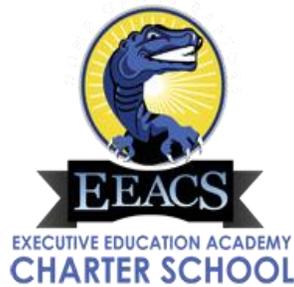


# Executive Education Academy Charter School



## Student-Parent/Guardian Handbook and Student Code of Conduct

Revised 4/1/2018

Welcome to Executive Education Academy Charter School:

The Administration and Staff have developed this handbook to assure that the important EEACS guidelines, policies and rules are clearly communicated and available for your convenience.

Please note the following important information:

- All bussed students use the Union Boulevard western front “Home of the Raptors” entrance. Parent/Guardian drop-off/pick-up students use the rear parking lot entrance. The Main Office is located in the middle building near the flag poles on Union Boulevard. Parents, visitors and others dealing with the Main Office should park and enter there.
- In the interest of Student and Staff security, EEACS uses the Raptor System. It is a nationally recognized security access system which will screen all non-Student/Staff personnel before their entry into the School. To assist in this process non-Student/Staff visitors should be sure to carry their PA issued driver license or photo ID. Any minor inconvenience assures safety!

Please know that the success of your student(s) and the School very much depend on mutual communication and cooperation. Your comments, suggestions and willingness to participate as an active member of the growing EEACS Family are both encouraged and appreciated.

Robert Lysek, CEO/Founder

## TABLE OF CONTENTS

<b>INTRODUCTION</b> .....	5
Educational Mission .....	5
Chapter 15 Students.....	5
Equal Opportunity/Nondiscrimination/Sexual Harassment .....	6
<b>SECTION I: SCHOOL OPERATIONS</b> .....	6
School Hours .....	6
School Entrance .....	6
I.D. Scan Cards .....	7
Closed Campus.....	7
Return to the Building after Dismissal for Activities .....	7
Parent/Guardian and Emergency Contact Information .....	7
Weather and Emergency School Closing .....	7
Parent/Guardian and Teacher Communications .....	7
Volunteers.....	8
Lunch Program Information.....	8
Confidentiality Policy .....	8
<b>SECTION II: STUDENT PROCEDURES</b> .....	9
Emergency Drills .....	9
Crisis Management .....	9
Cafeteria .....	10
Search and Seizure.....	10
Cell Phones.....	11
Audio and Video Recording .....	11
Expressions and Limitations.....	11
Distribution of Information by Students.....	12
<b>SECTION III: STUDENT HEALTH</b> .....	12
Nurse.....	12
Illness or Infectious Condition .....	12
Medication .....	13
Homebound Instruction.....	13
Student Pregnancy.....	14
<b>SECTION IV: ATTENDANCE</b> .....	14
Lateness .....	14
Attendance and Truancy.....	15
Excused Absences.....	16
Unexcused Absences.....	17
Excessive Unexcused Absences/Truancy.....	17
Ten Consecutive Absences (Removal from Active Roll).....	20
Early Dismissal .....	20
Cutting Class.....	20
Unauthorized Departure from School Grounds.....	21
<b>SECTION V: ACADEMICS</b> .....	21
Homework .....	21
Requesting Missed Assignments While Absent .....	21
Academic Integrity .....	21
PA System of School Assessment (PSSA).....	22

School Performance Profile (SPP).....	22
Academic Honors .....	22
Grading .....	23
Graduation Requirements.....	24
<b>SECTION VI: DRESS CODE .....</b>	<b>25</b>
<b>SECTION VII: SPECIAL EDUCATION.....</b>	<b>25</b>
Request for Evaluation .....	25
Request for Review of Special Education Records.....	25
Surrogate Parents .....	26
Positive Behavior Support Statement.....	27
Child Find Notice to Parents/Guardians .....	27
Fees for Searching, Retrieving, and Copying Records.....	28
Record of Access .....	29
Amendment of Records at Parent/Guardian’s Request .....	29
Definitions.....	29
Applicable Laws and Regulations.....	30
<b>APPENDIX A: CODE OF STUDENT CONDUCT .....</b>	<b>32</b>
Student Rights.....	32
Student Responsibilities.....	33
<b>SECTION I: PROHIBITED STUDENT CONDUCT .....</b>	<b>35</b>
Application of the Code of Conduct to Off-Campus Activities.....	35
Bullying Policy .....	35
Cyberbullying Policy.....	37
Weapons .....	37
Harassment.....	38
Sexual Harassment.....	39
Terroristic Threats.....	40
Assault on School Personnel .....	40
Substance Abuse.....	40
Use or Possession of Tobacco .....	41
Disruption of School or Classroom.....	42
Care Of School Property.....	42
Gambling.....	42
Computer Ethics.....	43
<b>SECTION III: DISCIPLINARY PROCEDURE.....</b>	<b>44</b>
Definition of Discipline.....	44
Discipline Procedures .....	44
Behaviors Warranting Disciplinary Action .....	44
Referral to the CEO .....	46
Disciplinary Actions.....	47
Suspensions and Expulsions.....	47
Notice of Suspension or Intent to Expel .....	48
Discipline of Students with Disabilities .....	49
<b>APPENDIX B: ACCEPTABLE USE POLICY FOR TECHNOLOGY .....</b>	<b>50</b>
<b>APPENDIX C: SIGNATURES &amp; ACKNOWLEDGMENTS.....</b>	<b>55</b>

# INTRODUCTION

## **Mission Statement**

Executive Education Academy Charter School's "EEACS" Mission is to implement a leadership academy and business model that engages students in the school community, prevents them from dropping out of school, fosters self-resiliency and prepares them to be contributing members in the workplace, college and the community.

