

Student and Parent

Handbook

2014-15



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“Continuous effort - not strength or intelligence - is the key to unlocking our potential.” - Winston Churchill

**Welcome to the 2014-15 School Year at
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 teachers are Pennsylvania State certified in their subject area(s).
- Students are supported by significant, real-time contact with their teachers and staff.
- Small virtual classroom sizes 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.

ABOUT THIS HANDBOOK	2
ABOUT 21CCCS	5
Mission Statement	5
Vision Statement	5
<i>Contact Information</i>	6
SECTION 1. GENERAL INFORMATION.....	7
1.1 Confidentiality and Privacy	7
1.2 Review of Student Records	7
1.3 Parent/Guardian Information	8
1.4 Contact Information Changes	8
1.5 Freedom of Expression	8
1.6 Non-Discrimination	8
1.7 Mandated Reporting	9
SECTION 2. STUDENT CODE OF CONDUCT	9
2.1 Academic Integrity	9
2.2 Terrorist Threats/Acts	10
2.3 Unlawful Student Harassment	10
2.4 Anti-Bullying.....	11
2.5 Student Due Process.....	12
2.6 Parent/Guardian Concern/Complaint Reporting Procedure	13
SECTION 3. STUDENT ACADEMIC PROCEDURES	14
3.1 Health Requirements.....	14
3.2 Student Attendance	15
3.3 Withdrawal.....	17
3.4 Course Schedule and Deadlines	18
3.5 Program Placement & Course Selection	18
3.6 Adding/Dropping Courses	19
3.7 Failure to Pass.....	19
3.8 Graduation Requirements	19
3.9 Plan for Student Learning (P4SL).....	22
3.10 Academic Review Team (ART)	22
3.11 Student Assistance Program (ACES).....	22
3.12 Synchronous Remediation Program (SRP).....	23
3.13 Special Education.....	24
3.14 Gifted Program	27

3.15 Honors	27
3.16 Honor Societies	27
3.17 Notification for Sports Team Eligibility	28
3.18 Off-Campus Courses.....	28
3.19 Local College/University Enrollment.....	29
3.20 College Applications and Accompanying Materials.....	30
3.21 Proctored Testing	30
3.22 Standardized State Testing	30
3.23 Classroom Diagnostic Tools (CDT).....	31
3.24 Summer School.....	31
3.25 Transfer Credits.....	32
3.26 Working Papers.....	32
3.27 Field Trips.....	33
SECTION 4. COMMUNICATION & EQUIPMENT	34
4.1 Communication.....	34
4.2 School Issued Equipment.....	34
4.3 Acceptable Use of School Equipment & Accounts.....	35
4.4 Electronic Searches.....	36
4.5 Assistive Technology.....	36
4.6 Internet Access and Reimbursement	37
4.7 Equipment and Material Returns	39
4.8 Unpaid Bills.....	39
SECTION 5. FORMS & ATTACHMENTS	39
INTERNET REIMBURSEMENT FORM	40
ACCEPTANCE OF STUDENT HANDBOOK FORM.....	42

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)
Email:	info@21cccs.org
Web address:	www.21cccs.org
Fax:	484-875-5404 (Registration) 484-875-5405 (Guidance/Special Education)
Director/CEO Jon Marsh	jmarsh@21cccs.org 484-875-5454
School Principal Kylene Ball	kball@21cccs.org 484-875-5414
School Principal Monica Frank	mfrank@21cccs.org 484-875-5493
Student Support Manager Joseph Mayo	jmayo@21cccs.org 484-875-5466
Registrar Wendy Williamson	wwilliamson@21cccs.org 484-875-5431
Special Education Erin Potter	ekline@21cccs.org 484-875-5412
Guidance Department Sanna McCoy Heather Messenger	guidance@21cccs.org 484-875-5434 484-875-5427
School Nurse Megan Tarr	nurse@21cccs.org 484-875-5457
Technical Support	techsupport@21cccs.org 484-875-5467
Attendance Secretary Megan Stellfox	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 30 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 IDEA '97. 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, 805 Springdale Drive, Exton, PA 19341.

