

Student/Parent Handbook

2021-2022



Main Office:

1245 Wrights Lane
West Chester, PA 19380

Satellite Office:

221 Blue Spruce Way
Murrysville, PA 15668

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(Acceptance of Student/Parent Handbook, Acceptable Use and Internet Safety Policy and Photo/Video/Media Release)

Welcome to the 2021-2022 School Year!

21st Century Cyber Charter School

VISION STATEMENT

21st Century Cyber Charter School strives to be a premier school with successful students, engaged families and passionate educators working together to reach our full potential.

MISSION STATEMENT

21st Century Cyber Charter School is committed to providing a student focused cyber education in an encouraging, flexible and innovative environment where students and families are engaged in a community with caring and dedicated educators.

At 21st Century Cyber Charter School, we develop our Pennsylvania certified educators to deliver an online, rigorous, mastery based, standards aligned curriculum to prepare students to be productive, contributing members of society.

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 please refer to our Board Policies available on our school website at 21CCCS.org.

CONTACT INFORMATION

Main Office:	484-875-5400 877-932-2923 (Toll Free)
Web Address:	www.21cccs.org
Fax:	484-875-5404 (Enrollment / Guidance) 484-875-5405 (SpecEd) 610-873-4534 (Business)
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<u>High School Principal</u> Monica Frank	mfrank@21cccs.org 484-875-5493
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<u>Assistant Principal</u> Casey Regina	cregina@21cccs.org 610-514-6224
<u>Home & School Liaison</u> James Lippolis	jlippolis@21cccs.org 610-897-7507
<u>Student Support Manager</u> Megan Stellfox	mstellfox@21cccs.org 484-875-5410
<u>School Counseling Department</u> Sanna McCoy Ashley Cooke Lisa Moynihan Sean Galiczynski Cory Faust	guidance@21cccs.org 484-875-5434 610-514-6211 484-875-5459 610-514-6233 610-514-6254
<u>School Nurse</u> Victoria Palaia	nurse@21cccs.org 610-514-6255
Technical Support	techsupport@21cccs.org 484-875-5467
Receptionist / Attendance Secretary	attendance@21cccs.org 610-514-6202

SECTION 1. GENERAL INFORMATION

1.1 Confidentiality and Privacy

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

Parents/guardians have the right to:

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

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

1.2 Review of Student Records

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

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

Notification and Consent

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

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

A parent/guardian may request to opt out of the public, non-consensual disclosure of directory information. Requests to opt out must be made within 30 calendar days of student enrollment or at the start of the school year. Additional information can be found in Board Policy #2016. Requests should be sent to 21CCCS, Attn: Open Records Officer, 1245 Wrights Lane, West Chester PA 19380.

1.3 Parent/Guardian Information

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

1.4 Contact Information Changes

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

Parents/Guardians are required to report any contact information changes, such as phone number, email address, or home address (including all PDE required supporting documentation), to the Enrollment Department within three days of the change.

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

1.5 Freedom of Expression

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

Materials sought to be distributed or posted as part of the curricular or extra-curricular program of 21CCCS shall be regulated as part of the school's educational program. More information about student expression and distribution/posting of materials can be found in Board Policy #2020.

1.6 Student Dress and Grooming

21CCCS will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program or constitute a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, field trips, extra-curricular activities, or other situations where special attire may be required to ensure the health and safety of the student. Additional information about student dress and grooming can be found in Board Policy #2021.

1.7 Non-Discrimination

No pupil enrolled at 21CCCS shall be denied equal opportunity to participate in age and program-appropriate instructions or activities due to race, gender, sexual orientation, ethnicity, disability, religion, national origin, marital status, financial hardship or any other legally protected classification. Participation in instruction and activities for a student with disabilities may be modified according to the Individualized Education Program (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled at the discretion of the school's Special Services Department and in compliance with applicable law. Board Policy #1003.1

1.8 Mandated Reporting

By law, all 21CCCS staff members are mandated reporters. This means that staff must report information to the proper authorities if they suspect any harm or abuse has come to a student. Harm to a student may include neglect, emotional abuse, physical abuse, and sexual abuse.

Information will be reported using the Child Line and Abuse Registry:

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. Board Policy #6019.

1.9 Photo Release

Photos are sometimes posted on our website, social media, and/or other marketing publications. If parents/guardians opt to not have their student's work and/or image included in publications, The Student Academic Work and Image (Photographing / Videotaping) Release Form should have been signed at the time of enrollment (new students) or re-enrollment (returning students). For reference purposes, the form can be viewed on Page 77 of this Handbook. Please note that a signature needed to be provided in order for your enrollment or re-enrollment to be complete.

1.10 Surveys

Surveys conducted by outside agencies, organizations, and individuals require the pre-approval of the CEO. No student will be required to submit to a survey, analysis, or evaluation that reveals protected information without parental consent. 21CCCS will notify parents/guardians of any activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing. Parents/Guardians have the right to inspect the survey and opt their child out of marketing surveys. This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for school/education-related purposes. Additional information about surveys can be found in Board Policy #2035.

1.11 Student Fundraising

21CCCS prohibits the collection of money by a student for personal benefit on 21CCCS property or at any school-sponsored activity. Fundraising activities for a 21CCCS class, program, club, or

student organization must approved in advance by a school administrator. Additional information about student fundraising can be found in Board Policy #2029.

1.12 Clearance Policy for Volunteers

To ensure the safety of our students, 21st Century Charter School has instituted a policy regarding volunteers, which follows Act 15 of 2015. Volunteers who have “direct volunteer contact,” with children at a school, meaning, the care, supervision, guidance, or control of children and routine interaction with children, must have background checks. “Routine interaction” is defined in the Act as “regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.”

Volunteers must obtain the following certifications:

1. Criminal History Record from the Pennsylvania State Police; and
2. Child Abuse History Certification from the Department of Human Services (Child Abuse)

A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is not required as long as: (1) the position the volunteer is applying for is an unpaid position; and (2) the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years. Volunteers who are not required to obtain the FBI certification for these reasons must swear or affirm, in writing, that they are not disqualified from service based upon a conviction of an offense under Section 6344.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the person responsible for the selection of volunteers. They are not required to obtain any additional FBI certifications.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, and has not obtained their FBI certification, they must obtain that certification. If approved as a volunteer before August 25, 2015, and do not have certifications (because not previously required to obtain certifications) certifications must be obtained by July 1, 2016, to be permitted to continue volunteering at the Charter School. If approved as a volunteer before August 25, 2015, and have certifications because prior organization required one or all of them and certifications are older than 60 months, certifications must be obtained by July 1, 2016, to be permitted to continue volunteering at the Charter School.

Volunteers required to obtain clearances include persons who are responsible for the child’s welfare or who wish to visit the school regularly to serve as volunteers and to provide for the care, supervision, guidance or control of children. All Clearance Required Volunteers must

obtain the required certification every sixty (60) months from the date of the individual's most recent certification. Copies of all clearances shall be provided to the Charter School.

Examples of volunteer situations requiring clearances include, but are not limited to:

- Working with small group of students or individual students
- Driving a team/group to an activity
- Volunteer coaches and club advisors
- Supervising a group of students on a field trip

Volunteers not required to obtain clearances include visitors who are not responsible for a child's welfare or are visiting the school irregularly and not providing for the care, supervision, guidance, or control of children. Although occasional visitors are not required to complete the clearances, they should continue to comply with building security policies (such as signing in before entering the building).

Examples of situations in which volunteers typically would not need clearances include, but are not limited to:

- Attending a presentation or party
- Attending a school-sponsored event (Ex. picnic, bowling party, dinner, ceremony, school trips, etc.)
- Collecting tickets at events
- Working concession stands
- Participating in a "Career Day"

Board Policy #1020

1.13 Homelessness

21CCCS believes homeless youth should be able to maintain access to a free, appropriate public education. The McKinney-Vento Homeless Assistance Act was created to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

Please contact our Homelessness Coordinator if you are living in any of the following situations:

- A shelter
- A motel or campground due to the lack of an alternative adequate accommodation
- A car, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Eligible students have the right to the following:

Enroll at 21CCCS immediately, even if lacking documents normally required for enrollment.