## **Educational Mission**

One of our main goals is to close the achievement gap for all learners through shared decision-making, a rigorous curriculum and student mobility based upon individual achievement, parent involvement, smaller class size and highly qualified staffing.

It is therefore our vision that, with the successful integration of business and leadership education into the instructional program, students at EEACS will learn from and will contribute to the business arena on many levels. Our partnerships with business and mentorships with community organizations will provide a unique educational experience for students to be successful in the business world. Our leadership program will develop students' soft skills, so that they will excel in areas of management, communication, sustainability and awareness in all facets of their self-discipline, self-direction, self-respect and self-esteem.

## **Chapter 15 Students**

Chapter 15 of Title 22 of the regulations of the State Board of Education addresses the responsibility of school districts to comply with the requirements of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 34 CFR Part 104 (relating to nondiscrimination on the basis of handicap in activities receiving federal financial assistance).

In compliance with such state and federal law, EEACS will provide services to each protected handicapped student, without discrimination or cost to the student or family, as follows: those related aids, services or accommodations which are needed to provide the student with an 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. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks and prohibits participation in, or access to, an aspect of the school program.

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

## **Equal Opportunity/Nondiscrimination/Sexual Harassment**

The Board of Trustees requires Equal Educational Opportunity for all students enrolled in the educational programs and activities of EEACS, including, but not limited to: course offerings, athletic programs, guidance and counseling, and tests and procedures, regardless of age, gender, sexual orientation, race, color, creed, religion, national origin, social or economic status, parenthood, marital status or disability.

The School promotes a learning environment that encourages fulfillment of each student's potential in regard to his/her program, consistent with School goals and with equal opportunities for students. Similarly, students will respect the rights of other students to receive an education in an atmosphere that is conducive to learning and free from discriminatory practices. No student has the right to violate another student's rights.

## **SECTION I: SCHOOL OPERATIONS**

### **School Hours**

Arrival Doors for students open at 7:45 a.m. School hours are from 8:00 a.m. to 3:30 p.m. All students must report to school daily by 8:00 a.m. Doors close at 8:00 a.m. and after that parents are required to sign in their child at the Main Office. The child will be coded "Late/Tardy". Students are released from school by 3:30 p.m. except on Wednesdays when students are released at 1:30 p.m.

### **School Entrances**

All bussed students entering the school building are required to enter at the Union Boulevard Western front "Home of the Raptors" entrance. Parent/Guardian drop-off/pick-up students use the rear parking lot entrance. All other entrance doors will be closed from the outside for security purposes. Students are never permitted to open any of the outside doors of the building to admit visitors at any time.

All visitors, including Parents/Guardians, must enter at the Union Boulevard middle building front entrance near the flag poles and guest parking area. The Main Office staff there will provide any further instruction and assistance needed.

## **I.D. Scan Cards**

Students will be provided with ID Scan Cards primarily for use in Identification and accessing the Food Program.

## **Closed Campus**

Students must stay on School property and in their assigned building from the time they arrive until dismissal unless otherwise directed. Students must follow their assigned schedule during the School day. For security purposes, the building will at all times be secured and Student arrival and dismissal will be securely monitored both inside and outside of the building.

## **Return to the Building after Dismissal for Activities**

Students are not permitted to re-enter the building after dismissal at the end of the School day except with a Teacher or authorized person related to an extracurricular activity.

## **Parent/Guardian and Emergency Contact Information**

Parents/Guardians are responsible for providing EEACS with accurate residency and contact information for the Parent/Guardian along with an emergency contact. This information must be provided and must include current addresses, working telephone numbers, and email addresses. Parents/Guardians are required to promptly inform the main office of any changes in contact information. This is important to assure the School Messenger system can make contact. It is also needed for reconciliation with each child's sending school district.

## **Weather and Emergency School Closing**

EEACS follows the same weather closing policy as the Allentown School District. EEACS utilizes the School Messenger communication system, Radio station WFMZ, WFMZ TV and FaceBook to advise of the operating status of EEACS on any given day due to inclement weather (closed, open or delayed-opening) and for any other Emergency scheduling. **Parents/Guardians and Employees will receive all timely notifications directly through School Messenger by phone, text and e-mail (*as long as their contact information is kept current*).**

## **Parent/Guardian and Teacher Communications**

Communication between Parents/Guardians and Teachers is vital to the educational success and experience of students. Each student, along with his or her Parent(s)/Guardian(s) and Teacher(s), forms a team which focuses on the student's needs, concerns, and growth. EEACS invites

Parents/Guardians to participate in the process by communicating questions and concerns. EEACS will communicate with Parents/Guardians using the following methods:

1. Scheduled Parent-Teacher conferences;
2. Progress reports for students doing unsatisfactory work;
3. Report cards (four times a year);
4. Interim reports;
5. Periodic newsletters; and
6. Parent Portal.

EEACS may also communicate with Parents/Guardians more directly using:

- Notes or telephone calls;
- Home and school meetings; or
- Email, text and other communications.

Any Parent/Guardian who wishes to meet with his or her student's Teacher(s) may request a meeting by email to the Teacher(s) or by leaving a message for the Teacher(s) with the Main Office. Parents/Guardians are asked to include their email, phone numbers and the time of day when they prefer to be reached in order for the Teacher(s) to contact them.

## **Volunteers**

EEACS depends on Parents/Guardians to volunteer as much time as possible. Volunteers are needed throughout the year to assist with performance activities, classroom support, chaperoning, fundraising and much more. School Volunteers who work directly with students are required to obtain certain mandated background clearances. Forms and instructions are available at the Main Office. The Parent Teacher Committee is another volunteer opportunity.

## **Lunch Program Information**

A free lunch program is available to all students. All students must submit a lunch form. Parents/Guardians may be asked to provide certain data which enables the Lunch Program. Students who do not choose to use the lunch program may bring their lunch from home. But no items in GLASS bottles or containers or requiring heat or refrigeration are permitted.