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. If additional individuals are involved in the child's education and have authorization to discuss a child's progress, the parent/guardian must provide written permission naming such persons. Further, the parent/guardian must provide permission outlining the 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 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 school Registrar within three days of the change. To ensure proper school district accounting, the child's current address must be on file at all times.

Registrar: Wendy Williamson
484-875-5431
wwilliamson@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 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 their expressions, students are responsible to obey federal laws governing libel and obscenity.

In some instances, school administration may require students to submit a copy of materials to be displayed, posted, 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, or financial hardship. 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.

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 has come to a student. Harm to a student may include neglect, emotional abuse, physical abuse, and sexual abuse. Information will be reported using Child Line: 800-932-0313. Child Line is a service of the Pennsylvania Department of Public Welfare. Information about Child Line 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

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.

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 threats to commit violence, which display intent to terrorize others. "Terroristic acts" are offenses made against property or individuals, which cause harm, danger, or threaten such things. Individuals involved in such will be subject to counsel and/or disciplinary procedures in accordance with the Terroristic Threats/Acts Policy.

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.

Specific forms of harassment include ethnic or sexual harassment. Ethnic harassment is 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 and State 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. 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.

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. False accusations of bullying are 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, 805 Springdale Drive, Exton, PA 19341.

2.5 Student Due Process

Education is a statutory right. Students shall be afforded due process if they are to be excluded from school. 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 contained herein, the student and the student's parents/guardians will be notified and provided an opportunity to respond. 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 may be scheduled if the suspension exceeds three (3) days and is requested by the parents/guardians.
 - 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 are cross- examined.
- 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 shall be permitted access to his/her classes.

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

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

2.6 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/Learning Coach

Administration encourages parents/guardians to first try to resolve the concern with the child's teacher or learning coach 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 learning coach, or if the parent/guardian feels that the concern is too serious or unrelated to a teacher or learning coach, 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/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 the findings.

Level 4 - 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 hearing with the Board of Trustees. This is accomplished by contacting the board secretary in writing, requesting a hearing, and providing details of the subject of the hearing. The hearing will be scheduled for the next bi-monthly board meeting, provided the hearing request is received more than one week prior to the board meeting date. Dates and locations for the board meetings are posted on the schools website, 21CCCS.org. The hearing will take place at the scheduled meeting location prior to the start of the public meeting. The Board Secretary will provide meeting details to the parent/guardian via the school provided FirstClass parent/guardian email account. All parties involved are invited to attend the hearing. If the parent/guardian is not present at the scheduled hearing time, the hearing will be cancelled and the parent/guardian will be required to submit a request, in writing, to reschedule the hearing.

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 School Code provides for both medical and religious exemptions to immunization statute requirements, as well as religious exemptions to physical and dental examinations. If an exemption is requested, medical exemption letters, certified by a licensed physician, may be presented. Religious exemptions 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.

Please note there are no exemption provisions allowed regarding annual health screening requirements. 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

Student 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.

Current state mandated immunization requirements are provided on our school website at 21CCCS.org.

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.

Reenrollment

Parents/Guardians of reenrolling students entering the 7th or 11th grades are expected to have all immunization, physical, and dental requirements completed and submitted to the school nurse prior to the start of the next school year. Exceptions will be granted if a note is provided to the school health office indicating the anticipated appointment date for completion of the required immunization(s), physical or dental exam. However, submissions must be received no later than March 1st of the year for which they are required.

Parents/Guardians of reenrolling students opting for private screenings are expected to have all required screenings completed and submitted to the school nurse on a yearly basis 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.

3.2 Student Attendance

(Related Policy #211)

Student attendance will be measured by the hours a student spends engaged in the instructional program in which he/she is enrolled. 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

Hours of study include work completed on and off the computer.

When a student fails to progress through coursework appropriately, but continues to work the required number of hours, he may be asked to report a summary of hours and work done to support reported hours until hours and progress agree. If this cannot be produced, each day without progress may be counted as an unexcused absence.

Parents or guardians are required to ensure that their children meet school attendance requirements as evidenced by:

Submission of weekly attendance logs;

- a. Students must report their hours of study each Monday, using the link within Moodle. Students must submit their hours no later than 11:59 p.m. each Monday. In the case of a school holiday or absence on a Monday, hours must be submitted no later than 11:59 p.m. of the day following the holiday or absence.
- b. Reported hours are only required for days that school is in session (refer to the Board-approved calendar in this handbook for such dates).