Receive educational services comparable to those provided to other students.

Please contact the 21CCCS Homeless Liaison, at 484-875-5400, with any questions. If you believe you may be eligible, please contact the 21CCCS Homelessness Coordinator or your school counselor to find out what services and supports may be available. Board Policy #2051.

SECTION 2. STUDENT CODE OF CONDUCT

The Student Code of Conduct shall apply to student conduct that occurs on 21CCCS property as well as off 21CCCS property in certain circumstances. Additional information about the 21CCCS Code of Conduct can be found in Board Policy #2018 & Board Policy #2033.

2.1 Student Rights and Responsibilities

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance, conscientious effort in school work, conformance to 21CCCS Board policies and school rules, respect for the rights of other teachers, other students, administrators, and all others who are involved in the educational process. It is the responsibility of the student to be aware of all policies, rules and procedures for student behavior. Additional student responsibilities are listed below:

1. Volunteer information in matters relating to the health safety, and welfare of the 21CCCS community and protection of 21CCCS property
2. Dress and groom to meet standards of health and safety and not to cause substantial disruption to the educational process
3. Assist 21CCCS staff with operating a safe school
4. Comply with federal, state, and local laws and requirements
5. Exercise proper care of 21CCCS facilities, equipment, and supplies
6. Satisfactorily complete coursework
7. Report accurately in student media
8. Avoid using obscene language in student media or while on 21CCCS property or while participating in a school-sponsored event

2.2 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.

Board Policy #2013.

2.3 Electronic Devices

21CCCS supports the use of educational devices for educational purposes while prohibits the use of electronic devices that would disrupt a safe and orderly school environment or violate the Student Code of Conduct. Electronic devices include all devices that can take photographs; record, play, or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide wireless, unfiltered connection to the internet. 21CCCS prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer, including but not limited to texting and e-mailing. Electronic devices may not be used

in bathrooms, locker rooms, or other changing areas. This applies to when students are on 21CCCS property or attending any school-sponsored event. Students can be disciplined for misuse of electronic devices pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. Additional information about electronic devices can be found in Board Policy #2037.

2.4 Tobacco

21CCCS prohibits the possession, use or sale of tobacco by students at any time on 21CCCS property and on any property, buses, vans, vehicles that are owned, leased, or rented by 21CCCS. The prohibition includes students at school-sponsored activities that are held off of school property. Tobacco includes a lighted or unlighted cigarette, cigar, pipe, electronic smoking device, or other smoking product or material and smokeless tobacco in any form. Students can be disciplined for possession and/or sale of tobacco products pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. More information about tobacco can be found in Board Policy #2022.

2.5 Searches

21CCCS officials have the authority to lawfully search students or their belongings, including automobiles, electronic devices, purses, backpacks, clothing, and other possessions without a warrant when on 21CCCS property or when otherwise under 21CCCS supervision if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of 21CCCS population, or evidence that there has been a violation of law, Board Policy, or other 21CCCS rules. More information about searches can be found in Board Policy #2026.

2.6 Controlled Substances/Paraphernalia

21CCCS prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, at any time while on 21CCCS property, at any school-sponsored activity, and during time spent traveling to and from 21CCCS and school-sponsored activities. Controlled substances include all controlled substances prohibited by federal and state laws, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as but not limited to glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effective of a controlled substance as defined by state or federal laws, as well as prescription or over-the-counter medications, except those for which permission for use in school has been granted pursuant to Board Policy #2010. A look-alike drug shall include any pill, capsule, tablet, powder, plant material, or other item or substance that is designated or intended to resemble a controlled substance. Students can be disciplined for possession and/or sale of controlled substances/paraphernalia pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. Additional information about controlled substances/paraphernalia can be found in Board Policy #2027.

2.7 Hazing

21CCCS prohibits hazing in connection with any school activity or organization regardless of whether the conduct occurs on or off school property. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. When a student believes that s/he has been subject to hazing, the student must promptly report the incident to the Principal who will conduct a timely, impartial, thorough, and comprehensive investigation. Students can be disciplined for Hazing pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. More information about hazing can be found in Board Policy #2047.

2.8 Terrorist Threats/Acts

21CCCS recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, teachers, and property. All students are prohibited from communicating or committing terroristic acts directed at another student, teacher, staff member, school official, property, or facility owned and/or operated by 21CCCS. "Terroristic threats" imply direct or indirect threats to commit violence, which display intent to terrorize others. Terroristic threats can also include communications that either directly or indirectly cause evacuation of a building, place of assembly or facility of public transportation, or that otherwise cause serious public inconvenience or cause terror or public inconvenience with reckless disregard for doing so. "Terroristic acts" are offenses made against property or individuals, which cause harm or danger. Individuals involved in such will be subject to counsel and/or disciplinary procedures in accordance with the Terroristic Threats/Acts Policy #2018.2.

Any such conduct will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation. Students can be disciplined for making terroristic threats/acts pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. Additional information about terroristic threats can be found in Board Policy #2018.2.

2.9 Weapons

21CCCS prohibits the possession of weapons on school property, on any school-sponsored activity, and while students are coming to or from 21CCCS or school-sponsored activity. Weapons are defined as any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Students can be disciplined for possession of a weapon pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. Pursuant to Section 13-1317.2 of the Public School Code, the mandatory

consequence for possession of a weapon is a one year expulsion. Additional information about weapons can be found in Board Policy #2018.1.

2.10 Unlawful Student Harassment

21CCCS seeks to maintain an educational environment that is free of harassment in any form.

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

Specific forms of harassment include ethnic, racial or sexual harassment. Ethnic or racial harassment includes but is not limited to the use of any derogatory word(s), phrase(s), or action(s) characterizing a given racial or ethnic group, which may be perceived as offensive in an educational environment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature as it is defined and prohibited by Federal, State and Local law. It may be, but is not limited to, sexual flirtation, advances, touching, propositions, graphic, suggestive, or sexually degrading words, signs, offensive jokes, cartoons, pictures, graffiti, references to sexual activities, intimidation, physical assaults, or contact, overt sexual conduct, pranks, violence, or any conduct that subsequently interferes with a student's ability to work or learn.

Any act that creates an intimidating or hostile educational environment will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation. Students can be disciplined for Harassment pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

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

For Title IX related questions, e-mail:

TitleIX@21cccs.org

2.11 Anti-Bullying

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. In short, 21CCCS prohibits all forms of bullying by students.

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

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

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

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

anonymously, but formal disciplinary action may require additional reporting for investigative purposes. Knowingly or intentionally making false accusations of bullying is prohibited. Once an investigation is deemed necessary, it must be conducted within three (3) school days following the time the complaint is made known to the Director/CEO. Students can be disciplined for violations of the Anti-Bullying Policy pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

Additional information about bullying can be found in Board Policy #2049.

TO REPORT AN ACT OF BULLYING, CONTACT ADMINISTRATION AT:

1245 Wrights Lane
West Chester, PA 19380
(484) 875-5400

2.12 Student Discipline

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

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

- Level 1: Documented verbal warning to student and parent by Academic Advisor
- Level 2: Parent intervention conference and written warning
- Level 3: Principal disciplinary intervention.
- Level 4: Board disciplinary hearing for expulsion.

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

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

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

2.13 Due Process

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

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

1. The administration may use the following consequences to address student violations of the policy:
 - a. Administrative warning
 - b. Restriction of school-issued accounts and equipment
 - c. Development of a plan for correction
 - d. Implementation of a probation period
 - e. Suspension from access to classes
 - f. Failure of a course
 - g. Expulsion from the school
 - h. A combination of the above
2. The school will inform the student and the parent/guardian of the information related to the alleged violation.
3. If the student is suspended from access to classes:
 - a. The parents/guardians will be notified in writing.
 - b. The school will provide an opportunity for the student and parents/guardians to review information provided regarding the violation and respond to allegations.