## **Confidentiality Policy**

EEACS maintains education records for every student consisting of personally identifiable information and/or confidential information that includes, but is not limited to, the student's name, name of Parents/Guardians and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

EEACS must obtain Parent/Guardian consent before disclosing personally identifiable information to anyone not entitled to see it under law. "Consent" means: the Parent/Guardian has been fully informed regarding the activity requiring consent in his/her native language or other mode of communication; he/she understands and agrees in writing to the activity; and, he/she understands that consent is voluntary and may be revoked at any time.

Student educational records may be forwarded without parental consent to a school in which the student intends to enroll or has applied for admission. Student personal or medical information may be shared with medical professionals or as required by law.

## **SECTION II: STUDENT PROCEDURES**

### **Emergency Drills**

Students will participate in emergency drills every month. These drills are fire and safety specific to prepare students and staff for any emergency that may arise.

### **Crisis Management**

EEACS employs Handle With Care as its behavior management system. Handle With Care is the world-renowned leader in crisis intervention and behavior management training services. For over 30 years, Handle With Care has earned an international reputation for teaching the safest and most powerful verbal and physical intervention methods in the history of the industry. Handle With Care is the only crisis intervention system with the safety, power and versatility to adapt to the unique demands of every encountered circumstance. As national experts in the fields of verbal intervention and passive restraint, Handle With Care has trained well over 100,000 practitioners working with adults and children in some of the most challenging environments in the United States, Puerto Rico, Canada and Europe.

In extraordinary circumstances, an Employee may need to use physical force to restrain a student from harming himself or herself or others. In such circumstances the trained Employee will employ Handle With Care as necessary to restrain the student. The purpose of this program is to provide guidance for the use of physical restraint in a proper and legally acceptable manner.

Handle With Care is committed to teaching staff how to deal with a behaviorally challenged population in a way that preserves the client's dignity, is safe and enables continued positive learning and behavioral development by preserving and enhancing the therapeutic relationship.

Handle With Care was developed by a line person for staff working directly with a behaviorally challenged population.

Handle With Care believes that for learning/therapy to take place there needs to be a universal (staff and client) perception of physical and psychological safety in the milieu. Emotional safety is a relationship climate consisting of acceptance, trust, honesty, problem solving skills, communication, tolerance and forgiveness.

If staff is fearful of their personal safety, there can be no emotional safety as fear will be the controlling emotion. Similarly, if the client cannot trust the staff to keep them safe, why should they trust staff to treat them emotionally (therapy) or teach them.

Handle With Care is committed to the emotional and physical safety of behaviorally challenged individuals whose behavior is harmful to themselves or others and the staff and organizations that support them.

It is important to note that both founder Robert Lysek and Steve Flavell are Master Instructors for Handle With Care. They are part of an elite group that are permitted to license Handle With Care Trainers, on behalf of Handle With Care. There are Currently no more than 30 Master Instructors worldwide.

## **Cafeteria**

Unless permitted otherwise by School Administration, all food is to be consumed in the Cafeterias and at no time to be taken to classrooms, hallways, or other parts of the building. Students may never leave the building for lunch or have lunch delivered from outside vendors without prior approval from School Administration.

Eating in the School Cafeteria is a privilege. Accordingly, students are to be respectful of the common eating area by cleaning up after themselves, avoiding unnecessary messes, and behaving with good manners.

## **Search and Seizure**

EEACS' Board of Trustees acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property.

Various types of School property, including, but not limited to hall lockers, gymnasium lockers, storage bins and computers are assigned to students for their convenience in storage or educational usage. School property remains the property of EEACS. School property is not to be considered as belonging to, or for the sole use of the student, even though the student assumes full responsibility for the security of such property. EEACS maintains a master passkey, which opens all storage facilities as well as combination locks; the School's server maintains access to all computers.

In order to maintain order and discipline in the School and to protect the safety and welfare of students and Staff members, School authorities may conduct a search and may seize any illegal, unauthorized, or contraband materials discovered. Therefore, students should not expect privacy regarding School property, items used or items placed on School property because School property is subject to search at any time by School officials. School officials may conduct inspections or searches of lockers, desks, tablets, computers, etc., at any time without notice, without consent and without a search warrant.

Law enforcement officers may assist the School during School-initiated searches. Searches may include the use of dogs or mechanical devices for the discovery of contraband.

A student's person and/or personal effects (i.e., purse, book bag, backpack or athletic bag, computer and other electronic devices) may be searched whenever a School official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material, contraband, or evidence of a crime or of a violation of the Code of Student Conduct.

### **Cell Phones**

The use of cell phones and other electronic devices is prohibited during School hours unless permitted by School Administration. Cell phones may be taken during instruction time and returned when it is finished. Any cell phone or electronic device that is used without authorization during School hours may be confiscated and students caught using such devices may be disciplined at the discretion of the School Administration.

### **Audio and Video Recording**

Students may not make any audio or video recordings of School activities such as classroom instruction, assemblies, etc. without approval from the School Employee supervising such activities. For example, the CEO or designee's approval would be required in order for a student to record an assembly and a Teacher's approval would be required in order for a student to record a classroom activity.

Each Parent/Guardian will be required to complete a Photo & Video Consent Form, granting or withholding permission for use and publication of their student's picture, voice, video or work.

