations.

If an medical exemption is requested, medical exemption letters, certified by a licensed physician, must be presented in writing. Religious exemptions to physical or dental examinations or immunizations must:

- Be submitted in writing, indicating the immunization(s) and/or examination(s) being exempted.
- State the reason for exemption.
- Be signed and dated by a parent/guardian.

Exemption from medical or dental examinations will not be granted if the Department of Health finds that facts exist under which the exemption constitutes a present substantial menace to the health of other persons exposed to contact with the unexamined person.

Further, parents/guardians are strongly encouraged to retain a personal copy of all submitted student health forms. Completed health forms may be:

- Scanned and emailed
- Dropped off at the school
- Faxed
- Mailed

Immunizations

A child may not be admitted to or permitted to attend 21CCCS unless the immunization requirements of the Department of Health have been met, or the child has received from the 21CCCS Board or CEO a medical or religious exemption from immunization requirements.

Each student's required immunization records must be provided to the school prior to acceptance for enrollment. Acceptable documentation includes records provided by a private health care provider, state department of health, military health service, or school health office. Immunization dates presented from baby book entries, or other dates lacking a signature by a licensed health

care professional are not acceptable for the purpose of enrollment.

Enrolling students who need additional immunizations to comply with state requirements may be enrolled on a provisional basis provided:

- The student has received at least one dose of the required immunization.
- The parent/guardian provides a signed note indicating the anticipated appointment date for completion of the required immunization(s).

In compliance with Pennsylvania State Code, 21CCCS reserves the right to deny continued enrollment to students who fail to provide sufficient evidence of outstanding immunization completion and who do not submit a valid exemption request.

Reenrollment

If a student's Immunization Record is in noncompliance at the end of the school year, he/she may not be permitted to re-enroll at 21CCCS until the School Nurse receives an up to date Immunization Record.

Parents/Guardians of reenrolling students opting for private physical examinations and/or dental exams are expected to have all required screenings completed and submitted to the School Nurse on a yearly basis and no later than March 1st of the year for which they are required.

Health screening, physical, and dental forms will be available for download to reenrolling families on our website and in Moodle.

3.2 Student Attendance

(Related Policy #211)

All students of compulsory school age are required to meet the mandated legal attendance requirements. Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 8 years), until the age of 17 or graduation from a high school, whichever occurs first.

The hours of instruction and activities required are designated by grade level.

- Grades 7-12:
 - 990 hours of instruction or instructional activities per academic year
 - 27.5 hours per week on classes
- Grade 6:
 - 900 hours of instruction or instructional activities per academic year
 - 25 hours per week on classes

21CCCS as well as parents/guardians are required to ensure that their children meet school attendance requirements as evidenced by:

- a. Submission of assignments in all courses (work must be submitted in the majority of courses each school week).
- b. Points are on track for that given week. Point goals are posted in course announcements weekly.)

Excused/Legal Absence

Excused or legal absences should be reported to the Attendance Secretary via the Attendance Email: Attendance@21cccs.org within three (3) days of the absence. If absence information cannot be sent via email, please call the Attendance Secretary at 484-875-5436.

Absences will be excused for the following reasons (all but illness or death must be reported prior to the absence):

1. Illness: After three consecutive days of absence from school, a doctor's excuse note must be sent to the Attendance Secretary and the child's School Counselor.
2. Extreme illness or death of a family member
3. Participation in approved school/co-op activities with prior approval by school administration
4. Medical appointments (with submission of doctor's note upon school request)
5. Legal appointments, such as court appearances, appointments with legal counsel and/or probation officer, probation hearings, etc.
6. Visit to college or technical institutes by juniors or seniors
7. Educational travel with approval of the principal or other school administrator submitted one week prior to departure
8. Maternity leave: New mothers are expected to submit work in at least half their classes by the third week after birth and in all of their classes by the fourth week. A doctor's release is required for the student. The student is still responsible for completion of all assigned work.
9. Upon written parental request, and in accordance with 21CCCS Board policies, students may be excused from School for religious holidays observed by bona fide religious groups.

Students should make arrangements with teachers to complete work prior to the excused or legal absence. When this is not possible, students should make up missed work as soon possible.

Unexcused/Illegal Absences

Any absence that is not deemed legal or excused will be documented as unexcused/illegal. A valid excuse must be provided to the school upon date of return from an absence. Failure to do so will result in contacting the parent/guardian through email or a phone call. Following three days, a student faces accrual of an unexcused/illegal absence. The student may then be subject to disciplinary action and/or loss of privileges. Consequences for unexcused absences include:

- Issuance of truancy notices
- Restriction of email and/or computer use
- Synchronous program participation

Students illegally absent (not submitting work) for 10 or more consecutive school days may be removed from the school's roster per state law (22 Pa. Code 11.24).

Truancy

Class attendance at 21CCCS is a student obligation and responsibility. Attendance is tracked by monitoring the submission of work in a student's courses. When a student logs into his/her courses, this does not demonstrate acceptable daily attendance. Students must submit at least one assignment in majority of his/her classes each week to meet attendance requirements. A student who does not attend school regularly and shows truancy may not meet the requirements for advancement and graduation.

The truancy policy entails the following:

1. Upon the first time of a sequence of unexcused absences within an academic year, the student and guardian will receive a written warning via traditional mail and email. The

- parent and student are required to have a conference via the phone or in the virtual office with their Academic Advisor.
2. Level 1: Upon the second time of a sequence of unexcused absences within an academic year, students and parents/guardians will be notified by traditional mail and email.
 3. Level 2: Upon the third time of a sequence of unexcused absences within an academic year, parents/guardians will be notified by traditional mail and email. Students at level two or higher may have email and other restrictions imposed.
 4. Level 3: Upon the fourth time of a sequence of unexcused absences within an academic year, parent and student will be required to participate in a student attendance improvement conference in the Parent Teacher Conference Virtual Office (PTCVO) with the Principal, Director of Special Education (if necessary) Academic Advisor, school counselor and a member of the truancy team. Parent and student will be required to participate in a student attendance improvement conference in the Parent Teacher Conference Virtual Office (PTCVO) with the Academic Advisor, school counselor and a member of the truancy team. A Student Attendance Improvement Plan (SAIP) will be put into place at this time. The SAIP will be created during this meeting.
 5. Level 4: Upon the sixth time of a sequence of unexcused absences within an academic year, parents/guardians may be required to come to the school for a Student Attendance Improvement Conference with the Truancy Team. The SAIP will be reviewed during this meeting. 21CCCS will notify (1) a school based or community-based attendance improvement program **or** (2) the county children and youth agency (CYS) for services or possible disposition as a dependent under the Juvenile Act. Again, the school may file a citation against the parent of the habitually truant child in the child's local magisterial district court.
 6. Level 5: Upon reaching the seventh (or more) time of a sequence of unexcused absences within an academic year, parents/guardians may be required to come to the school for an additional Student Attendance Improvement Conference with the Truancy Team. Additional referrals will be made to CYS and/or additional citations will be filed with the student's local District Magistrate.