- c. An informal hearing will be offered to parents/guardians if a suspension exceeds three (3) days.
 - d. If an informal hearing is conducted, the student may speak on his own behalf, question witnesses, and present witnesses on his own behalf.
 - e. 21CCCS will conduct the informal hearing within the first five (5) days of the suspension.
4. If the student is recommended for expulsion from 21CCCS:
- a. Notification of the charges will be sent to parents/guardians via certified mail.
 - b. A private formal hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board.
 - 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 #2033, notice that legal counsel may represent the student, and hearing procedures will be included in the hearing notice.
 - d. The hearing will be held within 15 school days of notification, unless otherwise agreed upon by both parties.
 - e. During the hearing, the student has the right to:
 - i. Representation by counsel at the expense of parents/guardians.
 - ii. Have their parents/guardians present.
 - iii. Be presented with the names of witnesses and copies of statements and affidavits from participating witnesses.
 - iv. Request that witnesses appear and to cross- examine witnesses.
 - v. Testify or present witnesses on his/her own behalf.
 - f. A student may request the rescheduling of the hearing if the student demonstrates reasonable cause for rescheduling.
 - g. A written or audio record will be kept of the hearing.

- h. During the period prior to the expulsion hearing and decision, the student will typically be permitted access to his/her classes. However, if it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

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

Law enforcement agencies will be contacted if student behavior violates a local, state, or federal law. Additional information about student suspensions and expulsions can be found in Board Policy #2033.

2.14 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. Additional information about 21CCC's complaint process can be found in Board Policy #2019.

Level 1 – Teacher/Academic Advisor

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

Level 2 – Principal

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

Level 3 – Director of Curriculum, Instruction & Assessment

If a parent/guardian feels that their attempt to resolve a concern with their child's principal was unsuccessful they may escalate the concern to the Director of Curriculum, Instruction & Assessment. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The Director of Curriculum, Instruction & Assessment will review the information provided by the parent/guardian, and may investigate further by examining school records and

interviewing appropriate staff members, students, and/or parents/guardians. The Director of Curriculum, Instruction & Assessment will then contact parents/guardians to discuss the findings.

Level 4 – CEO

If a parent/guardian feels that their attempt to resolve a concern with their child’s principal and the Director of Curriculum, Instruction & Assessment was unsuccessful they may escalate the concern to the school 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 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. At this juncture, the parents/guardian may request a meeting with the CEO, to be held at a 21CCCS facility location or virtually, in accordance with the preference of the parents/guardian and at the CEO’s discretion. If a meeting with the CEO is requested, after a date, time, and location have been determined between the CEO and parents/guardians, an email will be sent out from the CEO’s office to the parents/guardian confirming the scheduled day, time, and location of the meeting. At least one (1) business day in advance, the parents/guardian shall provide a written list of the name(s) of any other individual(s), aside from the relevant student, who would like to be in attendance at the meeting. If the parents/guardian are not present at the scheduled meeting time, the meeting will be cancelled and the parents/guardian will be required to submit a request, in writing, to reschedule. Repeated failure to attend a scheduled meeting may result in the CEO making a determination on the concern(s) without holding a meeting session with the parents/guardian.

2.15 Safe2Say Something

In accordance with law, the Charter School establishes the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which Charter School administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General’s Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website; or

3. A Safe2Say Something software program application, or “app” accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email. Students will be required to participate and complete annual training for the Safe to Say Program.

See it.

Report it.

844-SAFE2SAY

WWW.SAFE2SAYPA.ORG

SECTION 3. STUDENT ACADEMIC PROCEDURES

3.1 Health Services

21st CCCS recognizes student health and wellness as an important part of each child’s education. Health services are provided by the Certified School Nurse to promote health education, establishing good health habits and increased knowledge of public health. As part of health services, the school nurse maintains health records for all students as required by Pennsylvania School Code.

All Students are expected to remain in compliance with the Pennsylvania Public School Code regarding immunizations, annual health screenings, physicals, and dental examinations.

Health Requirements

The Pennsylvania Public School Code requires school health services for all children of school age, regardless of the school setting. School screenings are offered at various school events and throughout the school year at both office locations.

Mandated Health Screenings:

Height and Weight Screening– yearly for all grades

Vision Screening (near and far vision)– 7th, 9th and 11th grade

Hearing Screening- required for students entering 7th and 11th grade

Mandated Exams

Physical Exams – required for students entering 6th and 11th grade

Dental Exam – required for students entering 7th grade

Parents/guardians have the primary responsibility for their children’s health, and are able to submit their child’s screening and exam from a medical professional. Completed health forms may be submitted to the school nurse by the following methods:

- Scanned and emailed to nurse@21cccs.org
- Dropped off at the school
- Fax: 610-514-6008
- Mailed: 1245 Wrights Lane, West Chester, PA 19380

Immunizations

The intent of immunization regulations is to keep children healthy in school and to minimize the chance of disease which could seriously impair a child’s ability to learn. The Commonwealth of Pennsylvania (as required by PA law) has specific immunization regulations relating to school enrollment and attendance.

The minimum immunizations for any student entering school include:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or evidence of maturity

For attendance in 7th grade

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) required by the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) required by the first day of 7th grade

For attendance in 12th grade

- 1 dose of meningococcal conjugate vaccine (MCV) required by the first day of 7th grade

*Usually given as DTP or DTaP or DT or Td

** Usually given as MMR

Pennsylvania's school immunization requirements can be found in 28 PA. Code CH. 23 (School Immunization) or call 1-877-PA-Health.

If your insurance does not cover immunizations, please contact your local health department to schedule an appointment for vaccines.

A child may not be admitted to or permitted to attend 21CCCS unless the immunization requirements have been met. All immunization requirements shall be completed within 5 days of entrance to the 21CCCS. If not medically appropriate within 5 days, the child may provide a medical certificate on or before the fifth day scheduling the remaining doses. If the requirements are not met, the child shall risk exclusion.

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

- any single dose vaccine and at least one dose of the multi-dose vaccine requirement upon school entry.
- if a student does not have all the doses listed above, needs additional doses, and the next dose is *not* medically appropriated, the student must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

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

A child may obtain a medical, religious or philosophical/strong moral or ethical conviction exemption from meeting the immunization requirements. If a medical exemption is requested, the medical exemption letter must be signed by a licensed physician.

All 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.

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

Medication Policy

21CCCS recognizes that the health of some students requires they receive medication during school hours; to include participating in testing, attending school sponsored event and community outreach, Board Policy # 2024.

Medications are defined as:

- Any prescription medication
 - Inhalers
 - EpiPens
 - Non-prescription medication, all over the counter medicines, vitamins and herbal supplements
1. When medication must be given during school hours, the following procedures will be followed:
 2. Parents/guardians must submit a written request, which shall give permission for the nurse to administer the medication. The request shall include the purpose and reason of the medication. This document will be kept on file.
 3. The parents/guardians will complete an Authorization for School Medication Administration form. This form will be kept on file.
 - Student name
 - Address
 - Telephone
 - Federal DEA (Drug Enforcement Administration)
 - Number of the pharmacy
 - Patient name
 - Directions for use (dosage, frequency and time of administration, route, special instructions)
 - Name and registration number of the licensed prescriber
 - Prescription serial number
 - Date originally filled
 - Name of medication and amount dispensed
 - Controlled substance statement, if applicable
 - Nonprescription/Over the counter medication must be delivered in its original packaging, labeled with the student's name
 4. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications directly to the school nurse, or in their absence a building administrator. The medication must be in the original pharmacy labeled container. The label must contain:

5. All medications must be picked up by the parent/guardian, at the end of the event or day (whichever is earlier).
6. Any medication administered will be documented in the student's medication log.
7. Medication will be kept in a locked container or secured container (when offsite).
8. Students will be responsible for checking in with the nurse when the medication is to be given (if scheduled medication).