### **Expressions and Limitations**

Students may exercise the right of freedom of expression through speech, assembly, petition, and other lawful means and have the right to advocate change of any law, policy, or regulation. The exercise of this right may not interfere with the rights of others, nor may oral or written student opinions be used to present material that falls into one or more of the following categories:

- Materials that reasonably lead the CEO or designee to forecast substantial disruption or interference with School activities or endangerment to the health or safety of students;
- Materials that are libelous or slanderous, statements that are inaccurate or false and that injure a person as to his/her reputation, cause personal humiliation, mental anguish and suffering, or other injuries;
- Materials that advocate the commission of a criminal act or are part of a criminal act, as defined by the Criminal Code of the United States, Pennsylvania, or local ordinance; and/or
- Materials that are obscene as defined in the Pennsylvania School Code, as amended, or by federal, state or local laws.

### **Distribution of Information by Students**

The CEO or designee will coordinate physical and electronic distribution or display of information by students enrolled in the school. All physical or electronic information must be approved by the CEO or designee, must not be in violation of applicable Board of Trustees' regulations, and must bear the name of the sponsoring individual(s) or School organization(s).

## **SECTION III: STUDENT HEALTH**

### **Nurse**

The School Nurse is responsible for handling a variety of student medical concerns each day and maintaining all medical records on each student. Parents/Guardians are asked to inform the Nurse of any special health problems affecting their students.

If a student becomes ill during the School day, he or she will be given immediate attention by the School Nurse. Parents/Guardians or emergency contacts will be contacted if the student is too ill to return to class. ***For this reason, please keep emergency contact information current.***

### **Illness or Infectious Condition**

A student may not attend School if any of the following symptoms are present or reasonably suspected:

- Lice: Hair must be washed with medicated shampoo and be free of all nits before student may return to School.
- Fever: Students should remain home or be sent home if they have above-normal temperature.

- Conjunctivitis (“pink eye”): A student may return only after discharge discontinues or the student’s condition is otherwise determined to be non-infectious.
- Rashes: Unidentified rashes must be diagnosed by a health care provider.
- Impetigo: The student must be seen by a health care provider.
- Diarrhea: The student experiences diarrhea two days in a row or three times in one day.
- Vomiting: The student experiences repeated forceful evacuation with other symptoms or the student’s inability to eat.
- Any other contagious condition: flu, measles, chickenpox, mumps, whooping cough, or streptococcal infections that are still contagious.

In addition, a student should not attend School if he or she is experiencing any unusual discomfort such as an earache or other pain that causes the student to cry or experience significant pain.

Parents’/Guardians’ cooperation with this policy, which is state law, will minimize the number of days that students and staff are sick, thus helping to maintain a healthy learning environment. For more information also see the Attendance and Truancy section of this book.

Source: 28 Pa Code §§ 27.71 - 27.73

## **Medication**

Students are not to bring any kind of medication to School or to self-administer any kind of medication without prior authorization. Should the occasion arise that a student must take medication during the School day, a physician must prescribe the medication and arrangements must be made through the Nurse’s office for the Nurse to administer the medication. A physician must complete official forms that include diagnosis, dosage, and the time for the medication to be given during the school day.

All medications and prescriptions are to be brought in their original bottles to the Nurse and kept in the School Clinic. Over-the-counter drugs, including cough medicine, aspirin, etc., must also be accompanied by a physician’s note. In the event that the need arises for a Parent/Guardian to personally administer medication to a student during the School day, the Parent/Guardian must do so in the Nurse’s office. If a student needs on-demand access to an inhaler or similar treatment, the Nurse will provide guidance.

## **Homebound Instruction**

The purpose of Homebound Instruction is to provide students with some level of instructional services during a temporary period of absence so that, on return to School, they can re-engage successfully with their instructional programs.

A student may be eligible for Homebound Instruction if he or she is confined to home or a hospital for physical disability, illness, injury, urgent reasons, or when such confinement is recommended

for psychological or psychiatric reasons. The term, "urgent reasons," will be strictly construed and does not permit irregular attendance. The student's condition must be temporary in nature, and the temporary condition must be anticipated to last more than four (4) weeks. Additionally, the student's need for Homebound Instruction must be formally documented by a physician or psychiatrist.

Any Parent/Guardian who wishes to enroll his or her student in Homebound Instruction should contact the Chief Academic Officer for additional information about Homebound Instruction Policies and Procedures.

### **Student Pregnancy**

Pregnant students are expected to abide by EEACS' attendance and uniform policies. If a pregnant student is unable to attend School for a certified medical reason (i.e. required bed rest, at risk for premature delivery, etc.), she will have to follow the procedure for receiving Homebound Instruction if the absences are to extend for more than four (4) weeks.

Once a pregnant student delivers her child, she should submit a statement from the attending physician stating the date of birth and Homebound Instruction may be provided for up to six weeks following birth. Absences from School are to be marked as excused for a maximum of six weeks.

Homebound Instruction is not to be granted to the student teen parent because of lack of child-care and is not to be granted solely because the pregnant student is in her third trimester.

## **SECTION IV: ATTENDANCE**

### **Lateness**

The Board of Trustees of EEACS requires all students to be on time when arriving for school. Students who arrive late disrupt the class and miss out on a smooth transition into the school day.

- 7:45 a.m. – 7:59 a.m.: Students must report to their assigned location by 8:00 a.m. Students should check in using their Student I.D. card.
- After 8:00 a.m. Students must report to the Main Office.

When a student is habitually late, his or her Parent/Guardian will receive a phone call or email from School Administration that will serve as a reminder for the student to be punctual and will ask the Parent/Guardian if they require a meeting to determine what, if any, interventions are

necessary to ensure the student's punctual arrival. This may include one or all of the following steps:

- Meeting with School Administration;
- Meeting with the School Counselor; and/or
- Referral/Notification to the Disciplinary Committee of the Board of Trustees

If a student continues to be excessively late, an Administrative review will take place. The Parent/Guardian will be sent a formal letter delineating the seriousness of this issue. The School Administration will review all documentation between School and home, and the Parent/Guardian will meet with School officials to discuss this concern. The Disciplinary Committee of the Board of Trustees will be notified and a determination will be made as to whether disciplinary action is required. The Board of Trustees has the following options:

- Place the student on probation;
- Suspend the student from School and/or extra-curricular activities;
- Retain the student;
- Mandate attendance at an intervention conference;
- Refer the student's case to the SAP Committee.
- Meet with the Disciplinary Committee of the Board of Trustees; or
- Recommend the expulsion of the student to the full Board of Trustees.