Exam and assignment completion;

- a. Courses have designated completion dates. Students will be responsible for completing all work by the established end date.

Access email and submit work in a majority of classes.

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).

Excused/Legal Absence

Excused or legal absences should be reported to the Attendance Secretary via the Attendance Email: Attendance@21cccs.org. 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 Student Support Manager
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, attendance, and participate consistently at least part-time by the third week after birth, and full-time by the fourth week. A doctor's release is required for the student. The student is still responsible for completion of all work.
9. Religious holiday: This must be coordinated in advance of the holiday by parents/guardians.

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

Please note: Students are not granted the opportunity to submit work missed during unexcused absences.

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. 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 unexcused absence, the student will receive a written warning via traditional mail and email.
2. Level 1: Upon the second unexcused absence within an academic year, students and parents/guardians will be notified by traditional mail and email.
3. Level 2: Upon the third unexcused absence 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 unexcused absence within an academic year, parents/guardians will be required to have a conference with the Truancy Team, which consists of the Principal, Guidance Counselor, Learning Coach, and Special Education Coordinator (if necessary). The truancy officer of the student's local school district will be notified. Parents/Guardians who fail to respond to a Truancy or Academic Review Team Conference Request within 10 days are assumed to be withdrawing their child from 21CCCS.
5. Level 4: Upon the fifth unexcused absence in an academic year, parents/guardians will be required to come to the school for a conference with the Truancy Team, and the truancy officer of the student's local school district will be notified again. Parents/Guardians failing to respond to a Truancy or Administrative Review Team Conference Request within 10 days are assumed to be withdrawing their child from 21CCCS.
6. Level 5: Upon the sixth unexcused absence, credit for classes may be reduced or eliminated for the semester. Parents/guardians will be required to come to the school for a conference with the Truancy Team and the truancy officer of the student's local school district will again be notified.
7. Level 6: Upon reaching the seventh unexcused absence, parents/guardians will be required to come to the school for a conference with the Truancy Team and the truancy officer of the student's local school district will again be notified. Expulsion proceedings will be initiated. Special education students will be considered truant and a referral will be made to their local school district.

No more than one level of truancy will be issued per week.

3.3 Withdrawal

The procedure for withdrawal from 21CCCS includes an initial notification to the Registrar or Student Support Manager by phone. A completed withdrawal form must then be submitted to the Registrar. The date of the written request will be the official disenrollment date. The Registrar will have the parent/guardian complete and sign a "Request for Records Transfer" form and send a disenrollment form to the local school district. 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 in August and ending in June. 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.

Classes will close at 4:00 p.m. 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 p.m. will be included in the quarter grade calculation. Extensions beyond the close of classes will only be granted for mitigating circumstances, which must be approved by administration. 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 are encouraged to 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.

3.5 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.

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. Students will be scheduled for the next most appropriate math course, regardless of grade level.

If appropriate, middle school students may be permitted to take a foreign language course; this will be determined on a case-by-case basis. Guidance will review the student's prior grades and courses taken to determine appropriateness.

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 had 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.

3.6 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.

3.7 Failure to Pass

Students who fail the majority of their online classes for two consecutive semesters may not be permitted to re-enroll at 21CCCS for the following school year, based on the Mission of the school.

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, as required by the Commonwealth of Pennsylvania. At this time, 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 enroll in a remedial course and take the Keystone exam again. If they are unsuccessful in their 2nd attempt, they will be required to demonstrate proficiency on an alternate assessment (30 hour project as determined by Pennsylvania Department of Education) before they can receive their diploma.

The information below shows minimum 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 a culminating project is required. 21CCCS requires all students to complete the elective "Graduation Project" to meet this requirement.

The information below shows the requirements of the Keystone Exams:

Graduation Year	Required Proficiency
2014, 2015, and 2016	Must demonstrate proficiency on Algebra I and Literature Keystone Exams or an alternate assessment.
2017 and 2018	Must demonstrate proficiency on Algebra I , Literature , and Biology Keystone Exams or an alternate assessment.
2019	Must demonstrate proficiency on Algebra I , Literature , Composition , and Biology Keystone Exams or an alternate assessment.
2020 and Beyond	Must demonstrate proficiency on Algebra I , Literature , Composition , Civics & Government , and Biology Keystone Exams or an alternate assessment.