Medication will be administered in accordance with the guidelines promulgated by the Pennsylvania Department of Health regarding the administration of medications in school.

Requirements for Students Self-Administration of Medication of Emergency Medications

1. Before any student may administer any medication during school hours, the procedures described above and outline in School Board Policy #2024 must be followed.
2. Parents/Guardians must complete Self Administration by Student Form.
3. Students will be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma provided that the above conditions are met.

Students are not allowed to carry or possess unregistered medication while attending any school sponsored event or activity.

The Pennsylvania School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to discuss this decision, review and sign the refusal to permit Administration of Stock Epinephrine for Emergency First Aid.

3.2 Student Attendance

All students of compulsory school age are required to meet the mandated legal attendance requirements. Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 6 years), until the age of 18 or graduation from high school, whichever occurs first.

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

Students are required to engage in every lesson in each class during each week, in order to fulfill their attendance requirement.

Excused/Legal Absence

Excused or legal absences should be reported to the Attendance Secretary via the Attendance Email within three (3) days of the absence:

attendance@21cccs.org

If absence information cannot be sent via email, please call the Attendance Secretary at:

610-514-6202

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

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

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

Unexcused/Illegal Absences

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

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

Students, 18 years of age or older, illegally absent for 10 or more consecutive school days may be removed from the school's roster per state law (22 Pa. Code 11.24).

Class attendance at 21CCCS is a student obligation and responsibility. Students are required to engage in every lesson in each class during each week, in order to fulfill their attendance requirement. 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.

A child is "truant" if he/she has three (3) or more sequences of unexcused absences during the current school year. An unexcused absence is any absence from school without an acceptable excuse, or without any reason at all. An out of school suspension shall be considered an excused absence.

A child is "habitually truant" if he/she has six (6) or more sequences of unexcused absences during the current school year.

A child is considered truant if he/she is absent from school due to not meeting the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), or the student has not received from the Chief Executive Officer ("CEO") or his/her designee a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). 22 Pa. Code. Chapter 11.20.

The truancy policy entails the following:

- Warning: Upon the first time of a sequence of unexcused absences within an academic year, the student and guardian will receive a written warning via traditional mail and email.
- Level 1: Upon the second time of a sequence of unexcused absences within an academic year, students and parents/guardians will be notified by traditional mail and email.
- Level 2: Upon the third time of a sequence of unexcused absences within an academic year, parents/guardians will be notified by certified mail and email. The parent and student are required to have a conference via the phone or in the virtual office.
- Level 3: Upon the fourth time of a sequence of unexcused absences within an academic year, parent and student will be required to participate in a student attendance improvement conference. A Student Attendance Improvement Plan (SAIP) will be put into place at this time.
- Level 4: Upon the fifth time of a sequence of unexcused absences within an academic year, parents/guardians may be required to come to the school for a Student Attendance Improvement Conference. The SAIP will be reviewed during this meeting. Referrals may be made to one of the following: (1) a school based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent under the Juvenile Act.
- Level 5: Upon reaching the sixth (or more) time of a sequence of unexcused absences within an academic year, parents/guardians may be required to come to the school for an additional Student Attendance Improvement Conference. Referrals to either (1) a school based or community-based attendance improvement program and/or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent under the Juvenile Act. May file a citation with the student's local District Magistrate.

Habitually truant children under fifteen (15) years of age:

The Charter School will refer the child to either:

1. A school-based or community-based attendance improvement program; or
2. The county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the Charter School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial court. The venue for filing the citation shall be in the magisterial district court based on the location of the child's residence.

Habitually truant children fifteen (15) years of age and older:

The Charter School will either:

1. Refer the child to a school-based or community- based attendance improvement program; or
2. File a citation against the student or parent/guardian in the appropriate magisterial district court. The venue for filing the citation shall be in the magisterial district court based on the location of the child's residence. If habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to a school-based or community- based attendance improvement program or the child refuses to participate in an attendance improvement program, the Charter School may refer the child to the local CYS agency for possible disposition as a dependent child.

In all cases, regardless of age, where the Charter School refers a habitually truant child to a magisterial district court or CYS, the Charter School will provide verification that it convened and held a Student Attendance Improvement Conference.

Questions and concerns should be directed to:

Mr. James Lippolis, Home & School Liaison
(610) 897-7507
jlippolis@21cccs.org

Additional information can be found in Board Policy #1015.

3.3 Withdrawal

The procedure for withdrawal from 21CCCS includes initial notification to the Enrollment Department by phone or email as well as a Records Request from the school to which the student will be transferring as well as the student's start date. No official transcripts or contents of the student's educational record may be released directly to the parents/guardians upon withdrawal. Once the withdrawal has been processed, student/parents will be notified of what assets need to be returned to 21CCCS and a UPS pickup will be scheduled. The parent/guardian will be billed for unreturned or damaged school materials. Students will remain enrolled until notification from their new school is received. They should continue to work until officially withdrawn.

3.4 Course Schedule and Deadlines

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

Grades 6 through 12

Classes will close at 3:30 PM on the last day of each quarter. The end- of-quarter dates can be found on the Board-approved calendar. All work submitted by 3:30 PM will be included in the quarter grade calculation. No extensions beyond the close of classes will be granted. Deadline expectations are as follows:

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

Students 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 3:30 PM on the last day of the quarter/semester.

All 21CCCS classes will close on the last student day at 3:30 p.m. in accordance with the school calendar.

3.5 Mastery Based Learning / Resubmission

21CCCS supports the philosophy of student mastery of content and, therefore, allows students to resubmit assignments within the quarter. In order to resubmit an assignment / assessment / tests/ quizzes more than one time, students are required to have a communication with their teacher.

3.6 Program Placement & Course Selection

21CCCS Course Scheduling

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

student fails a class and re- takes the class, the failing grade will remain on the student’s transcript from his/her first attempt and the grade earned from the second attempt will also appear on the transcript.

School counselors 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. Students must pass math, language arts, and one other core class (social studies or science) to be promoted to the next grade level. 21CCCS strongly suggests that middle school students keep a regular schedule.

Middle school students are scheduled according to the courses appropriate to follow their prior year’s courses and current grade level.

High School

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

9 th Grade	0 - 5 Credits
10 th Grade	5.25 – 10.50 Credits
11 th Grade	10.75 – 16 Credits
12 th Grade	16.25 Credits (22.0 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 School Counseling Department. For more information, the parent/guardian should contact the School Counseling Department.

3.7 Adding/Dropping Courses

Students may add or drop a course(s) within the first ten school days of a student’s enrollment in a class. It is the responsibility of the student to contact the School Counseling Department in

writing if he/she wishes to add or drop a course. Requests will be honored at the discretion of the school. It will be the responsibility of the student to make up the missed work in the added class from the start of the student’s enrollment.

If a student requests to withdraw from a non-Advanced Placement (AP) course more than 10 school days after the scheduled start of the class or his/her enrollment in the class, he/she will receive a “WF” on both his/her report card and final transcript. Students who have an extenuating circumstances or impactful life event substantiated by a medical note or other documentation may be eligible to drop a course without penalty with approval from the CEO and receive a “W” on both his/her report card and final transcript. Please complete the Drop Course Without Penalty Form in order to obtain approval.

Students will have 20 school days from the start of Advanced Placement (AP) class to drop the class if the class is too challenging. Students will need to enroll in another course to replace the dropped AP course. It will be the responsibility of the student to make up the missed work in the added class from the start of the student’s enrollment.