3.3 Withdrawal

The procedure for withdrawal from 21CCCS includes an initial notification to the Enrollment Department by phone. A completed withdrawal form must then be submitted to the Enrollment Department. The date of the written request will be the official disenrollment date. The Enrollment Department will have the parent/guardian complete and sign a "Request for Records Transfer" form and send a disenrollment form to the local school district of residence. Once the "Request for Records Transfer" form has been signed, the student's pertinent records will be mailed, in a sealed envelope, to the new school the student will attend. No official transcripts or contents of the student's educational record may be released directly to the parents/guardians upon withdrawal. The withdrawal date is not official until 21CCCS receives the signed withdrawal form. The parent/guardian will be billed for unreturned or damaged school materials.

3.4 Course Schedule and Deadlines

21CCCS full-credit classes run over the course of the full year schedule, beginning August 23, 2017 and ending May 31, 2018. The school year is divided into four quarters. Half-credit classes will run the length of one semester. A typical student schedule is comprised of 6 credits.

Grades: 7, 8, 10, 11, 12:

Classes will close at 4:00 PM on the last day of each quarter. The end-of-quarter dates can be found on the Board-approved calendar. All work submitted by 4:00 PM will be included in the

quarter grade calculation. No extensions beyond the close of classes will be granted. Deadline expectations are as follows:

- A student has a minimum of 45 days and a maximum of 90 days to complete a half credit course.
- A student has a minimum of 90 days and a maximum of 180 days to complete a one-credit course.

Students must submit their work prior to the last day of the quarter/semester. This allows them ample time to seek assistance from their teachers on assignments with which they are struggling. Students will not have access to their classes after 4:00 p.m. on the last day of the quarter/semester.

All 21CCCS and 3rd party classes will close on the last student day at 4:00 p.m. in accordance with the school calendar.

Grades 6 & 9:

To build student time management skills during the transition process for students new to a level (middle school and high school), mid-quarter deadlines will be in place to ensure students stay on track with work completion. Students who complete half of the work assigned for the quarter prior to mid-quarter can still move on to the work associated with the second half of the quarter. Students who do not submit the required assignments by the mid-quarter deadline will not be permitted to submit them late.

21CCCS full-credit classes run over the course of the full year schedule, beginning in August and ending the last day of the school year. The school year is divided into four quarters. Half-credit classes will run the length of one semester. A typical student schedule is comprised of 6 credits.

3.5 Work Resubmission

21CCCS supports the philosophy of student mastery of content and, therefore, allows students to resubmit assignments. In order to resubmit an assignment more than one time, students are required to have a communication with their teacher. Assessments (tests/quizzes) may only be resubmitted once.

3.6 Program Placement & Course Selection

21CCCS Course Scheduling

High school students at 21CCCS are scheduled for classes according to 21CCCS Graduation Requirements. Although a typical high school course load is 6 credits per year, in some instances, it may be appropriate to allow a student to take additional credits. Students who do not reach proficiency on the Keystone Exams will have supplemental instruction in the respective subject areas.

Guidance will review transcripts from the student's previous school(s) and determine what courses the student needs to take. Courses will be scheduled according to the standard course progression, unless alternate scheduling is necessary.

Middle School

All students in grades 6-8 are required to complete the core subjects of math, language arts, social studies, and science each year. Failure of two or more of these subjects will result in the student not being promoted to the next grade level. 21CCCS strongly suggests that middle school students keep a regular schedule and have the support of their parents/guardians.

Middle school students are scheduled according to the courses appropriate to follow their prior

year's courses and current grade level.

High School

Students are promoted to the next grade level based on the number of credits earned. The average student completes 6.0 credits per school year. At 21CCCS, emphasis is not placed on grade level. Each student has the opportunity to advance in each subject according to ability. Students may earn enough credits to graduate early, and students who are behind in credits have the opportunity to "catch up" to their graduating class. Grade levels based upon credits earned are designated as follows:

9th Grade	0-5.75 credits
10th Grade	6.0-11.50 credits
11th Grade	11.75-17.25 credits
12th Grade	17.5 credits (23.0 total credits required for graduation)

Grade levels are recalculated at the start of each school year. The grade levels of incoming students will be based upon the credits shown above, not the grade level designated by their prior school. Students have the ability to add extra classes to their schedule by finishing classes early and obtaining approval from the Guidance Department. For more information, the parent/guardian should contact the Guidance Department.

Third Party Classes

In some cases, students may be permitted to take a high school course from an approved third party provider. In order to be eligible to take a course from a third party provider, students must have completed at least one successful year at 21CCCS. The Guidance Department will review students' prior grades and courses taken to determine eligibility. Prior to a student enrolling into a 3rd party class a parent/guardian will be required to return a parent consent form.

Third party classes must be added and dropped through 21CCCS within 10 days after the scheduled start date. If classes are purchased directly from the third party provider by the student or his or her parent/guardian, 21CCCS will not pay for the class and may not be able to accept the credit.

3.7 Adding/Dropping Courses

Students may add or drop a course(s) within the first ten school days of a student's enrollment in a class. It is the responsibility of the student to contact the Guidance Department in writing if he wishes to add or drop a course.

Requests will be honored at the discretion of the school. If a student withdraws from a course more than 10 days after the scheduled start of the class or his enrollment in the class, he/she will receive an "F" on both his/her report card and final transcript absent express approval from the CEO, which is provided only in rare or exigent circumstances.

3.8 Graduation Requirements

To successfully graduate from 21CCCS, students must meet the current standard for accumulated credits* and achieve a level of "Proficient" or better on Keystone Exams. Students are required to take Literature, Algebra I, and Biology exams. Students not meeting Keystone exams proficiency requirements on the first testing session will be required to complete supplementary instruction before taking the Keystone exam again. If they are unsuccessful in their second attempt, they will be required to demonstrate proficiency on an alternate assessment before in order to receive their diploma.

The information below shows minimum high school credit requirements:

Category	Credit Requirements (23 total)*
English	4.0
Social Studies	4.0
Mathematics	4.0
Science	4.0
PE/Health	2.0
Arts & Humanities	2.0
Electives	3.0*

*Completion of College & Career Readiness Course is required.