If a student still continues with irreconcilable lateness a disciplinary review will take place. The Parent/Guardian will be required to meet with the Disciplinary Committee of the Board of Trustees for an informal disciplinary hearing. At this hearing a recommendation will be made by the School Administration. The Disciplinary Committee will consider this recommendation and decide if the matter must come before the full Board of Trustees.

## **Attendance and Truancy**

The educational program offered by EEACS is based upon regular daily attendance of the student, continuity of instruction and classroom participation in order to not only meet academic standards, but also to excel. A missed day of school is a missed learning opportunity on the path to success.

Parents' cooperation in ensuring good attendance is therefore critical to a student's success in School. In order to accomplish this, students must be present and on time each School day.

**Regular attendance at School for students between ages 6 and 17 is mandated by law. Attendance is a serious matter that requires reporting, to the Parent/Guardian, when students are chronically absent without excuse. This may get the courts involved and may also result in penalties imposed on the student, his or her Parent/Guardian, or both.**

EEACS follows the Pennsylvania Public School Code of 1949, 24 P.S. Section 13-1354, "Report of children not enrolling, or withdrawing, or being illegally absent" which reads as follows:

It shall be the duty of every principal or teacher of a public school to report immediately to the attendance officer, district superintendent, or secretary of the board of school directors, the names of all children in the list furnished to him who have not appeared for enrollment, and he shall also properly report, from time to time, to the attendance officer, district superintendent, or secretary of the board of school directors, the names of all children who having enrolled have subsequently withdrawn from school, or who have been absent three (3) days, or their equivalent, without lawful excuse. Such person shall thereupon serve upon the parent, guardian, or other person in parental relation to such children unlawfully absent from school, the written notice hereinbefore provided, and if it shall appear that, within three (3) days thereafter, any child, parent, guardian, or other person in parental relation shall have failed to comply with the provisions of this act, the superintendent, attendance officer, or secretary of the board of school directors, in the name of the school district, shall proceed against the person so offending, in accordance with the provisions of this act.

**Regular attendance is required of all students enrolled at EEACS during the days and hours that School is in session**, except that the CEO or designee may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons will be strictly construed and do not permit irregular attendance. Temporary excuses may not exceed 3 days without a physician's note.

**Excused Absences:**

The following are state-approved "excused absences" and, therefore, are the only conditions that EEACS recognizes as reasonable causes for absence from school:

**ILLNESS** -- Upon written parental request, a student may be excused during School hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:

1. The health or therapeutic services are to be rendered by Commonwealth licensed practitioners;
2. It is not practical or possible for the student to receive the services outside of School hours; and
3. The time of necessary absence from School involves a minimum of interference with the student's regular program of studies.

**DEATH OF A FAMILY MEMBER** -- In the event that a student experiences a death in the family, the student's Parent/Guardian should contact the School to verify the reason for the student's absence. School Administration will work with the family to ensure a reasonable return to School and assist the family, if necessary, in finding support for the student in dealing with the death.

**OBSERVANCE OF BOARD OF TRUSTEES-APPROVED RELIGIOUS HOLIDAYS AND ACTIVITIES** -- Upon written request by the Parent/Guardian, students may be excused from School for religious holidays observed by bona fide religious groups and to attend classes for religious instruction pursuant to Section 1546 of the Public School Code of 1949 (24 P. S. § 15-1546). Excusal for religious instruction will be limited to a total of not more than 36 hours per School year.

**OUT-OF-SCHOOL SUSPENSIONS** -- A student who is suspended is absent but counted as an excused absence for reporting purposes.

**All other absences are classified as unexcused. Long-term absences for legitimate reasons will be handled on a case-by-case basis. The School Administration reserves the right to determine the validity of all excuse notes.**

#### **Unexcused Absences:**

The following circumstances are considered as an unexcused absence:

- No note from a Parent/Guardian is received within 3 days of absence by EEACS providing an explanation for the absence;
- Lack of proper immunizations or waiver after the first day of School;
- Absence due to loss of bus privilege; or
- Other reasons not listed as "Excused."

**All absences will be treated as unlawful/illegal/unexcused unless EEACS receives a written excuse within three (3) calendar days explaining the reason(s) for the absence. Failure to provide a written excuse within 3 days will result in the absence being counted permanently as unlawful/illegal/unexcused.**

#### **Excessive Unexcused Absences/Truancy:**

As defined by the Pennsylvania Department of Education, "Truancy" is "any unexcused absence from school".

When a student has accumulated three (3) days of absences without lawful excuse (which do not have to be consecutive) an official written "warning" letter will be mailed to the student's

Parent/Guardian, which puts into motion the legal process described below in Procedure.

Excessive unexcused absences or habitual truancy can have serious consequences. Aside from missed learning opportunities, truancy outcomes can escalate depending on student age. Potential action may include referral to the county Children and Youth Agency or a Parent/Guardian may have to appear before a Judge in Magisterial Court facing fines of up to \$750 or possible jail time for truancy violations. A teen also can lose his or her driver's license for a period of time or can be delayed from applying for a learner's permit.