3.9 Graduation Requirements

The information below shows minimum high school credit requirements:

Category	Credit Requirements (22 Total) *
English	4.0
Social Studies	3.0
Mathematics	4.0
Science	3.0
PE	.5
Health	1.0
College & Career Readiness	0.5
Electives	6.0

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

Numeric Percentage	Letter Grade	Grade Point
94 – 100	A	4.0
90 – 93	A-	3.7
87 – 89	B+	3.3
84 – 86	B	3.0
80 – 83	B-	2.7
77 – 79	C+	2.3
74 – 76	C	2.0
70 – 73	C-	1.7
67 – 69	D+	1.3
64 – 66	D	1.0
60 – 63	D-	0.7
Below 60	F	0.0

Class Rank is only calculated for graduating students and only upon request.

Grade Point Average (GPA)

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

3.10 Academic Advisor

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

3.11 Parent Teacher Conferences

The purpose of a PTC (parent teacher conferences) is to help support students who have been identified as “academically at-risk.” The procedure used to address the student’s needs starts with a conference with the team, including the student, and a parent/guardian. A support plan will be established to monitor student achievement in all of the student’s classes. The Academic Advisor will keep track of the plan and student progress. If the student’s achievement does not improve, a PTC will be scheduled with the family, which may include a conference in the school’s office.

The procedure used to address the student’s needs starts with a conference with the team, the student, and a parent/guardian. A support plan will be established to monitor student achievement in all of the student’s classes. A student may have his/her computer and/or school accounts restricted. The Academic Advisor will keep track of the plan and student progress. If the student’s achievement does not improve, a PTC will be scheduled with the family, which

may include a conference in the school's office. Failure to follow this procedure will result in additional requirements for both the student and his parent/guardian.

3.12 Student Assistance Program

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

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

Additional information about the 21CCCS Student Assistance Program can be found in Board Policy #2036. If students or parents have any questions or would like to make a referral to SAP, please e-mail:

sap@21cccs.org

3.13 Special Education

For any student receiving special education services, the paperwork listed below should 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)

- Any other documents relevant to the student's special education diagnosis (i.e. psychiatric evaluation, pertinent medical history)

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

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

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

21CCCS Child Find Policy

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

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

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

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

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

Activities

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

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

Screening

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

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

Pre-Evaluation Screening

The pre-evaluation screening process shall include:

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

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

Public Awareness

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

Special education students newly enrolled in 21CCCS with an Individualized Education Plan shall receive services upon enrollment. Within 30 days, the IEP team will meet and determine whether to accept the IEP from the previous placement as is, or write a new one. If the IEP from the previous placement is acceptable, the team will issue a revised IEP 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 the parents/guardians. There is no delay in services during this time.

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

<http://21cccs.org/wp-content/uploads/2018/05/2018-19-Annual-Special-Education-FERPA-Notice-.pdf>

3.14 504 Agreements

In compliance with state and federal law, the 21st Century Cyber Charter School will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To be eligible for Section 504 services, the student must meet the following conditions:

- The student is of an age at which public education is offered in the school.
- The student has a physical or mental disability that substantially limits or prohibits participation in or access to one or more major life activities.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact the school at:

484-875-5400

3.15 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.

3.16 Pathways

Many of 21CCCS high school core subject classes (English, Math, Science, and Social Studies) are designed with Pathways, each with a different level of rigor. **Classes with an asterisk (*) next to the name have Pathways built into the curriculum coursework.** This indicates that those classes have differentiated paths through the curriculum to better serve various groups of learners. Students must select the appropriate Pathway during course selection; however, based upon student performance during the course and with the teacher's approval, students can change Pathways during the course if necessary. In addition, counselors may suggest a particular path based on various student data points, including but not limited to the student's Pennsylvania Value Added Score (PVAAS), periodic benchmark data, performance in content area coursework, teacher recommendation, etc. The school has the discretion to move students to a different pathway based on data.

HIGH SCHOOL:

Many of our high school core courses have four Pathway options: Grade-level, College Prep, Honors, and Advanced Placement.

Grade-Level Pathway is designed for students who are working on grade-level standards. This Pathway provides students with additional resources to enhance the learning experience. This Pathway will be listed as the name of the course with no Pathway title.

College Prep Pathway will complete grade level or above assignments designed to provide mastery of challenging cognitive skills and objectives. This Pathway is designed for students who are achieving success within the grade-level standards and can demonstrate that they can successfully complete increasingly challenging academic work.

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

Advanced Placement Courses

Students who demonstrate an ability and desire to complete rigorous college-level coursework may enroll in Advanced Placement courses. Many colleges and universities award college credit to students who achieve a qualifying score on the Advanced Placement exams. 21CCCS faculty teaches most of our AP courses, so students receive the same personalized instruction 21CCCS provides in other courses. Upon successful completion of an Advanced Placement course at 21CCCS, students will receive .5 quality points added to the GPA calculation for that course. The deadline for enrolling in an AP course for incoming students is the end of September. All work missed must be made up within the quarter.

MIDDLE SCHOOL:

All 21CCCS middle school core subject classes are designed with Pathways, each with a different level of rigor. Students will be placed in Pathways according to teacher recommendations. Pathways are designed to meet student's academic needs throughout the course. Based on how students are performing in their courses, adjustments may be made by moving students in and out of specific Pathways to meet the student where they are at in their learning. It is possible for a student to remain in a Pathway for the full academic school year based on how they are performing in their course work.

Academic Pathway

Academic level Pathways are designed for students who are working on grade-level standards.

Intermediate Pathway

Intermediate level Pathways are designed for students who are achieving success within the grade-level standards and can demonstrate that they can successfully complete increasingly challenging academic work.

Advanced Pathway

Advanced work may include research and rigorous projects that require extensive reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning.

3.17 Honor Societies

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

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

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

3.18 Notification for Sports Team Eligibility

Students who participate on a sports team in their home school district must continue to meet grade requirements to continue participating with the team. In accordance with PIAA eligibility rules for student athletes, students must achieve a passing grade in at least 4 full-credit courses by noon on Friday of each week when school is in session. If a student fails to meet these requirements, he/she will lose participation eligibility until the necessary requirements are met. A student may resume participation on the team one week after meeting the requirement of passing 4-full credit courses.

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 weekly 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.

3.20 Local College/University Enrollment (Dual Enrollment)

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

1. The student meets the qualifications set forth in the Concurrent Enrollment Agreement.
2. The charter school, nonpublic school, private school or home education program agrees to award secondary credit for the successful completion of the dual enrollment course
3. The student notifies the school district of residence of the intent to enroll in the dual enrollment program.

High school students may enroll in a maximum of 3 college classes per academic year. Students/Parents must submit a copy of the course syllabus or description to 21CCCS for approval prior to enrolling if they wish to earn HS credit. All costs, including but not limited to tuition, books, transcripts and transportation, are the responsibility of the student/parent. Students/Parents should consult with their School Counselor to avoid scheduling conflicts with 21CCCS live classes and college classes.

If any 21CCCS student is interested in exploring the potential of a dual enrollment program, while continuing to attend 21CCCS, please contact the High School Principal at 484-875-5400. 21CCCS cannot guarantee availability to participate or acceptance of any student in a school district dual enrollment program.

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

3.21 College Applications and Accompanying Materials

Students requesting letters of recommendation, college application review, or transcript mailing must make a request via the School Counseling Department. Students must submit requests at least two weeks prior to the college/university deadline. In order to write a good letter of recommendation, the School Counseling 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.

3.22 Proctored Testing

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

3.23 Standardized State Testing

Standardized tests will be administered periodically to students. These may be used to assist with placement and measure improvement and proficiency of specific standards or content. Tests will require travel to testing sites. Travel to PSSA and Keystone testing locations is the responsibility of the guardian. Parents who wish to opt their child out of state testing can submit a request to Principal to come to 21CCCS to review the assessments to determine if the assessment conflicts with the parents'/guardians' religious beliefs. Parent/Guardian requests must be submitted at least two weeks prior to the administration of the state assessment. During the on-site review, 21CCCS will protect the validity and integrity of the state assessments. If, after review, the parent/guardian finds the assessment to be in conflict with their religious beliefs, they have the right to submit a written request to the CEO for exemption, stating their objection. Further information about testing can be found in Board Policy #1027.