Point/Grade Equivalencies – For students enrolled at 21CCCS for the entire year:

Courses worth .25 credits

Points Earned	Numeric Grade	Letter Grade	Grade Point
468 and above	94-100	A	4.0
447- 467	90-93	A-	3.7
432-446	87-89	B+	3.3
418-433	84-86	B	3.0
398-417	80-83	B-	2.7
383-397	77-79	C+	2.3
368-382	74-76	C	2.0
348-367	70-73	C-	1.7
333-347	67-69	D+	1.3
318-332	64-66	D	1.0
317 and below	63 and below	F	0.0

Courses worth .5 credits

Points Earned	Numeric Grade	Letter Grade	Grade Point
935 and above	94-100	A	4.0
895-934	90-93	A-	3.7
865-894	87-89	B+	3.3
835-864	84-86	B	3.0
795-834	80-83	B-	2.7
765-794	77-79	C+	2.3

735-764	74-76	C	2.0
695-734	70-73	C-	1.7
665-694	67-69	D+	1.3
635-664	64-66	D	1.0
634 and below	63 and below	F	0.0

Courses worth 1.0 credit

Points Earned	Numeric Grade	Letter Grade	Grade Point
1870 and above	94-100	A	4.0
1790-1869	90-93	A-	3.7
1730-1789	87-89	B+	3.3
1670-1729	84-86	B	3.0
1590-1669	80-83	B-	2.7
1530-1589	77-79	C+	2.3
1470-1529	74-76	C	2.0
1390-1469	70-73	C-	1.7
1330-1389	67-69	D+	1.3
1270-1329	64-66	D	1.0
1269 and below	63 and below	F	0.0

Courses worth 1.5 credit

Points Earned	Numeric Grade	Letter Grade	Grade Point
2820 and above	94-100	A	4.0
2700-2819	90-93	A-	3.7
2610-2699	87-89	B+	3.3
2520-2609	84-86	B	3.0
2400-2519	80-83	B-	2.7
2310-1589	77-79	C+	2.3
2220-2309	74-76	C	2.0
2100-2219	70-73	C-	1.7
2010-2099	67-69	D+	1.3
1920-2009	64-66	D	1.0
1919 and below	63 and below	F	0.0

Class Rank is only calculated for graduating students.

Grade Point Average (GPA)

Honors and A.P. (Advanced Placement) courses, due to their higher level of difficulty, will be given additional point credit when calculating grade point averages, as long as the course is passed. While honors credits allow students to earn an additional .25 points, A.P. allow students to earn an additional .5 points.

Honor Roll

In recognition of high achieving students, 21CCCS awards the following honors levels at the end of each quarter:

Level	GPA
Distinguished Honors	3.75+
High Honors	3.50 – 3.74
Honors	3.00 – 3.49

In addition to the GPA requirement, all grades earned must be “C” or higher without any “I” (incomplete) grades.

3.9 Plan for Student Learning (Advisee)

A primary goal of 21CCCS is to help students make the connection between their learning and future goals. In order to best facilitate this, a Academic Advisor is assigned to each student to create personal educational goals and stay on track. The Academic Advisor also keeps in touch with parents/guardians to keep them informed of student progress. Open communication between the Academic Advisor, parent, and student is essential to student success at 21CCCS.

3.10 Intervention Conferences (IC's)

The purpose of intervention conferences is to help support students who have been identified as “academically at-risk.” At-risk is defined as not participating in a class, participating inconsistently and not submitting quality work, or performing at a level below his/her demonstrated ability. An IC is typically composed of the Principal, a School Counselor, and the student's Academic Advisor.

The procedure used to address the student’s needs starts with a conference with the team, the student, and a parent/guardian. A support plan will be established to monitor student achievement in all of the student’s classes. A student may have his/her computer and/or school accounts restricted. The Academic Advisor will keep track of the plan and student progress. If the student’s achievement does not improve, the IC will schedule another intervention meeting with the family, which may include a conference in the school’s office with the IC. Failure to follow this procedure will result in additional requirements for both the student and his parent/guardian.

If a student struggles in any particular class he or she may be required to conform to additional deadlines throughout the quarter. Students who fail or receive a D in a quarter may be placed on additional deadline requirements to help with time management skills.

3.11 Student Assistance Program

The Student Assistance Team is an intervention team made up of school personnel, which is based on the Pennsylvania Student Assistance team model. The SAP team is designed to assist school personnel in identifying issues regarding alcohol, tobacco, and other drug abuse, and mental health issues that pose as a barrier to student success. The primary goal of the Student Assistance Team (SAP) is to help students overcome these barriers so they may achieve, remain in school, and advance.

SAP team members are trained to identify problems. They look to determine whether or not the problem lies within the responsibility of the school and make recommendations to assist the student and parent/guardian. When the problem lies beyond the scope of the school, the SAP team will assist the parent/guardian and student so they may access appropriate services within the community. The student assistance team members do not diagnose, treat, or refer to treatment, but they may refer a student for a screening or an assessment for treatment.

If students or parents have any questions or would like to make a referral to SAP, please e-mail: guidance@21cccs.org

3.12 Special Education

For any student receiving special education services, the paperwork listed below must be sent to the Special Education Department within a minimum of two weeks prior to the start of school. This information is needed to schedule the student's courses and to make necessary accommodations.

Required paperwork includes:

- Current and prior Individualized Education Plan (IEP)
- Current Notice of Recommended Educational Placement (NOREP)
- Most recent invitation to participate in the IEP meeting
- Current evaluation report (if this report is a re-evaluation, the prior and/or initial evaluation must be provided as well)
- 504 Service Agreement
- Any other documents relevant to the student's special education diagnosis (i.e. psychiatric evaluation, pertinent medical history)

Parents/guardians have the right to request a psycho-educational evaluation for their child if there is a concern that the child is in need of specially designed instruction. Parents/guardians may request, in writing, an evaluation at any time. 21CCCS shall make the "Permission to Evaluate" form readily available for that purpose. If a request is made orally to any professional employee or administrator of 21CCCS, that individual shall provide a copy of the "Permission to Evaluate" form to the parents/guardians within 10-calendar days of the oral request. In all classes, including orientation, all special education students will have their programs and services provided in compliance with their respective IEPs. All identified special education students begin receiving comparable services in accordance with their IEP within ten days of school with 21CCCS.

For more information about procedural safeguards, please click on the link below:

<http://21cccs.org/wp-content/uploads/2017/02/ProSafeNot-SA-2.pdf>

21CCCS Child Find Policy

In accordance with Chapter 711 of Title 22 of the Pennsylvania Code and the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1400 et. seq. ("IDEA"), the Director/CEO or his/her designee shall ensure that children with disabilities, regardless of the severity of their disabilities, who are enrolled at the charter school and are in need of special education and related services, are identified, located, and evaluated. A practical method will be developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Child Find includes children who are suspected of having a disability under Section 300.8 of the federal regulations that implement IDEA 2004 and in need of special education, even though they are advancing from grade to grade. This is extended to highly mobile children, including migrant children, homeless youth and parentally placed private students, as appropriate.

For more information about Child Find, please click on the link below:

http://21cccs.org/wp-content/uploads/2016/07/21CCCS_ChildFindPolicy.pdf

Parents may contact the CEO, or his/her designee, at any time to request a copy of the Procedural Safeguards Notice or with any other questions about special education services, screenings, policies, or procedures.