Grading System

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

Class Rank is only calculated for graduating students.

Grade Point Average (GPA)

Honors, A.P. (Advanced Placement), and college 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. and college courses 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 (P4SL)

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 learning coach is assigned to each student to create personal educational goals and stay on track. The learning coach also keeps in touch with parents/guardians to keep them informed of student progress. Parents/Guardians should consider their child's interests, strengths, and future plans. Questions are encouraged throughout the P4SL process, to best design a plan for their child's success.

3.10 Academic Review Team (ART)

The purpose of the Academic Review Team (ART) 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. The team is typically composed of the Principal, a guidance counselor, and the student's learning coach. Based on information provided by the learning coach, as well as other data collected, the student will be recommended for ART support.

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 per the ART plan. The learning coach will keep track of the plan and student progress. If the plan is successful, a modified plan will be established, or the student will no longer receive ART support. If the student's achievement does not improve, the ART will schedule another intervention meeting with the family, which may include a conference in the school's office with the ART. Failure to follow this procedure will result in additional requirements for both the student and his parent/guardian.

3.11 Student Assistance Program (ACES)

The Assistance to Continue Education Successfully (ACES) team is an intervention team made up of school personnel, which is based on the Pennsylvania Student Assistance team model. The ACES 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 Program (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.

3.12 Synchronous Remediation Program (SRP)

21CCCS students who are not successful in the asynchronous setting may be required to participate in the Synchronous Remediation Program (SRP). This program requires students to maintain a synchronous schedule to complete their courses. This program is designed to assist students in learning the organizational and time management skills that are necessary to be successful in an online, asynchronous environment. Students may also opt into the synchronous program should they desire a more structured schedule.

Eligibility for the Synchronous Remediation Program

SRP may be required for students who have been identified academically at-risk. This includes (but is not limited to):

- Students who do not complete orientation on time.
- Students who are severely behind in their classes (completed less than 50% of assigned weekly points).
- Students who have failed a minimum of one course.
- Students recommended by PTC.
- Students at Truancy Level 4 or above.

Students who have not failed any courses, but would like more direct instruction and guidance from their teachers, may voluntarily participate in this program.

Synchronous Remediation Program Procedures

Students will be directed to log into the appropriate virtual office at 9:00 a.m. every school day and will remain there to complete their course work until 3:00 p.m.

- Breaks and lunch will be built into the student's work schedule.
- Attendance will be taken and student's progress will be monitored.
- If a student wants to leave, he/she must ask for permission.
- The students participating in SRP will be monitored using ARD.

Returning to An Asynchronous Setting

The progress of students participating in SRP will be evaluated periodically. If the student proves he/she can be successful, he/she may return to an asynchronous setting after three- five instructional weeks, so long as 70% of assigned weekly points have been earned. Considerations will be made for the following students:

- Students who did not complete orientation on time (after three weeks).
- Students severely behind in classes (after three weeks).
- Students who have failed a minimum of one course (after five weeks).
- Students recommended by PTC (after five weeks).
- Students at Truancy Level 4 or above (after receiving no truancy charges for six weeks).

- Students who voluntarily agreed to participate in the SRP (if under age 18, parent/guardian authorization is required).

Any student earning 80% of assigned weekly points will be considered for return to an asynchronous setting.

Possible Consequences for Non-Attendance

- If a student does not log in by 10:00 a.m., the student may receive an unexcused absence.
- If a student leaves the VO without permission, the student may receive an unexcused absence.
- Each day a student does not attend, the student may receive an unexcused absence.
- After two unexcused absences, all non-essential computer privileges may be suspended.
- After three unexcused absences, a truancy charge may be levied.

3.13 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 with disabilities will have their programs and services provided in compliance with their respective IEPs. All identified special education students begin receiving services in accordance with their IEP on the first day of school with 21CCCS.

21CCCS Child Find Policy

In accordance with Chapter 711 of Title 22 of the Pennsylvania Code, the Director/CEO or his 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.