Testing Medical Disclosure and Medication Administration

If your student requires medication administration during testing, please refer to the medication policy listed under Section 3.1 Health Services.

Pennsylvania State Standardized Assessments (PSSA's)

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

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

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. Keystone exams are typically given over a three day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians in advance of the tests. Testing windows are included on the school calendar.

PSAT/SAT/ACT Tests

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

Advanced Placement (AP) Exams

Students may take AP level courses through both 21CCCS and 3rd party providers. 21CCCS will offer AP exam testing at our West Chester and Murrysville offices for any AP courses on dates established by the College Board. For information on AP exams, visit www.collegeboard.com. 21CCCS will pay for our students to take the AP Exam at our West Chester and Murrysville

locations. If the West Chester and Murrysville locations is not convenient to your home, we strongly encourage students to make arrangements to test with their local district upon return from winter break. It is the families' responsibility to pay for the exam if they choose to take the exam elsewhere and 21CCCS will reimburse the cost with the required receipt of payment.

3.24 Benchmarking

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

3.25 Summer School

21CCCS may offer a limited number of summer school courses as an opportunity for advancement of original or make-up credit. Please consult with the School Counseling Department for course recommendations and pre-approval. Summer school costs are the responsibility of the student and they are non-refundable once summer school begins. The cost for a 1.0 credit or full year summer school course is \$100, and the cost for a 0.5 credit or half year summer school course will be \$50 for students in grades 6 - 11. The cost for students who qualify for free/reduced lunch will be \$25/course, regardless if the course is a 0.5 or half year or 1.0 or full year credit course. Summer school will be offered at no cost to seniors who need to take a summer school courses to graduate. Contact your School Counselor for more information about summer school.

3.26 Transfer Credits

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

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

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

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

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

3.27 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.

3.28 Field Trips

21CCCS believes that social interaction is part of a well-rounded school experience. With that in mind, students and their families are encouraged to attend as many field trips as possible. Completing an RSVP request by the date indicated by field trip advisers ensures that 21CCCS has a sufficient amount of supplies, necessary event space, and 21CCCS staff member participation. If payment is required receipt of payment is necessary to confirm your RSVP. If a parent/guardian does not RSVP by the given deadline, space availability cannot be guaranteed. Parents/Guardians who supervise children other than their own must provide 21CCCS the required the FBI clearance, PA Child Abuse Clearance, and State Police Clearance before participating in any school-related or school-sponsored activity as a volunteer. Additional information about field trip rules and regulations can be found in Board Policy #1021.

Acceptable Behavior on Field Trips and School Events

- Students will be held responsible or compliance with Board policies and 21CCCS rules.
- Student participation at school events requires written parental/guardian consent.
- 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 staff member.

- 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. Additional information about medication, including use of asthma inhalers and epinephrine auto-injectors can be found in Board Policy #2010.
- 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 school work and/or in violation of 21CCCS policies and procedures.

3.29 School Counseling Services

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

What do School Counselors Do?

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

Responsibilities of your School Counselor

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

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

21CCCS has a Plan for Student Learning Model (Advisee). With this model, each student is assigned an Academic Advisor who serves as the main point of contact for the student and their family. Academic Advisors provide updates on progress throughout the year, help students create personalized weekly schedules to foster academic success, promote different activities going on at 21CCCS, and help answer any questions that families might have while enrolled.

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

Confidentiality

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

3.30 NCAA-National Collegiate Athletic Association

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

Are NCAA eligible courses asynchronous?

NCAA eligible courses are asynchronous, but students are not permitted to move beyond quarter deadlines. NCAA students may be randomly selected to take tests in a proctored environment. This is to comply with NCAA's rules regarding authenticating student athlete assessments. If chosen, students have the choice to take their proctored assessment in the following ways:

- With a teacher at either the West Chester or Murrysville office.
- At a local library, with arrangements made by the school and the local library to assure proper proctoring.
- At home, with the computer camera on so a teacher can virtually proctor his or her exam.

If a student is selected, he or she will be contacted by the school to arrange the proctored exam.

When should I apply?

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

Who should apply?

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

How do I apply?

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

What is the NCAA Initial Eligibility Center?

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

3.31 Review of Instructional Materials

A written request must be sent to the Right-To-Know Officer at the email address below, utilizing the Standard Right-to-Know Request Form. Go to [Standard Right-to-Know Request Form](#). Upon receipt of a Right-to-Know Request from a parent/guardian or student, 21CCCS will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques. The request must set forth the specific material being sought for review. Additional information and details about reviewing instructional materials can be found in Board Policy #1005.1.

righttoknow@21cccs.org

3.32 Exemption from Instruction

Parents/Guardians have the right to have their children excused from specific instruction that conflicts with their religious beliefs, in accordance with applicable law and regulations. Further information can be found in Board Policy #1005.2

3.33 English as a Second Language (ESL) Program

21CCCS provides all students whose dominant language is not English equal access to a quality education under 22 PA. Code 4.26. Students identified as English Language Learners receive a bilingual/bicultural and English language development program that is on grade level, content-focused, and research-based. Program details, including testing and opt-out options, can be found in Board Policy #1038.

SECTION 4. COMMUNICATION & EQUIPMENT

4.1 Communication

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

Student Expectations

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

Parent/Guardian Expectations

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

4.2 School Issued Equipment

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

Families will be responsible for the costs of repair or replacement of school issued equipment, including any freight costs incurred. Damaged devices must be returned within one week from the date the damage was reported to the Technology Department.

School computers will be outfitted with software to enable school officials to remotely monitor and administer the computer. 21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older). 21CCCS issued devices are configured with a content filter enabled to block inappropriate content in accordance with the Children's Internet Protection Act (CIPA). In addition, all devices are under enrollment in a mobile device management (MDM) service. This service is used to install software, apply updates, and provide additional device restrictions. It is a violation of school rules and school board policies to circumvent these services.

Technology Optional Insurance

The technology devices provided by 21st Century Cyber Charter School are expensive devices that require students to follow usage guidelines and use caution when handling the devices. All students are assigned a MacBook Air and an iPad. A charger is also provided for each device. It is the student's responsibility to care for the devices and any accessories. **The technology optional insurance is highly recommended, but not required.** The annual fee covers the cost of repairing devices. Fees are capped at a maximum of two fees per household. The optional insurance cost for the current school year is as follows:

Per Student Cost	Per Student Cost Qualifies for Reduced Lunch Status	Per Student Cost Qualifies for Free Lunch Status	Per Student Cost Opt Out
\$25	\$10	\$0	\$0

If the MacBook Air or iPad is stolen or lost, including as a result of fire or other natural disaster, you must notify the school immediately and file a police report for stolen devices. It is highly recommended to add the devices to your homeowners or renters insurance policy. The student will be responsible for the cost of stolen or lost devices at the respective fee:

MacBook Air	\$699.00
MacBook Air Charger	\$72.00
iPad	\$294.00
iPad Charger	\$19.00
iPad Lightning Cable	\$19.00

Should there be any damage to the devices, it must be reported within 24 hours and the Technology Department will determine if the damage was deliberate or as a result of deterioration from use. Any damage caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism and disciplinary action may occur. The optional insurance covers the first incident of the school year, including damage due to negligence or vandalism. Subsequent incidents will incur a deductible based on the tier of damage.

Important Notes:

- The optional insurance MUST be paid prior to an incident occurring. It will not be applied retroactively.
- If the damage involves multiple tiers you will be charged the highest of the tiers.
- Examples of negligence or vandalism include, but are not limited to:
 - Lying or misrepresenting information on the damage reported
 - Not reporting damages on time
 - Damage caused by drops, falls, collisions or liquid spills

The following shows deductible costs based on tier and type of damage.