Activities

The Director/CEO or his/her designee shall ensure that the following outreach activities occur concerning programs and services for children with disabilities who attend 21CCCS:

- Offer parents/guardians and family (including foster and surrogate parents) information regarding training activities and publicize the availability of such activities to all parents/guardians. Trainings in the areas of behavior support, response to intervention, inclusive practices, transition, assistive technology, autism, and interagency coordination, are important. Parents/Guardians may also be directed to PaTTAN training opportunities. Parent/Guardian input is to be sought to determine what parent/guardian trainings are needed/desired.
- Provide access to interested health and mental health professionals, daycare providers, county agency personnel and other professionals, including: professionals and agencies who work with homeless and migrant or other highly mobile youth, wards of the state, as well as to students attending private schools (where applicable).
- Provide information concerning the types of special education programs and services available in and through 21CCCS. Further, 21CCCS will provide information regarding the manner in which parents/guardians can request and access those services.
- Provide or obtain periodic training for 21CCCS's regular education staff and special education staff concerning the identification and evaluation of special needs. Further, provide a provision of special education programs and services available to students with disabilities.
- The public outreach awareness system utilized by 21CCCS shall include methods for reaching homeless children, wards of the state, children with disabilities attending private schools, and highly mobile children, including migrant children.
- 21CCCS shall conduct *Child Find* activities to inform the public of its special education services and programs and the manner in which to request them.
- 21CCCS's *Child Find* effort must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.
- Efforts must be made to identify enrolled students who have a native language other than English to ensure that notices and other outreach efforts are available to them in their native language. This is required by law, unless it is clearly and absolutely not feasible to provide such.

Screening

The Director/CEO or his/her designee shall establish a system of screening in order to:

- Identify and provide screening for students prior to referral for an initial special education multidisciplinary team evaluation.
- Provide peer support for teachers and other staff members to assist them in working effectively with students using the general education curriculum.
- Conduct hearing and vision screening in accordance with the Public School Code of 1949, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education, if necessary.

- Identify students who may need special education services and programs.
- Maintain the confidentiality of information in accordance with applicable state and federal regulations.

Pre-Evaluation Screening

The pre-evaluation screening process shall include:

- For students with academic concerns: an assessment of the student's functioning in the curriculum, including curriculum-based or performance-based assessments.
- For students with behavioral concerns: a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty ("FBA" or functional behavior assessment).
- An intervention based on the results of the assessments conducted.
- An assessment of the student's response to the intervention, if applicable.
- A determination of whether or not the assessed difficulties of the student are the result of a lack of instruction or limited English proficiency.
- A determination of whether or not the student's needs exceed the functional capacity of the regular education program, without special education programs and services, to maintain the student at an instructional level appropriate to the level and pace of instruction provided in that program.
- Activities designed to gain the participation of parents/guardians.
- Controls to ensure that if screening activities have produced little or no improvement within the specified timeframe after initiation, the student shall be referred for a multidisciplinary team evaluation.

The screening activities shall not serve as a bar to the right of a parent/guardian to request a multidisciplinary team evaluation at any time. When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, 21CCCS may initiate a multidisciplinary team reevaluation without completion of the screening process in accordance with Chapter 711. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described shall be completed as part of that evaluation whenever possible.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL SUPERSEDES THIS POLICY.

References: 20 USC 1401(3), 1412(a)(3); 34 CFR §300.111; 22 Pa. Code §711.21

Public Awareness

The Director/CEO or his/her designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who are enrolled at 21CCCS: 21CCCS shall annually publish a written notice in means accessible to 21CCCS's families. Such notice must be included in 21CCCS's website. The Notice may also be made available in means accessible to the public, such as: at 21CCCS's main office, in 21CCCS's special education office, through local Intermediate Units and/or through other generally accessible print and electronic media, and with the Board meeting minutes. The notice should include a description of: child identification activities, 21CCCS's special education services and programs, the manner in which to request services and programs, and the procedures followed by 21CCCS to ensure the confidentiality of student information pertaining to students with disabilities pursuant to state and federal law.

Special education students newly enrolled in 21CCCS with an Individualized Education Plan shall receive services upon enrollment. Within 30 days, the IEP team will meet and determine whether to accept the IEP from the previous placement as is, or write a new one. If the IEP from the previous placement is acceptable, the team will issue a new IEP cover page and Notice of Recommended Educational Placement. If a new IEP must be written, the special education teacher will schedule an IEP meeting with the student and his parents/guardians. There is no delay in services during this time.

Click below to our website link for the Annual Notification of Rights under Family Educational Rights and Privacy Act:

<http://21cccs.org/wp-content/uploads/2017/02/Annual-FERPA-Notice-2017-2.pdf>

Click below to our website link for the Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities:

<http://21cccs.org/wp-content/uploads/2017/02/Annual-Public-Notice-of-Special-Education-Services-and-Pro.pdf>

3.13 Gifted Program

Gifted students often need to be challenged in a specific content area and given the freedom to work at their own pace either through acceleration or enrichment. Very few students are gifted in every subject. Through individualized planning, students can work on many different levels without scheduling conflicts. Gifted accommodations should not be confused with the honors version of a class, as gifted students' needs are addressed by replacing work with differentiated assignments. Any modifications or accommodations are created in conjunction with the development of the student's GIEP.

3.14 Pathways

Many 21CCCS core subject classes (English, math, science, and social studies) are designed with three pathways, each with a different level of rigor. Pathway selections must be made during the course selection process; however, based upon student performance during the course and with the approval of the teacher, students can change pathways during the course if necessary.

High School:

Honors Pathway

Honors level pathways are designed for students whose skills, past performance, and interests demonstrate that they can successfully complete increasingly challenging academic work. Honors work may include research and rigorous projects that require extensive reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning. For high school students, upon the successful completion of an Honors Pathway, .25 quality points will be added to the GPA calculation for that course, provided that the student was enrolled in the honors pathway or a corresponding honors course at the student's previous school for at least half of the school year.

College Prep Pathway

College Prep level pathways are designed for the majority of our students whose skills and past performance is on grade-level.

Academic Pathway

Academic level pathways are designed for students whose skills and past performance

indicate a need for an emphasis on more basic skills and extra practice.

Middle School:

Advanced Pathway

Advanced level pathways are designed for students whose skills, past performance, and interests demonstrate that they can successfully complete increasingly challenging academic work. Advanced work may include research and rigorous projects that require extensive reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning.

Intermediate Pathway

Intermediate level pathways are designed for the majority of our students whose skills and past performance is on grade-level.

Academic Pathway

Academic level pathways are designed for students whose skills and past performance indicate a need for an emphasis on more basic skills and extra practice.

3.15 Honor Societies

21CCCS chapters of the National Honor Society (NHS) and the National Junior Honor Society (NJHS) are duly chartered and affiliated chapters of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet the 21CCCS local chapter needs. Students are selected to become members by the Faculty Council, which bestows this honor upon qualified students each year.