Activities

The Director/CEO or his 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 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 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 (attached hereto), in means accessible to 21CCCS's families. Such notice must be included in 21CCCS's Handbook and on 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.

3.14 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.

3.15 Honors

Honors level classes are designed for academically talented students whose skills, past performance, and interests demonstrate that they can successfully complete challenging academic work. Honors work may include research, WebQuests, and creative projects that require extensive additional outside 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. If available, the honors level will be listed in the course syllabus. To be placed in an honors level course, the parent/guardian or student must request the honors level through the school's Guidance Department. The student must receive a recommendation from the current course's teacher to enter the honors level (which will include past performance in the subject area of the course). To receive honors designation the student must: complete all standard course material with a minimum average of 85%, complete all honors assignments, and achieve a minimum average of 80% in the honors level material of the course. When this is successfully achieved, .25 grade points will be added to the grade earned in that course.

3.16 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 3.0 or better on a 4.0 scale. Students who meet the criterion are invited to complete a "Student Activity Information" form, 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 should be able 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.

3.17 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.

3.18 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).

3.19 Local College/University Enrollment

Qualifying students may complete CORE courses (English, math, science, and social studies) at accredited local colleges and universities to earn credits that may be applied to high school graduation requirements. This means that coursework must satisfy a 21CCCS graduation requirement. It is important to confirm that your child is eligible to pursue classes with the college or university of your choice, as not all colleges allow university enrollment while students are still in high school.

In order to participate in this alternative enrollment, upon completion of 10th grade students must have a minimum GPA of 3.0, or higher, in their college preparatory level classes. Further, students must obtain approval from the Guidance Department prior to registering for the college course; a minimum of ten days notice is required for authorization. Students may be approved to receive reimbursement for up to two college courses per year; however, they must be enrolled in at least four credits with 21CCCS. Students must attempt/complete six credits per school year. The school offers up to \$650 reimbursement per course towards tuition and books.

Students requesting approval must email the Guidance Department with information regarding the college course(s) they would like to take at least ten school days prior to the course start date. Guidance will review the student's transcript as well as the request and either approve or deny the request. A grade of C or better in each course is required for reimbursement. Official transcripts and a copy of the paid receipt(s) for the course must be submitted within 15 days of the end of the course. Students will be reimbursed for tuition and books only; additional university fees will not be reimbursed. Due to state law, families may be required to pay a nominal credit fee to the college/university, which cannot be reimbursed. Reimbursement may take up to two months following submission. This policy is subject to change based upon changes in State Legislation or Education Reform. Reimbursement amount cannot exceed the amount actually paid to the college/university and book supplier.

In calculating the grade earned for a course pursued through a local college or university, an additional .5 grade points will be added to the grade a student earns for that course.

3.20 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.

3.21 Proctored Testing

The school may, at any time and for any reason, require proctored testing within 60 miles of the 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, UM, 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. For more information please contact the main office at 484-875-5400.

3.22 Standardized State Testing

Standardized tests may 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. Students who fail to take required standardized tests may 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.

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 one to two 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 CyberSchool Announcements, 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 (30 hour project designed by Pennsylvania Department of Education).

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 one to two 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 CyberSchool Announcements, 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. 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 CyberSchool Announcements. 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

Although students may take AP level courses through 21CCCS, AP exams are not currently administered by 21CCCS. Students must make arrangements to take AP exams through their home school district. For information on AP exams, visit www.collegeboard.com

3.23 Classroom Diagnostic Tools (CDT)

The CDT is a benchmark tool that teachers at 21CCCS utilize, which allows students to demonstrate their learning in the subjects of math, English and science, throughout the course of the school year. These assessments are given three 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. These are administered through the students' learning coaches in an online format, along with instructions to help students perform to the best of their ability. For more information, students should speak with their learning coach.

3.24 Summer School

21CCCS may offer a limited number of summer school courses as an opportunity for advancement of original or make-up credit. Students may also take summer courses with third party vendors, such as Aventa. Please consult with the Guidance Department for course recommendations and pre-approval. Summer school costs are the responsibility of the student. Transcripts containing final grades must be received by the Guidance Department no later than August 14, 2015 to be accepted. Contact your guidance counselor for more information about summer school.