**Procedure:**

EEACS complies with compulsory school attendance laws. EEACS recognizes that there are instances when it is necessary for a student to miss School. However, to ensure that students receive the most effective education, the following procedure is in place:

1. If a student will be absent, his/her parent or guardian must call the School's Main Office before 8:00 a.m. If the call is not immediately answered, the parent/guardian should leave a voicemail message including his/her name, his/her student's name, grade, and the reason for the absence. If EEACS does not receive a call/message, a call will be placed to the Parent's/Guardian's home or workplace notifying him or her of the absence. Any absence not followed up with a written excuse note, within three (3) days, will be documented as unexcused.
2. If the Main Office does not receive any call from a student's Parent/Guardian that the student will be absent and if the student misses school without a valid excuse, then the teacher will record it on his or her roll sheet for submission to the School's Main Office.
3. The Main Office will enter the attendance information into the mandatory School database.
4. Once this information is entered, Parents/Guardians will be made aware of their student's unexcused absence.
5. The Parent/Guardian will need to discuss any work missed during this absence with the teacher and the teacher's policy regarding make-up work.
6. All absences of three (3) or more consecutive School days must be supported by a physician's statement verifying the illness. The absence will not be excused unless accompanied by such a physician's note. Students will not be excused for more than fifteen (15) days unless there is verification of a hospital stay.
7. In ALL instances of absence a student must present a note from his/her Parent/Guardian upon his/her return to School or within three (3) days. If the Parent/Guardian has concern

that his/her student will not turn the excuse note in, the excuse note must be mailed, e-mailed or faxed to the School's Main Office.

8. **Once a student has three (3) unexcused absences**, the Parent/Guardian will receive a letter from the School. By law EEACS is required to advise the Parent/Guardian in writing within ten (10) school days of the third unexcused absence that the child has been "Truant.

**Once a student has six (6) or more unexcused absences**, the Parent/Guardian will receive a notice that the child is considered "Habitually Truant". Depending on whether the child is under or over the age of 15, potential action may include referral to the county Children and Youth Agency or a Parent/Guardian may have to appear before a Judge in Magisterial Court facing fines of up to \$750 or possible jail time for truancy violations. A teen also can lose his or her driver's license for a period of time or can be delayed from applying for a learner's permit.

9. **At the 10th cumulative absence (excused and/or unexcused)**, the student will have missed approximately 70 hours of instruction. At this time, an Administrative review also will take place. This may include any or all of the following steps:
- The Parent/Guardian will receive a formal letter stating the student's number of absences and a notice that this may affect the student's School performance.
  - The Parent/Guardian will be required to meet with School officials to further investigate the reasons for the excessive absences and work together to develop possible solutions to this concern.
  - The Disciplinary Committee of the Board of Trustees will be advised of this situation.
  - The Parent/Guardian will be required to appear before the Board of Trustees.
10. **In the case of more than 10 cumulative absences (excused or unexcused)**, the student will have missed 10% of the school year. School Administration will review all documentation between school and home, the Board of Trustees will be notified, and a determination will be made as to whether disciplinary action is required. The Disciplinary Committee of the Board of Trustees has the following options:
- Place student on probation;
  - Suspend the student from school and/or extracurricular activities;
  - Retain the student;
  - Mandate attendance at an inter-session;
  - Refer the student's case to the appropriate authorities; or
  - Recommend the expulsion of the student to the full Board of Trustees.

**Failure of the parent/guardian to abide by the decision of the Disciplinary Committee of the Board of Trustees may result in dismissal from EEACS. The School Administration has pledged to provide a positive and meaningful experience for all students. Cooperation of the parent/guardian in ensuring his/her student's good attendance is critical for the student's success in school.**

### **Ten Consecutive Unexcused Absences (Removal from Active Roll)**

**Any student who is illegally absent from school for 10 consecutive school days is subject to removal from the active roll of EEACS, resulting in return to his/her neighborhood school as per the following mandate:**

22 Pa. Code § 11.24, "Unaccounted absences," states: Students whose names are on the active membership roll, who are at anytime in the school term absent from school for 10 consecutive school days, thereafter will be removed from the active membership roll unless one of the following occurs:

- The district has been provided with evidence that absence may be legally excused; or
- Compulsory attendance prosecution has been or is being pursued.

### **Early Dismissal**

The Board of Trustees will recognize certain justifiable absences for part of the School day, including medical and dental appointments, court appearances, family emergencies and other legitimate reasons, as determined by School Administration. Whenever possible, such appointments should be scheduled after School hours.

When requesting an early dismissal\*, Parents/Guardians must:

1. Send a note in with the student on the morning of the early dismissal request;
2. Report to the Main Office and sign the student out of School at the appropriate time; and
3. Report to the Main Office to sign the student back into School, if he or she is returning before the end of the School day.

\* **NOTE** – For any dismissal at or after 2:30 pm, the Parent/Guardian should arrange to pick-up their student in the rear parking lot designated for Drop-off/Pick-up.

### **Cutting Class**

It is the expectation of the School Administration and staff that all students will attend every academic class. Cutting class is prohibited. Violations will be subject to disciplinary action. Students who are absent from class without authorization while being in attendance on the day of that absence will be referred to the CEO or designee's office for cutting class and a conference with the Parent/Guardian will be required.

## **Unauthorized Departure From School Grounds**

Any student who leaves School grounds prior to dismissal without authorization from the School Administration will be subject to disciplinary consequences up to and potentially including suspension.

## **SECTION V: ACADEMICS**

EEACS strives to foster productive citizens with a desire and the skills to be lifelong learners. To that end, the School Administration adheres to the following policies.

### **Homework**

Homework and missed assignment policies will be established individually by each teacher.

### **Requesting Missed Assignments While Absent**

All missed assignments will be made available. There are no excuses for missed assignments. Any related questions should be directed to the student's teacher.