Students in grades 10-12 are eligible for membership in NHS. Students in grades 6-9 are eligible for membership in NJHS. Scholarship criterion requires a student to have a cumulative grade point average of 3.25 or better on a 4.0 scale. Students who meet the criterion are invited to complete an application, which provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. Students are encouraged to provide at least ten hours of documented community service in their application.

Students or parents/guardians who have questions regarding the selection process or membership obligations should contact the chapter advisor(s).

3.16 Notification for Sports Team Eligibility

Students who are members of a sports team in their home school district must continue to meet grade requirements to be a part of the team. In accordance with PIAA eligibility rules for student-athletes, students must be passing at least 4 full-credit subjects by Friday of each week. If a student fails to meet these requirements, he/she will lose participation eligibility until the necessary requirements are met. Once this has occurred, the student may resume participation on the team one week following when requirements were met.

If a school requires weekly grade updates for its athletes, it is the responsibility of the student to request such information each week. Students should submit their requests every Monday morning to guidance@21cccs.org. Students should also include the name and email address of the person at their local school district who should be in receipt of their grades.

3.17 Off-Campus Courses

Physical Education Courses

Students can meet Physical Education (PE) requirements either “on-campus” or “off-campus.” On-campus PE involves taking an online course that combines physical activities and learning activities to develop habits that help students stay healthy throughout their lives. Off-campus PE uses activities taught only by a certified instructor, such as karate, gymnastics, dance, etc. for the physical activity portion of the course. The student will also be required to complete the learning activities portion of the on-campus PE course in order to meet Pennsylvania Standards. Thirty (30) hours of off-campus instruction are required for each 0.25 credits.

Off-campus PE requires pre-approval from 21CCCS administration the semester prior to when the course will be taken (see procedure below). When counting hours, only instructional time counts toward the 30 hours; practice hours do not count. For example, a gymnastic instructor providing direct instruction to a gymnast is acceptable, but time spent at a gymnasium for open time or practice does not count toward the hours of instruction. For further clarification, direct questions to the Off-Campus PE Coordinator.

Procedure for using off-campus sources of instruction

1. A student should seek pre-approval from the Off-Campus PE Coordinator by contacting the main office at 484-875-5400 and asking for the email address of the Off-Campus PE Coordinator.
2. A student should then send an email informing the Off-Campus PE Coordinator that he/she is going to pursue Off-Campus PE and for which semester (it cannot be for the current semester).
3. Next, the student should send a copy of the Off-Campus instructor’s certification via fax (484-875-5404) and the instructor’s information: name, mailing address, contact number, and email address.
4. The Off-Campus PE Coordinator will contact the student regarding whether his/her program has been approved.
5. If the program has been approved, the student will still need to complete some online course work and submit weekly activity reports, which must be signed off by the instructor.

At the end of the course, the instructor should assign a grade. Credit will be awarded once the work and hours have been achieved and verified by the Off-Campus PE Coordinator, so long as the course meets school requirements. All students earning off-campus P.E. credit must still complete online academic work to earn full course credit per PDE standards. Off-Campus Log Forms will be provided once the course has been approved.

Off-Campus Credit Acceptance Requirements

1. 21CCCS administration approval is required prior to the start of the course.
2. A completed Off-Campus Log Form or an official transcript is required prior to award of credit (high school only).
3. Credit (high school only) will be awarded based on the following:
 - a. Less than 30 instructional hours = 0 credit
 - b. 30 instructional hours = 0.25 credit
 - c. 60 instructional hours = 0.50 credit
 - d. 120 instructional hours = 1.00 credit

Credit is based on instructional hours (not practice hours).

3.18 Local College/University Enrollment (Dual Enrollment)

Current state regulation prohibits charter schools, which includes cyber charter schools, from directly entering into dual enrollment agreements with postsecondary education institutions. Any student residing in Pennsylvania who is enrolled in a charter school, a nonpublic school, a private school or a home education program may be permitted to enroll in dual enrollment courses offered through the student's school district of residence provided that the following requirements are met:

1. The student meets the qualifications set forth in the Concurrent Enrollment Agreement. (In order to apply for funding, a school district must have a Concurrent Enrollment Agreement in place with each postsecondary institution that will offer dual enrollment classes.)
2. The charter school, nonpublic school, private school or home education program agrees to award secondary credit for the successful completion of the dual enrollment course
3. The student notifies the school district of residence of the intent to enroll in the dual enrollment program.

If any 21CCCS student is interested in exploring the potential of a dual enrollment program, while continuing to attend 21CCCS, please contact Dr. Benjamin Ruby, Director of Education, at: bruby@21cccs.org or 484-875-5414. 21CCCS cannot guarantee availability to participate or acceptance of any student in a school district dual enrollment program.

Charter school students may also enroll independently in college coursework. However, the coursework may not be applied toward high school credit or graduation requirements, and the student is responsible for covering tuition and related costs.

3.19 College Applications and Accompanying Materials

Students requesting letters of recommendation, college application review, or transcript mailing must make a request to the Guidance Department in writing through email, fax, or letter. Students must submit requests at least two weeks prior to the college/university deadline. In order to write a good letter of recommendation, the Guidance Department must have time to get to know each senior and review information with them. Teachers writing letters of recommendation also need advance notice, at least two weeks, prior to the college/university's deadline.

Note that 21CCCS's high school code # is 391348. This is also referred to as an SSD code or CEEB, by colleges. Students will need this code to fill out certain forms, such as college applications and financial aid forms.

3.20 Proctored Testing

The school may, at any time and for any reason, require proctored testing within an hour and a half drive from each student's home. Required proctored test(s) will be given either at 21CCCS or an approved testing site. Positive identification is required. Please contact 21CCCS for additional information. Further, a form of photo identification may be required for students when taking tests such as PSSA, SAT, or PSAT at various sites or with proctors. In lieu of student identification, parents/guardians of students may show their ID and identify the student(s). 21CCCS IDs are also available from our school with ten days advanced noticed. For more information please contact the main office at 484-875-5400.

3.21 Standardized State Testing

Standardized tests will be administered periodically to students. These may be used to assist with placement and measure improvement and proficiency of specific standards or content. Tests may require travel to testing sites. Travel to PSSA and Keystone testing locations is the responsibility of the guardian. Students who fail to take required standardized tests will be charged with a level of truancy.

Testing Medical Disclosure and Medication Administration

Parents/Guardians of students participating in standardized testing are required to disclose emergent/urgent student health conditions prior to testing. If emergent medication may be required during testing, a separate "Authorization to Carry Emergency Prescription Medication" form must be completed and signed by the student's health care provider and submitted to the school nurse in advance of testing. To obtain a copy of this form, please contact the school nurse at nurse@21cccs.org.

Non-prescription medication or medication prescribed for reasons other than emergency medical treatment will not be administered during testing and should not accompany the student to his testing location.