3.25 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 given for a course as an elective if it does not meet 21CCCS course requirements.

Consumer Science courses amounting to at least .5 credits may be accepted for the Careers course. Sociology and Psychology may be accepted as a Social Studies or Elective credit, but not as Arts & Humanities credit. Religious courses will only be accepted as elective courses/credits.

When transfer students have completed at least half of their class at their previous school, incoming grades will not be averaged. Students will instead have two separate grades listed on their transcripts, half from their previous school and half from 21CCCS.

3.26 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.

3.27 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 a parent/guardian does not RSVP by the given deadline, space availability cannot be guaranteed.

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.

SECTION 4. COMMUNICATION & EQUIPMENT

4.1 Communication

(Related Policy # 207)

Communication between the student, parent/guardian, and school is extremely important. As a cyber school, the primary methods of communication are email and electronic conferences, which are both accessed through FirstClass Mail.

Student Expectations:

- Students are required to check their email and conferences, and to reply to emails from school personnel, on a daily basis. Failure to reply to an email from school personnel within 3 school days from the date sent may warrant an unexcused absence.
- Students are expected to use proper English and grammar in their email communications with school staff. This means emails must:
 - Clearly communicate necessary information.
 - Avoid use of slang, texting, or other shorthand.

Parent/Guardian Expectations:

Parents/guardians are also supplied with email accounts through our FirstClass Mail system. In the 21CCCS environment, an email from a parent/guardian (from within the 21CCCS email system) is equivalent to receiving a letter with the parent's/guardian's signature.

- Parents/Guardians must check this email account at least weekly, and respond to messages when necessary.
- Parents/Guardians must not share passwords with their children.
- If a parent/guardian has been contacted three times by email or phone, and does not respond to the third attempt within 10 days, the parent/guardian and the local school district may be contacted by registered mail. If no response is received within 10 days of mailing the letter, the student may be considered withdrawn from the school, and the home school district may be advised of the student's withdrawal. Pennsylvania Special Education regulations will apply to Special Education students.

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. Printers, paper, and replacement black ink cartridges are also supplied. Computers will be supplied under a \$1.00 lease arrangement, allowing the machine to be insured 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. 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 # 212)

Students are required to use provided technology and access accounts supplied by the school responsibly. Computers should only be used for non-school related purposes on an incidental basis. 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 #212)

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 software onto a school-issued computer or 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 are primarily intended for school-related purposes. Students who send a significant number of non-school-related emails may have their account restricted.

If a user inadvertently accesses unacceptable materials or internet sites, the user must immediately contact an appropriate school district 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.

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.

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.

4.5 Assistive Technology

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

4.6 Internet Access and Reimbursement

(Related Policy #204)

All students are entitled to monthly internet access reimbursement, or provision of a dial-up internet account and analog modem. Reimbursement rates are as follows:

Type of service	Amount reimbursed
Using a school provided ISP service	Service provided by 21CCCS
Using alternate service	\$75/month per student, not to exceed the cost of the ISP account *

* Siblings (in homes with broadband/high-speed internet) will also receive the use of a router upon request so that the internet connection can be shared among computers. 21CCCS will provide no additional phone lines (exceptions are made only for those who have multiple children in one household, who do not have access to broadband. See guidelines below.)

If a student needs a 56K dial-up account, the provider is BeeNet (<http://www.bee.net/>). The internet account will be paid for in advance by 21CCCS and is continuous from the beginning of the school year until the last day of classes or until a student withdrawal, whichever comes first. Note that BeeNet accounts do not provide unlimited usage, and should be used only to complete schoolwork.

Families are responsible for making sure that dialup numbers are local calls; 21CCCS is not responsible for toll charges. If, at any time, the service is not working properly, please contact BeeNet at 888-4BeeNet, as they provide technical support for their service. Any student having a computer problem must call for technical support at 484-875-5467.

Families using a high-speed service such as Verizon or Comcast must have the account 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 attending class if they have not immediately notified the Technology Department of the problem.

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.