### **Academic Integrity**

Academic integrity is a core value at EEACS and violations will not be tolerated. The following acts constitute academic dishonesty:

- Cheating: copying, using, or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Facilitation: helping or attempting to help another student commit academic dishonesty.
- Falsification: making up or forging information/data or a citation in any academic exercise.
- Plagiarism: representing the words or ideas of another as one's own in any academic exercise.

Any student who is caught committing an act of academic dishonesty may be subject to discipline at the discretion of the teacher, School Administration and/or the Board of Trustees.

## **Pennsylvania System of School Assessment (PSSA)**

Pennsylvania System of School Assessment is a standards-based, criterion-referenced assessment which provides students, parents, educators, and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels.

Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 4 and 8 is assessed in Science.

Results can be used to assist teachers in identifying students who may be in need of additional educational opportunities and provide information to schools and districts for curriculum and instruction improvement discussions and planning.

## **School Performance Profile (SPP)**

The Pennsylvania School Performance Profile offers a web-based resource for districts/schools to communicate performance results to various constituencies and assist districts and schools in aligning and focusing resources for continuous improvement. The School Performance Profile provides information about each school's academic performance, using a common set of criteria and scoring. For more information and to see how EEACS performed visit <http://paschoolperformance.org/>

## **Academic Honors**

Academic honors will be awarded to recognize outstanding achievement. Honors will be based on grades earned for each grading period.

## Grading Policy

Kindergarten	Elementary	Middle	High
Standards Based Report Card for LA, Math, Sci, SS  E – exceeds standard M – meets standard P – progressing toward B – below standard *Not assessed	10 Point Scale  100-90% - A 89-80% - B 79-70% - C 69-60% - D 59 – below - F	10 Point Scale  100-90% - A 89-80% - B 79-70% - C 69-60% - D 59 – below - F	A 93-100 4.0 A- 90-92% 3.75 B+ 87-89% 3.5 B 83-86% 3.25 B- 80-82% 3.00 C+ 77-79% 2.75 C 73-76% 2.5 C- 70-72% 2.0 D+ 67-69% 1.75 D 63-66% 1.5 D- 60-62% 1.0 F 59% and below 0
Social Skills, Fine Motor, Specials  O – outstanding S – satisfactory N – needs improvement	Grade Floor Policy – marking period 1,2,3 50% noted that GFP is being used – 4 <sup>th</sup> quarter actual grade	Grade Floor Policy – marking period 1,2,3 50% noted that GFP is being used – 4 <sup>th</sup> quarter actual grade	Grade Floor Policy – marking period 1,2,3 50% noted that GFP is being used – 4 <sup>th</sup> quarter and midterm and final actual grade
			Marking period 1 - 20% Marking period 2 - 20% Marking period 3 - 20% Marking period 4 - 20% Midterm - 10 % Final – 10%
<b>Retention</b> – may be suggested by the current teacher based on academics and/or social parameters, parents may also request a retention	<b>Retention</b> – may be suggested by the current teacher based on academics and/or social parameters, parents may also request a retention	<b>Retention</b> – may be retained based on academic failure of more than 2 core content classes	<b>Promotion</b> – students will be promoted to the next grade level but will need to make up any unearned credits during the summer or the following school year, as the schedule permits
			<ul style="list-style-type: none"> <li>· A student may miss up to 2 <u>unexcused</u> absences per quarter without penalty academically. They will be able to make up the work they missed those days. This resets at the beginning of each quarter.</li> <li>· When that student reaches number 3 <u>unexcused</u> absence that quarter he/she is no longer able to make up missed work for that day. Each assignment whether classwork/homework/quiz/test/etc. will be counted as a zero towards their grade.</li> <li>· This only applies to unexcused absences.</li> </ul>

## Graduation Requirements

\* PA state minimum requirements for graduation are included in EEACS graduation requirements.

### Classes of 2017, 2018, and 2019

1. Students must take each of the three Keystone Exams; Algebra 1, Biology, and Literature. (PA and EEACS graduation requirement)
2. Students will have 3 opportunities to take and score proficient on the Keystone exams

### Classes of 2020 and Beyond

1. Students are required to show proficiency in the following courses and must take each of the corresponding Keystone Exams; Algebra 1, Biology, and Literature. (PA and EEACS graduation requirement)
2. If a student scores below proficient on a Keystone Exam, they will need to take and pass the remediation course for Algebra 1 and Biology and maintain no less than a C average in subsequent ELA courses (PA and EEACS graduation requirement).
3. Students will have 3 opportunities to take and score proficient on the Keystone exams. Students may be required to complete a Project Based Assessment (PBA) for any Keystone they do not pass.

### Credits Required for Graduation

- **4 Credits Business (May substitute other course credit in the case of transfer students)**
- **4 Credits English**
- **3 Credits Math**
- **3 Credits Science**
- **3 Credits Social Studies**
- **1 Credit PE (taken .25 credit per year)**
- **.5 Credit Health**
- **2 Credits Foreign Language/or Other Humanities**
- **3 Credits Other Electives**
- **.5 Senior Seminar**

---

### Minimum Total: 24 Credits

#### Students must register for:

7 credits in 9th grade  
7 credits in 10th grade  
7 credits in 11th grade  
6 credits in 12th grade

#### Promotion Requirements:

Minimum of 6 Credits earned to be promoted to 10th  
Minimum of 12 credits earned to be promoted to 11th  
Minimum of 18 credits to be promoted to 12th

**Community Service Hours Required:** 25 hours

## SECTION VI: DRESS CODE

EEACS has a mandatory dress code for all students. All students must wear the official school uniform. In addition:

- No designer labels may be visible.
- Students may not wear jewelry of any kind.
- Hairstyle will be neat and well groomed and should contribute to the appearance of the student and not be disruptive to the educational process.
- Weather boots may be worn upon arrival and departure from school, but students must change into appropriate shoes during school hours in order to be in compliance with our dress code and uniform policy.
- No hats or hoodies may be worn in the building.