Pennsylvania State Standardized Assessments (PSSA's)

The Commonwealth of Pennsylvania requires public school students in grades 6, 7, and 8 to take PSSA tests each year. The tests are given to help ensure that every child achieves a certain level of scholastic competency. The PSSA tests are mandatory. Students must make every effort to complete the PSSAs at their assigned testing location during their scheduled testing window.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at each testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student's home, but in some cases it may be necessary to travel more than an hour and a half. PSSAs are typically given over a three to four day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians and posted in Moodle in advance of the tests. Testing windows are included on the school calendar.

Pennsylvania Keystone Exams

The Keystone Exams are given at the end of courses and are designed to assess student proficiency. Students are required to take Keystone Exams to demonstrate proficiency in Literature, Algebra I, and Biology. Students must score "Proficient" or "Advanced" on each Keystone Exam. Keystone exam scores will be included on students' high school transcripts. Students who do not demonstrate proficiency in their initial testing will be enrolled in a remedial course and are then required to take the Keystone Exam again. If students are unsuccessful in their second attempt, they will have the opportunity to complete an alternative assessment Proficiency in Algebra, Literature, and Biology, or completion of an alternative assessment, is a 21CCCS graduation requirement.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at each testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student's home, but in some cases it may be necessary to travel more than an hour and a half. Keystones are typically given over a three-day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians and posted in Moodle, in advance of the tests. Testing windows are included on the school calendar.

PSAT/SAT/ACT Tests

PSAT tests are usually taken in a student's sophomore and/or junior year. It is offered once per year in October. The PSAT should be thought of as a practice test for the SAT. Students should have completed a geometry course to score well on the math section of the test. Merit Scholarships are possible only at the junior level. The PSATs are administered by 21CCCS; sign-up information is posted in Moodle. SATs are not currently administered by 21CCCS; students need to sign up independently with their home school district for the SATs. Students should register online at www.collegeboard.com to choose a location and time that meets their scheduling needs. 21CCCS students should use CEEB Code 391348.

Advanced Placement (AP) Exams

Students may take AP level courses through both 21CCCS and 3rd party providers. 21CCCS will offer AP exams testing at our office for any AP courses on dates established by the College Board. For information on AP exams, visit www.collegeboard.com.

3.22 Benchmarking

Teachers at 21CCCS utilize benchmarking tools, which allow students to demonstrate their learning in the subjects of math, English and science, throughout the course of the school year. These assessments are given several times a year and they are mandatory. The results from these assessments are used to best individualize and supplement student learning, in an effort to guide and accommodate student success.

3.23 Summer School

21CCCS may offer a limited number of summer school courses as an opportunity for advancement of original or make-up credit. Please consult with the Guidance Department for course recommendations and pre-approval. Summer school costs are the responsibility of the student. Contact your School Counselor for more information about summer school.

3.24 Transfer Credits

Transfer credits are considered and evaluated from each individual school a student has attended. Separate official transcripts from each school attended must be in the student's file to ensure proper grade level, course selection, and ability placement.

21CCCS uses a quarter system for credits. Therefore, transferred credits from other schools are adjusted as follows:

- Credit below .25 is adjusted to .25 credits
- Credit between .26 & .49 is adjusted to .50 credits
- Credit between .51 & .74 is adjusted to .75 credits
- Credit between .76 & .99 is adjusted to 1.0 credit

Credit for home-schooled students will be given based on appropriately supplied documentation provided to 21CCCS prior to enrollment. This documentation should include home-school evaluations as well as course descriptions. This information must be supplied prior to the start of classes.

When the content of a transferred course is questioned, the parent/guardian should make further course details available or provide the phone number/contact for the previously attended school for clarification. Credit may be awarded for a course as an elective if it does not meet 21CCCS course requirements.

3.25 Working Papers

Working papers are needed for after school and summer jobs. They are issued by the student's home school district, not 21CCCS. The hours during which and the conditions under which minor children may be employed are contained in the Pennsylvania Child Labor Law, Act of 1915, P.L. 286, No. 177 and amendments.

Students who fall behind in any of their classes or have a "C" average or below, are strongly advised to complete all courses successfully in order to move to the next grade, rather than work outside of school. Students who work must adjust their work schedule to meet class requirements.

3.26 Field Trips

21CCCS believes that social interaction is part of a well-rounded school experience. With that in mind, students are encouraged to attend as many field trips as possible. Completing an RSVP request by the date indicated by field trip advisers ensures that 21CCCS has a sufficient amount of supplies, necessary event space, and 21CCCS staff member participation. If payment is required receipt of payment is necessary to confirm your RSVP. If a parent/guardian does not RSVP by the given deadline, space availability cannot be guaranteed. Parents/Guardians who supervise children other than their own must provide 21CCCS the required the FBI clearance, PA Child Abuse Clearance, and State Police Clearance before participating in any school-related or school-sponsored activity as a volunteer.

Acceptable Behavior on Field Trips and School Events

- Student participation at school events requires written parental/guardian consent.
- Each student under the age of 18 must be accompanied by a parent/guardian or designated chaperone of at least 18 years of age, who has been deemed appropriate by the student's parent or legal guardian.
- In order to ensure the safety of students and comply with Pennsylvania child abuse laws, students must remain under the supervision of only their parent, guardian, or a 21CCCS teacher.
- Students over the age of 18 may attend a school event without a parent/guardian or chaperone, but must sign and turn in a permission slip/waiver to do so.
- Students should dress appropriately for the climate and venue of the field trip. In addition, students may be requested to wear a 21CCCS provided T-shirt for safety and accountability purposes.
- Additional rules of acceptable conduct will be determined and communicated by School Administration prior to events. Students must agree in writing before participating in the event (through the permission slip).
- Failure to comply with established rules may result in students being asked to leave the event. Depending upon the magnitude of the infraction at the event, students may be subject to additional disciplinary action.
- If a student requires medication, the parent/guardian or designated chaperone must carry and administer it.
- Children under the age of 10 are not permitted to attend school-sponsored field trips without prior permission from administration.

21CCCS reserves the right to refuse permission to attend one or more field trips if a student is not reasonably up to date on his/her schoolwork and/or in violation of 21CCCS policies and procedures.

3.27 School Counseling Services

All students have access to their school counselor each school day. Parents and students can contact their counselor via phone, email or in the Guidance VO for assistance with academic achievement, personal/social concerns and career planning.

What do School Counselors Do?

School counselors serve a vital role in maximizing student success. Through leadership, advocacy and collaboration, we strive to promote equity and access to rigorous educational experiences for all students. Professional school counselors support a safe learning environment, work to safeguard the human rights of all members of the school community and address the needs of all students.

Responsibilities of your School Counselor:

- Registration and enrollment of new students
- Academic Guidance-Scheduling and course selection, transitioning, college and post-secondary planning, as well as career exploration
- Working with students individually and in groups on social, emotional and academic concerns
- Crisis intervention and provider community resources as needed
- Collaboration with families to increase student achievement

What is the difference between a Academic Advisor and a School Counselor?