Reimbursement Collection Procedures for Internet Service

1. The student must be enrolled with 21CCCS (an "enrolled student") for the period in which reimbursement is being requested and must be an actively participating student.
2. The reimbursement period shall be any calendar month, or prorated portion thereof, in which the student has been an enrolled student during the regular school year.
3. The amount of each reimbursement for each calendar month of service shall be calculated in accordance with rules established by 21CCCS.
4. Reimbursement requests ("Requests") must be submitted to 21CCCS on a monthly basis, by postal mail.

5. After receiving the monthly invoice, immediately submit to 21CCCS a copy of that invoice, along with a completed and signed "Reimbursement Request" form. If the invoice covers portions of two months, submit copies of two invoices with the first request of the year showing service for the entire calendar month. After the first month, families need only submit one invoice with each reimbursement request. 21CCCS will then compile the information submitted in a manner that will allow the calculation of reimbursements on a calendar month basis.
6. Reimbursements will be calculated and disbursed on a calendar month basis.
7. Reimbursement will be made to the name and address that appear on the invoice submitted. Exceptions to this procedure will require the written authorization of the Student Support Manager.
8. 21CCCS expects to send reimbursement checks to students on a monthly basis, no later than 60 days after the end of each calendar month of related service.
9. Each request must be made in writing to:

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

Reimbursement Collection Procedures for Additional Phone Lines

For siblings in the same household who attend 21CCCS, broadband (cable, FIOS, or DSL) is the recommended and accepted form of internet connectivity. However, if the household exists in an area where broadband is not available, 21CCCS will reimburse for an additional phone line for each additional child. When submitting a request for phone line coverage, a "Request for Phone Line Application" form must be submitted. The following reimbursement guidelines will apply:

1. Reimbursement requests shall be made on a monthly basis with copies of each phone bill attached to the request.
2. The reimbursement period shall be any calendar month, or prorated portion thereof, in which the student has been an enrolled student during the regular school year.
3. The amount of each reimbursement for each calendar month of service shall include the cost of the basic line only. Each phone bill should not have additional charges, such as long-distance fees or any additional service fees, etc. Each phone line is to be designated for school use only and to be used for modem connection only.
4. Reimbursement requests ("Requests") for each calendar month of service must include a completed, signed reimbursement request form (as provided by 21CCCS), and shall include copies of invoice pages, which show the name and address that the invoice was mailed to and charges for the telephone service. This shall be sent via postal mail.
5. Each request must contain all documentation relating to the period of service for which reimbursement is being requested. Example: If reimbursement is being requested for the service month of November, and the invoices from the provider are for periods of service from the 15th of one month to the 14th of the next month, then copies of invoices for October and November will be required to support the November Request.
6. The request for the final academic month of June must be received by June 30, 2015. No payments will be issued for requests received after June 30, 2015.
7. Each Request shall be made in writing via postal mail to:

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

4.7 Equipment and Material Returns

Within one week of the date of withdrawal from 21CCCS, the parent/guardian will return the school issued computer, printer 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 and printer over the summer unless return is requested.

4.8 Unpaid Bills

A diploma cannot be awarded until all outstanding financial obligations due to the school are paid in full. Undergraduates will not be accepted for re-enrollment until all monies due to the school are paid in full. A fee of \$40 will be assessed for each check returned by the bank for insufficient funds

SECTION 5. FORMS & ATTACHMENTS

2014-15 School Year Calendar

Internet Reimbursement Form

Acceptance of Student Handbook Form

INTERNET REIMBURSEMENT FORM

2014-15

Student ID #: _____ Today's Date: _____

Student's Full Name: _____

Name on Invoice: _____

(This person will receive the reimbursement amount and must match the name on the attached ISP invoice.)

Signature: _____

Address: _____

Home Phone #: _____ Month Requesting Reimbursement: _____

- Please verify that the appropriate invoices are attached based on the guidelines in the Internet Reimbursement Policy.
- Reimbursement requests will be declined if requests are made past the deadline, or as outlined in the Internet Reimbursement Policy.
- Reimbursement will be made to the name and address that appear on the invoice submitted. Exceptions to this procedure will require written authorization from the 21CCCS Student Support Manager.
- No reimbursements may be made after June 30, 2015.
- Reimbursement will only be made during the school year. 21CCCS does not reimburse for internet service over the summer months.