Device Type	Damage Tier	Type of Damage	Subsequent Incident Cost with Tech Fee	ANY Incident Cost WITHOUT Tech Fee
MacBook Air	Tier 1	Internal Components, Cables, Connectors, etc.	No Charge	Up to \$15.00
MacBook Air	Tier 2	Trackpad	\$15.00	\$45.00
MacBook Air	Tier 2	Wireless Card	\$20.00	\$60.00
MacBook Air	Tier 2	Bottom Case	\$23.00	\$70.00
MacBook Air	Tier 3	Battery	\$33.00	\$100.00
MacBook Air	Tier 3	Top Case w/Keyboard	\$60.00	\$180.00
MacBook Air	Tier 4	SSD	\$73.00	\$220.00
MacBook Air	Tier 4	LCD Display	\$103.00	\$310.00
MacBook Air	Tier 4	Logic Board	\$103.00	\$310.00
iPad	Tier 1	Home Button	No Charge	\$5.00
iPad	Tier 1	Front/Back Camera	No Charge	\$5.00
iPad	Tier 1	Speakers	No Charge	\$5.00
iPad	Tier 1	Headphone Jack	No Charge	\$5.00
iPad	Tier 2	Digitizer	\$12.00	Up to \$35.00
iPad	Tier 2	LCD Screen	\$46.00	Up to \$140.00
iPad	Tier 2	Battery	\$6.00	\$20.00

Insurance can be purchased online. [Click here](#) to register or sign in to the payment portal. Check payment may be sent to the school attention to the Business Office. No cash will be accepted.

International Travel

All students, parents/guardians are required to notify and obtain the prior written consent of the Director/CEO before using school-issued devices or accessing 21CCCS internet resources or accounts while traveling outside of the United States of America.

Students interested in traveling during the school year must complete the International Travel Form prior to the scheduled trip. A copy of the form can be found under Section 5 of this Handbook. Please be sure to communicate with your teachers regarding your travel to allow them time to provide you with necessary access to class assignments.

4.3 Acceptable Use of School Equipment & Accounts

21CCCS employs technology protection measures to filter Internet sites and to control the installing of software applications by students in accordance with 21CCCS' Acceptable Use Policy #6015 and/or pursuant to the Children's Internet Protection Act (CIPA). At a minimum they are meant to block and protect against visual depictions that are obscene, illegal, pornographic, child pornographic and/or harmful to minors as well as internet/computer resource access to such material. If users find a website deemed inappropriate, such website must be reported to the CEO. After review of the site, appropriate steps will be taken to block inappropriate content from users. Technology protection measures are not foolproof, and 21CCCS does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a technology protection measure installed by 21CCCS is prohibited. 21CCCS shall not be held responsible when a student or other user knowingly or willingly accesses inappropriate material or communicates or shares such materials with others. For additional information, please see the Acceptable Use Policy.

Students are required to use provided technology and access accounts supplied by the school responsibly. Devices should not be used for non-school related purposes. 21CCCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted with school accounts or equipment. This means assisting governing bodies by surrendering electronically obtained information from school-issued devices 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 a communication. Students can be disciplined for violations of the Acceptable Use Policy pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. For additional information, please see the Acceptable Use Policy.

21CCCS may need to create accounts in online learning systems that would be in conjunction with the assigned courses for students under the age of thirteen. The accounts are created using the student's first and last name and no other personal information.

The following uses of school-issued devices, internet resources, or accounts are considered unacceptable:

1. To facilitate illegal activity, including unauthorized access and hacking.
2. Evasion or disabling, or attempting to evade or disable, a technology protection measure device installed by 21CCCS.
3. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized.
4. Non-work or non-school-related work.
5. Product advertisement or political lobbying.
6. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To access or transmit material that is harmful to minors and/or users, indecent, obscene, pornographic, child pornographic, or terroristic, or that advocates the destruction of property.
9. Use of inappropriate language or profanity.
10. To transmit material likely to be offensive or objectionable to recipients.
11. To intentionally obtain or modify files, data, and passwords belonging to other users or integral to system and network operations.
12. Impersonation of another user, anonymity, and/or use of pseudonyms.
13. Installing or use of unauthorized games, programs, files, or other electronic media.
14. To disrupt the work of other users.
15. Destruction, modification, or abuse of technology resources and peripheral hardware or software.
16. Relocation of 21CCCS hardware without prior administrative consent.

17. Quoting personal and/or private communications in a public forum without the original author's prior consent.
18. To access or use any form of non-21CCCS electronic mail on 21CCCS technology resources unless authorized by the CEO or the CEO designee.
19. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts and/or professionals for educational purposes.
20. Using a disk, removable storage device, or CD/DVD, brought into 21CCCS from an outside source, that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with 21CCCS established procedures.
21. To discriminate against, advocate violence against, harass, intimidate, bully, or cyber bully others.
22. To send unsolicited or forwarded e-mails and chain letters to persons ("spamming").
23. Using "spoofing" or other means to disguise user identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, e-mail systems, chat groups, chat rooms, or other technology resources.
24. To send, transmit, or otherwise disseminate proprietary data, trade secrets, or other confidential information of 21CCCS.
25. To post or allow the posting of personal information about oneself or other people on the technology resource unless authorized in advance by the CEO. Personal information includes address, telephone number (including home, work, and cell phone numbers), school address, work address, pictures or video bites, clips and so forth.
26. To refer to or attempt to refer to 21CCCS or its employees, agents, trustees, parents, or students in any electronic communication, posting, blog, website, e-mail, or social networking site, without written authorization from the CEO.
27. To access or transmit gambling, pools for money, or any other betting or games of chance.
28. Using technology resources to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.

29. Using technology resources to post, share, or attempt to post or share information that could endanger an individual or cause personal damage or a danger of service disruption.
30. Indirectly or directly making connections that create “back doors” to 21CCCS, other organizations, and community groups, etc., that allow unauthorized access to the technology resources or 21CCCS.
31. Use of school-issued devices or 21CCCS internet resources or accounts outside of the United States of America without the prior written consent of Director/CEO.

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

Although 21CCCS takes precautions to protect students from inappropriate sites, ultimately, it is the responsibility of the student and parents/guardians to ensure that school devices are 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. For additional information, please see the Acceptable Use Policy #6015.

4.4 Electronic Searches

By using 21CCCS’ network and technology resources, all users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by 21CCCS in accordance with 21CCCS Policies and Procedures. A user account with e-mail access will be provided to authorized users only on the conditions that the user consent to interception of or access to all communications accessed, sent, received, or stored using 21CCCS technology and sign this policy. For additional information, please see Board Policy #2026 and the Acceptable Use Policy.

Electronic communications, downloaded material, and all data stored on 21CCCS technology resources, including files deleted from a user’s account, may be intercepted, accessed, or searched by 21CCCS administrators or designees at any time in the regular course of business to protect users and 21CCCS equipment. Any such search, access, or interception will be reasonable and shall comply with all applicable laws. For additional information, please see Board Policy #2026 and the Acceptable Use Policy.

School Issued Equipment Search

School officials retain the right to electronically inspect and enter school-issued devices and accounts at any time for any reason, using remote management software installed on all devices. The software must remain enabled and the device must remain accessible at all times. For additional information, please see Board Policy #2026 and the Acceptable Use Policy.