21CCCS has a Plan for Student Learning Model (Advisee). With this model, each student is assigned a Academic Advisor who serves as the main point of contact for the student and their family. Academic Advisors provide updates on progress throughout the year, help students create personalized weekly schedules to foster

Academic success, promotes different activities going on at 21CCCS, and help answer any questions that families might have while enrolled.

Your Academic Advisor collaborates closely with your School Counselor regarding any concerns or barriers that may be interfering with your child's education. Together, they come up with specific prevention and intervention plans that will help your child succeed. Your School Counselor is easily accessible for questions regarding credits, classes, graduation, post-secondary planning, as well as academic or personal concerns.

Confidentiality

Information revealed by a student to a school counselor in the course of their professional duties is privileged. Generally, it cannot be divulged in any legal proceedings, civil or criminal, without the consent of the student, or if he/she is a minor, his/her parents. However, such information may be revealed to the student's parents, teachers, principals or referred to appropriate law enforcement agencies if there is the threat of harm to the student or others.

3.28 NCAA-National Collegiate Athletic Association

It is the student's responsibility to ensure they meet the NCAA guidelines for eligibility. The Counselor is here to answer any questions and assist in scheduling needs. It is important to inform your Counselor as soon as possible so they can schedule you for the appropriate courses throughout your High School years.

When should I apply?

Students should apply anytime after their sophomore year to ensure ample time for processing and record keeping.

Who should apply?

Anyone who has even the remotest thought of competing in athletics at the college level should apply.

How do I apply?

- Register on the NCAA Eligibility website and fill out the NCAA Domestic Student Release Form by going to www.eligibilitycenter.org
- Request your transcript to be uploaded onto the NCAA Eligibility site by your school counselor.
- Arrange for all SAT/ACT scores to be sent directly to the NCAA from either/both testing services. The NCAA's code for SAT/ACT score requests is 9999. Go to www.collegeboard.org for SAT scores and/or www.actstudent.org for ACT.

What is the NCAA Initial Eligibility Center?

The NCAA Initial Eligibility Center is a governing board that was established by NCAA (National College Athletic Association) institutions in 1993. Its primary function is to ensure the consistent application of NCAA initial eligibility requirements and acts as the sole certification authority of student athletics for participants in Division I and II athletics.

SECTION 4. COMMUNICATION & EQUIPMENT

4.1 Communication

Communication between the student, parent/guardian, and school is extremely important. As a cyber school, the primary method of communication is email.

Student Expectations:

- Students are required to check their email and to reply to emails from school personnel on a daily basis.
- Students are expected to use proper English and grammar in their email communications with 21CCCS staff. This means emails must:
 - Clearly communicate necessary information.
 - Avoid use of slang, texting, or other shorthand.

Parent/Guardian Expectations:

- School personnel will use the personal e-mail account provided upon enrollment to communicate with parents. If parents change e-mail accounts, they must immediately notify 21CCCS so that records are accurate and communication is not interrupted.
- We recommend that parents regularly check for e-mails from school personnel as we use e-mail to communicate student progress, including report cards.

4.2 School Issued Equipment

All students are required to use a school-issued Macintosh computer for their schoolwork. School computers are equipped with all hardware and software needed by students. Computers and other equipment will be supplied under signed agreement from guardians. It is recommended that families work with their insurance company to insure all school equipment against damage or loss under a family's homeowner's or renter's insurance policy.

Families will be responsible for the costs of repair or replacement of school issued equipment not covered under the manufacturers warranty, including any freight costs incurred. All repairs must be made at a 21CCCS approved facility.

If there are routers or firewalls used on the home's internet access, they must be configured to allow access over the internet to the school computer by school technicians. The school retains the right to electronically inspect and enter school computers and accounts at any time for any reason.

School computers will be outfitted with software to enable school officials to remotely monitor and administer the computer. 21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older). Blocking software, which restricts access to many (but not all) undesirable sites, tracking software that logs the websites visited, and similar software may be installed. Systems may also be used to limit the use of software on school computers. It is a violation of school rules to circumvent these systems.

4.3 Acceptable Use of School Equipment & Accounts

(Related Policy # 815)

Students are required to use provided technology and access accounts supplied by the school responsibly. Computers should not be used for non-school related purposes. 21CCCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted with school accounts or equipment. This means providing assistance to governing bodies by surrendering electronically obtained information from school-issued computers or student accounts. Disciplinary actions for equipment or account misuse may

be taken at any time and will be tailored to meet specific concerns related to the violation. The purpose of this policy is to assist the student in gaining the self-discipline necessary to behave appropriately in both our cyber school environment, and within an electronic network.

The following uses of school-issued computers, internet resources, or accounts are considered unacceptable: (for specific details outlining unacceptable use of equipment, see Policy #815)

1. To vandalize, damage, disable, or modify the property, accounts, or files of 21CCCS, another individual, or organization.
2. To access the files, folders, accounts, materials or resources of another user, or distribute information enabling others to do so, without the user's permission. This also includes attempts made to access such materials.
3. To engage in any illegal act or violate any local, state, or federal statute or law.
4. To access, review, upload, download, store, print, post, or distribute:
 - a. Materials that are pornographic, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or contain sexually explicit language.
 - b. Materials that use language or images that are inappropriate to the educational setting or are considered damaging or disruptive to the educational process.
 - c. Materials that use language or images that advocate violence or discrimination toward other persons, or that may be perceived to constitute harassment or discrimination.
5. To make deliberate attempt(s) to degrade or disrupt, modify, or change equipment, software, or system performance by spreading computer viruses or any other such means.
6. To install any unauthorized or unapproved software onto school-issued computer or technology or to modify any system settings without the prior approval of the Technology Department. This includes running updates without full disclosure and consultation with the Technology Department.
7. To attempt to defeat or bypass the school's internet filtering by the use of proxies, https, special ports, software or any other means.
8. To violate copyright laws, usage licensing agreements, or otherwise use another person's property without the person's prior approval or proper citation including: the downloading or exchanging of pirated software, copying software or music to or from any school computer, or the plagiarism of works found on the internet.
9. To post information about another person or personal contact information about themselves including, but not limited to, addresses (home, work, or school), telephone numbers, identification numbers, account numbers, access codes or passwords, instant message ID's, or websites.
10. To knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
11. To use the school email system to conduct non-school business, for unauthorized commercial purposes, gambling, or financial gain unrelated to the mission of the school. Users are not permitted to use the system to provide goods or services or for product advertisement purposes.
12. To include any information in an email signature that contains anything other than the student's name, email address, and grade.
13. To spam or forward inappropriate "junk emails" that are unsolicited, bothersome, or

unnecessary.

14. To send a significant number of non school-related emails. Email accounts and school-issued computers or technology are intended for school-related purposes and should not be used for non-school purposes. Students who send a number of non- school-related emails may have their account restricted and/or have excess email deleted by the tech support department.