Send the completed form and attachments to the following address:

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

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ACCEPTANCE OF STUDENT HANDBOOK FORM

We have read and understand the 2014-15 Student 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 action as noted in the handbook.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name: _____

Student Signature _____ Date _____

Student Name: _____

Main: 484-875-5400
 Toll Free: 877-WEB-CYBER
 Fax: 484-875-5404



126 Wallace Avenue
 Downingtown, PA 19335
 www.21cccs.org

2014-15 School Year Calendar

July 2014

S	M	T	W	T	F	S
		1	2	3		5
6	7	8	9	10		12
13	14	15	16	17		19
20	21	22	23	24		26
27	28	29	30	31		

August 2014

S	M	T	W	T	F	S
						2
3	4	5	6	7		9
10	11					16
17						23
24						30
31						

September 2014

S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9		11
12		13	14	15	16	17
18	19	20	21	22		24
25	26	27	28	29	30	31

November 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25				29
30						

December 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22				27
28						

Key:

- Office Closed (School Not in Session)
- New Teacher Orientation
- School Not in Session for Students
- School Not in Session (Students/Teachers)
- PSSA/Keystone Testing
- Marking Period Begins
- Marking Period Ends
- First/Last Student Day
- Class of 2015 Graduation Ceremony

Schedule of Activities and Holidays

July
 4, 11, 18, 25 – Office Closed (Summer Hours)

August
 1, 8, 15 – Office Closed (Summer Hours)
 12-14 – New Teacher Orientation
 18-22 – School Not in Session for Students
 25 – First Student Day
 25-26 – School Wide Orientation
 27 – 1st Marking Period Begins

September
 1 – Office Closed (School Not in Session)

October
 10 – Office Closed (School Not in Session)
 13 – School Not in Session for Students
 23 – 1st Marking Period Ends
 24 – School Not in Session for Students
 27 – 2nd Marking Period Begins

November
 26 – School Not in Session (Students/Teachers)
 27-28 – Office Closed (School Not in Session)

December
 23 – School Not in Session for Students
 24-26 – Office Closed (School Not in Session)
 29-30 – School Not in Session (Students/Teachers)
 31 – Office Closed (School Not in Session)

January
 1-2 – Office Closed (School Not in Session)
 14 – 2nd Marking Period Ends
 15 – School Not in Session for Students
 16 – 3rd Marking Period Begins
 19 – Office Closed (School Not in Session)

February
 16 – Office Closed (School Not in Session)

March
 6 – School Not in Session for Students
 19 – 3rd Marking Period Ends
 20 – School Not in Session for Students
 23 – 4th Marking Period Begins
 30-31 – School Not in Session (Students/Teachers)

April
 1 – School Not in Session (Students/Teachers)
 2-3 – Office Closed (School Not in Session)
 6 – School Not in Session for Students
 13-30 – PSSA Testing Window*

May
 1-8 – PSSA Testing Window*
 13-27 – Keystone Testing Window*
 25 – Office Closed (School Not in Session)

June
 10 – Student Last Day/4th Marking Period Ends
 11-12 – School Not in Session for Students
 13 – Class of 2015 Graduation Ceremony
 19, 26 – Office Closed (Summer Hours)

*Specific testing information will be provided by Guidance

January 2015

18/19	S	M	T	W	T	F	S
							3
4	5	6	7	8	9	10	
11	12	13				16	17
18		20	21	22	23	24	
25	26	27	28	29	30	31	

February 2015

19/19	S	M	T	W	T	F	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15		17	18	19	20	21	
22	23	24	25	26	27	28	

March 2015

18/20	S	M	T	W	T	F	S
							7
8	9	10	11	12	13	14	
15	16	17	18			21	
22		24	25	26	27	28	
29							

April 2015

18/19	S	M	T	W	T	F	S
							4
5		7	8	9	10	11	
12							18
19							25
26							

May 2015

20/20	S	M	T	W	T	F	S
							1
2	3						9
10	11	12	13	14	15	16	
17							23
24							30
31							

June 2015

8/11	S	M	T	W	T	F	S
		1	2	3	4	5	6
7	8	9					13
14	15	16	17	18			20
21	22	23	24	25			27
28	29	30					