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

Parent/Guardian Access

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

Illegal or Prohibited Materials

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

4.5 Assistive Technology

To request assistive technologies, please contact:

Director of Special Education
484-875-5400

4.6 Internet Access and Reimbursement

All students are entitled to Internet access reimbursement unless equipment or books are owed to the school. Reimbursements will be made twice a year. Reimbursement rates are as follows:

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

Reimbursement Schedule

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

Reimbursement Period	Months Covered	Documentation Needed	Date Due to Office to Qualify for Reimbursement
Period 1 (Paid on January 30 th)	August September October November December	December bill indicating that it is paid in full. Reimbursement Request Form	January 15 th (Must be received in the office by January 15 th)

Reimbursement Period	Months Covered	Documentation Needed	Date Due to Office to Qualify for Reimbursement
Period 2 (Paid on June 30 th)	January February March April May June	June bill indicating that it is paid in full. Reimbursement Request Form	June 15 th (Must be received in the office by June 15 th)

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

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

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

Requesting Reimbursement

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

21st Century Cyber Charter School
Attn: Internet Reimbursement
1245 Wrights Lane
West Chester, PA 19380
Fax: 610-873-4534

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

Services Provided by 21CCCS

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

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

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

4.7 Equipment and Material Returns

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

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

4.8 Unpaid Bills

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

SECTION 5. FORMS & ATTACHMENTS

2021-2022 School Year Calendar

Internet Reimbursement Form

Letter from Dr. Matthew Flannery, CEO Detailing ACH Payments for Internet Reimbursement

Accounts Payable Direct Deposit Agreement Form

International Travel Form

Drop Course Form

The below forms should have been signed at the time of enrollment (new students) or re-enrollment (returning students). For reference purposes, the forms can be viewed on Page 77 of this Handbook. Please note that a signature needed to be provided in order for your enrollment or re-enrollment to be complete.

Acceptance of Student/Parent Handbook Form

Acceptable Use and Internet Safety Policy

Photo/Video/Media/Release

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



1245 Wrights Lane
 West Chester, PA 19380
 www.21cccs.org

2021-22 School Year Calendar

July 2021						
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	26	27	28	29	30	31

August 2021						
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24	25	26	27	28	29	30
31						

September 2021						
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October 2021						
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24	25	26	27	28	29	30
31						

November 2021						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2021						
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31						

January 2022						
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February 2022						
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March 2022						
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23	24	25	26	27	28	29
30	31					

Schedule of Activities and Holidays	
July:	2 - Office Closed (Summer Hours)
	5 - Office Closed
	9, 16, 23, 30 - Office Closed (Summer Hours)
August:	6, 13, 20 - Office Closed (Summer Hours)
	9-11 - New Teacher Orientation
	16-19, & 23-24 - School Not in Session for Students
	25 - First Student Day
	25-27 - School Wide Orientation
	30 - 1st Marking Period Begins
September:	6 - Office Closed (School Not in Session)
	17 - Half Day Students 7:30-11:30, Afternoon Staff Dev.
	24 - School Not in Session for Students
October:	11 - School Not in Session for Students/Teachers
	19 - Half Day Students 7:30-11:30, Afternoon Staff Dev.
November:	1 - 1st Marking Period Ends
	2 - School Not in Session for Students
	3 - School Not in Session for Students
	4 - 2nd Marking Period Begins
	24 - Early Dismissal at 11:30 AM
	25-26 - Office Closed (School Not in Session)
December:	14 - Half Day Students 7:30-11:30, Afternoon Staff Dev.
	23 - Early Dismissal-11:30 AM & Staff Holiday Lunch
	24 - Office Closed (School Not in Session)
	27 - Office Closed (School Not in Session)
	28-29 - School Not in Session for Students/Teachers
	31 - Office Closed (School Not in Session)
January:	13 - 2nd Marking Period Ends
	14 - School Not in Session for Students
	17 - Office Closed (School Not in Session)
	18 - School Not in Session for Students
	19 - 3rd Marking Period Begins
February:	18 - School Not in Session for Students
	21 - Office Closed (School Not in Session)
March:	10 - Half Day Students 7:30-11:30, Afternoon Staff Dev.
	23 - 3rd Marking Period Ends
	24 - School Not in Session for Students
	25 - 4th Marking Period Begins
April:	6 - Half Day Students 7:30-11:30, Afternoon Staff Dev.
	14 - Early Dismissal at 11:30 AM
	15 - Office Closed (School Not in Session)
	25-29 - PSSA Testing Window*
May:	16-20 - Keystone Testing Window*
	25 - Last Day for Seniors
	27 - Early Dismissal at 11:30 AM
	30 - Office Closed (School Not in Session)
June:	1 - Student Last Day/4th Marking Period Ends
	2, 3 - School Not in Session for Students
	2 - End of Year Party & Prom-Downingtown
	2 - End of Year Party & Prom- Murrysville
	3 - Class of 2022 Graduation Ceremony-West Chester
	6 - Class of 2022 Graduation Ceremony-Murrysville
	7 - Floating Holiday(Teachers)
	17, 24 - Office Closed (Summer Hours)

*Specific testing information will be provided by Guidance

January 2022						
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23	24	25	26	27	28	29
30	31					

February 2022						
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30	31					

March 2022						
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April 2022						
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30	31					

May 2022						
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30	31					

June 2022						
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30	31					

July 2022						
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23	24	25	26	27	28	29
30	31					

Key

- Marking Period Begins
- Marking Period Ends
- Class of 2022 Last School Day
- Class of 2022 Graduation Ceremony
- Floating Holiday (Teachers)

Staff 250
 Teacher 195
 Student 180



INTERNET REIMBURSEMENT FORM

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 #: _____

Which reimbursement period are you requesting (circle one):

Period 1 (Due to office by January 15th)

Period 2 (Due to Office by June 15th)

Important Guidelines

- Please attach a bill from December (Period 1) or June (Period 2) that indicates your account is paid in full.
- Please verify that the appropriate invoice is attached based on the guidelines. Board Policy #1040.
- **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.
- 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

1245 Wrights Lane

West Chester, PA 19380

Fax: 610-873-4534



August 1, 2021

Dear Parent(s)/Guardian(s):

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

21st Century Cyber Charter School
ATTN: Accounts Payable
1245 Wrights Lane
West Chester, PA 19380

Thank you.

Dr. Matthew Flannery, CEO



Accounts Payable Direct Deposit Agreement Form

Authorization Agreement

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

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

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

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

Account Information

Name of Organization: _____

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking | Savings

Signature

Printed Name & Title (Primary): _____

Authorized Signature: _____ Date: _____

Printed Name & Title (Joint):

_____ Date: _____

_____ Date: _____

Authorized Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

Please attach a voided check or deposit slip and return this form to:

21st Century Cyber Charter School
Attn: Accounts Payable
1245 Wrights Lane
West Chester, PA 19380



INTERNATIONAL TRAVEL FORM

Please complete and submit this form one week prior to your travel date. You can email, or mail it to our West Chester location.

Student Name: _____ Grade Level: _____

Date Leaving: _____

Date Returning: _____

Country Traveling to: _____

Reason for travel: _____

International Contact Information (name, address, phone number, etc.):

Please use the following checklist to prepare for your travel prior to travel date:

- issued device(s) are functional
- cable(s) are functional
- have a voltage converter if needed
- notified teachers and administrators regarding your travel
- check with your home insurance provider if they would cover loss or damage of device(s) while on your trip
- Check for internet access. Web filters may prevent access due to local government regulations. As a result, you may experience difficulty completing your work in a timely manner.

During your travel Tech Help Desk may be delayed in providing technical support due to the time difference. It is important for you to check all applications on your laptop and iPad that would be used for completing assignments prior to traveling.

Please note that you are responsible for the school issued device(s) while you are on your trip. In the event your device is stolen, please file a police report and provide a copy of the report to 21st Century Cyber Charter School.

Important contact information you should have with you during your travel:

- School Phone and Fax Number
- School Mailing Address
- Email contacts (Principal, Guidance, and Teachers)

Parent Signature

Date

Student Signature

Date

CEO Signature

Date



DROP COURSE WITHOUT PENALTY FORM

You are requesting to drop a course with it being removed from your transcript without any penalty after the 10 day add/drop period. Please complete and submit this form for approval from our CEO. You may email the form to your academic advisor, or print it out and mail it to our West Chester location. (1245 Wrights Lane, West Chester, PA 19380)

Student Name: _____ Grade Level: _____

Course To Be Dropped: _____

Reason(s) for Request:

Extenuating Circumstance (if applicable):

Parent Signature

Date

Student Signature

Date

CEO Signature

Date