If a user inadvertently accesses unacceptable materials or internet sites, the user must immediately contact an appropriate 21CCCS official, such as the Principal or the Student Support Manager, to disclose the access of said material. This disclosure may later serve as a defense against an allegation that the user had intentionally violated the Student Code of Conduct and/or other applicable 21CCCS policies.

Although 21CCCS takes precautions to protect students from inappropriate sites, ultimately, it is the responsibility of the student and parents/guardians to ensure that the school computer is used only for appropriate school use.

Finally, students who become aware of potential security issues are responsible for reporting them immediately to the Technology Department.

4.4 Electronic Searches

School Issued Equipment Search:

School Officials retain the right to electronically inspect and enter school-issued computers and accounts at any time for any reason, using logging software installed in all computers. The software must remain enabled and the computer must remain accessible at all times.

21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older).

Parent/Guardian Access:

Parents/guardians may request passwords to student accounts from school personnel.

Illegal or Prohibited Materials:

Illegal or prohibited materials discovered during a student search may be used as evidence against a student in a school disciplinary proceeding or legal hearing. As appropriate, 21CCCS may contact law enforcement agencies in response to any such discovery.

4.5 Assistive Technology

To request assistive technologies, please contact the Director of Special Education.

4.6 Internet Access and Reimbursement

(Related Policy #140)

All students are entitled to Internet access reimbursement. Reimbursements will be made twice a year. Reimbursement rates are as follows:

Type of service	Amount reimbursed
Using a school provided ISP service	Service provided by 21CCCS
Using alternate service (Comcast, Verizon, Satellite, Etc.)	Up to \$45/month per household (unless proof can be shown that the only available access in their area is greater than \$45) for the months of August through June

Reimbursement Schedule

Reimbursements will be issued twice a year on January 30th and June 30th. **No reimbursement will be made unless requests are received by specified deadlines.**

Reimbursement Period	Months Covered	Documentation Needed	Date Due to Office to qualify for reimbursement
Period 1 (Paid on January 30 th)	August September October November December	December bill indicating that it is paid in full. Reimbursement Request form	January 15th (must be received in office by January 15 th)
Period 2 (Paid on June 30 th)	January February March April May June	June bill indicating that it is paid in full. Reimbursement Request form	June 15th (must be received in office by June 15 th)

If this schedule creates an economic hardship please contact your School Counselor.

If you withdraw prior to the reimbursement period, to receive reimbursement for the months that you were enrolled at 21CCCS, you must submit your most recent paid bill and Reimbursement Request form within 30 calendar days of your withdraw.

21CCCS does not reimburse for Internet service over the summer months (unless the student receives Special Education Extended School Year services), or for service outside of Pennsylvania. To see what constitutes as summer months, please see the 21CCCS Academic Calendar. Internet service will be reimbursed only for the time that school is in session.

Requesting Reimbursement

1. Complete and sign the Reimbursement Request form (attached to this handbook).
2. Mail paper copy of request and bill by the required deadline (January 15th and June 15th) to:

21st Century Cyber Charter School
Attn: Internet Reimbursement
126 Wallace Ave.
Downingtown, PA 19335

Please note, with consent and enrollment, internet reimbursement payments can now also be made electronically. See appendix for the necessary Accounts Payable Direct Deposit Agreement Form.

Services Provided by 21CCCS

Families’ internet service account must be in their name and address, not 21CCCS. Please call the provider when there is a problem with the connection to troubleshoot. In many cases, service shuts down temporarily for maintenance and only the provider has that information.

If for any reason internet service is not working properly, students have 24 hours to notify the Technology Department.

The Technology Department will notify the student's instructors of the problem. Students may not use internet problems as an excuse for not submitting work.

4.7 Equipment and Material Returns

Within one week of the date of withdrawal from 21CCCS, the parent/guardian must return the school issued computer, technology and other hardware, textbooks, CDs, and any other materials issued to the student, to 21CCCS. Original packaging and all accompanying documentation and accessories must be returned as well. Families will be billed for damaged and/or missing items. Students may be denied participation in the graduation ceremony, and returning students may not be accepted for re-enrollment, if they have not returned all school equipment and materials.

Students returning to 21CCCS for the following school year may keep their computer over the summer unless return is requested.

4.8 Unpaid Bills

Until all outstanding financial obligations due to 21CCCS are paid in full, students who have received the necessary graduation credits will not be permitted to walk and/or participate in any graduation ceremonies (but will still receive a diploma). A fee of \$40 will be assessed for each check returned by the bank for insufficient funds.

SECTION 5. FORMS & ATTACHMENTS

2017-2018 School Year Calendar

Internet Reimbursement Form

Acceptance of Student Handbook Form

February 1, 2017

Dear Parent(s)/Guardian(s):

This letter is to inform you that 21st Century Cyber Charter School will now offer electronic ACH payments to for Internet reimbursements. Direct deposits allow payments to be received faster and more efficiently. We have included an Accounts Payable Direct Deposit Agreement form to be completed and returned to 21st Century Cyber Charter School to the address below:

21st Century Cyber Charter School

ATTN: Accounts Payable

126 Wallace Avenue

Downingtown, PA 19335

Thank you,

Kim McCully

CEO

Accounts Payable Direct Deposit Agreement Form

Authorization Agreement

21st Century Cyber Charter School (21CCCS) is hereby authorized to make electronic deposits of payments to the bank account at the financial institution named below. In the event of changes to the bank account information below, 21st Century Cyber Charter School 21CCCS must be provided with advance notice to allow reasonable time for the changes to be executed.

In the event that an incorrect amount should be entered into the account below, our bank and 21st Century Cyber Charter School are authorized to make the appropriate adjustment.

Furthermore, 21CCCS will not be responsible for any delay or loss of funds due to incorrect or incomplete information supplied by the signer(s) below or by the financial institution named below or due to an error on the part of the financial institution named below in depositing funds to the account.

This authority will remain in effect until 21CCCS has been given written notice of termination or until 21st Century Cyber Charter School has notified the organization named below that this service has been discontinued.

Account Information

Name of Organization:

Name of Financial Institution:

Routing Number:

Account Number:

Checking | Savings

Signature

Printed Name & Title (Primary):

Date: _____

Authorized Signature:

—

Printed Name & Title (Joint):

Date: _____

Authorized Signature:

—

Please attach a voided check or deposit slip and return this form to 21st Century Cyber Charter School - ATTN: Accounts Payable – 126 Wallace Avenue – Downingtown, PA 19335.

ACCEPTANCE OF STUDENT 2017-2018 HANDBOOK FORM

We have read and understand the 2017-2018 Student/Parent Handbook. We agree to the terms of 21st Century Cyber Charter School and understand that if we do not abide by the Handbook requirements, the School will take appropriate responsive action including as noted in the Handbook.

Student Name: _____

Student Signature Date

Parent/Guardian Name: _____

Parent/Guardian Signature Date