## SECTION VII: SPECIAL EDUCATION

**Please refer to the end of this Section for applicable definitions and citations.**

### **Request for Evaluation**

At any time that a parent/guardian feels that his/her student may qualify for special education, the parent/guardian may initiate testing procedures by forwarding a written statement to the CEO stating the parent/guardian's concerns about his/her student and that the parent/guardian wishes his/her student to be tested. A request to initiate testing by a parent/guardian means that his/her student must remain in the student's present educational placement, unless the parent/guardian and the school both agree to a change while any resolution is pursued through these procedures. The school has 60 school days to start the testing process.

After the testing is completed and a report prepared, there will be a meeting to discuss the results. The student's parent/guardian has the right to discuss these results and to offer input into the goals that will be set for his/her student. When this discussion results in differences that cannot be resolved, the parent/guardian has the right to request a pre-hearing conference, mediation, or an impartial due-process hearing. The parent/guardian also may request a combination of these alternatives.

### **Request for Review of Special Education Records**

EEACS must permit a student's parent/guardian to inspect and review any education records which are collected, maintained, or used by the school with respect to the identification, evaluation, educational placement of, and/or provision of a free appropriate public education to, his/her student. The school must comply with a written request for review of special education

records without unnecessary delay, and before any meeting regarding an individualized education program or hearing relating to the identification, evaluation, or placement of a student (though in no case more than 45 days after the request has been made). "Unnecessary delay" does not mean "immediate." EEACS needs at least 2 days to honor a request, but will never exceed the allotted 45 days.

EEACS will presume that the parent/guardian has authority to inspect and review a particular student's records, unless EEACS has been advised that the parent/guardian, in fact, does not have such authority under applicable State law governing matters such as parenting adulthood, separation, and divorce.

If any education record includes information on more than one student, the parent/guardian has the right to inspect and review only the information relating to his or her student, or else to be informed of specific information which is limited to the particular student of the parent/guardian.

Upon request, EEACS must provide a list of the types and locations of education records collected, maintained, or used by the school.

### **Surrogate Parents**

The following provisions for surrogate parents do not apply to students who are solely gifted or thought-to-be gifted.

EEACS will ensure that an individual is assigned to act as a surrogate for the parents/guardians of a student when no parent/guardian can be identified; the school, after reasonable efforts, cannot discover the whereabouts of a parent/guardian; or the student is a ward of the State under the laws of the State. The school must have a method for determining whether a student needs a surrogate parent and for assigning a surrogate parent to the student.

The school may select a surrogate parent in any way permitted under State law, but the school must ensure that a person selected as a surrogate is not an employee of a public agency which is involved in the education or care of the student, has no interest that conflicts with the interest of the student he or she represents, and has knowledge and skills that ensure adequate representation of the student (an individual is not disqualified, if an EEACS employee, from appointment as a surrogate solely because he or she is paid by the school to serve as a surrogate parent).

The surrogate parent may represent the student in all matters relating to the identification, evaluation, and educational placement of the student and to the provision of a free appropriate public education to the student.

## **Positive Behavior Support Statement**

It is the goal of EEACS to provide a positive educational setting for every student. This requires an understanding of and adherence to acceptable standards of respectful behavior which will allow learning to take place in classroom settings. The policies of the Student-Parent/Guardian Handbook must be implemented with attention to creating an environment where expected behaviors are taught and positively reinforced and where student interventions match the need.

It is therefore EEACS' responsibility to ensure that the standards of behavior are taught and positively reinforced in each classroom on a daily basis, using a school-wide process of positive behavior support. This includes careful monitoring of each student's academic progress with appropriate interventions, to avoid behavioral disruptions often caused by academic failure, as well as attention to classroom and school environment. It is the school's belief that with an organized process of providing positive supports, the school can reduce disruptions and disciplinary referrals. Interventions work best when they are proactive, not reactive. The utilization of an efficient and well-understood system of reinforcing expected behaviors and monitoring student progress using all available data is essential to student success.

## **Child Find Notice to Parents/Guardians**

In order to make sure we are constantly monitoring our students' progress, we have a Child Find process in place at EEACS. As a public charter school, we are responsible for developing and maintaining a system that ensures that each child with a disability receives a free appropriate public education (FAPE) and that each family has access to a system of procedural safeguards. Our Child Find process consists of universal screening, classroom instruction and assessment, benchmark assessments, data analysis, response to instruction and intervention and evaluation, which may lead to an Individualized Education Plan (IEP). A parent may request an evaluation for their child at any time if they feel their child needs extra support. A written letter is required by parents who request an evaluation.

### Child Study Team

As part of our Child Find process, EEACS has Child Study Teams in place, where communication and collaboration between teachers, related service personnel, and administration is a critical component. The purpose of Child Study Team is to identify and discuss students who are in need of extra support in the classroom. We do this by coming together as a team, to utilize an intervention system. Our intervention system has three support tiers. Students receiving interventions in the classroom are considered to be in Tier 1. Students who are being pulled out of the classroom for more intense support in small groups are in Tier 2. Students who are pulled out of the classroom for one-on-one instruction or even smaller groups, for more intensive interventions are in Tier 3. If students do not respond to interventions and show progress by the time they get to Tier 3, they are referred for an evaluation with our school psychologist to see if they are eligible for special education services.

### Screening

At EEACS we have several screening tools that indicate if there is a need for extra support before conducting an evaluation. Teachers are all responsible for recognizing students' needs in the classroom and discussing them in their Child Study Team meeting in order to begin the screening process or implement interventions.

Kindergarten screening activities include a review of developmental areas, functional vision and hearing and speech and language. Further screenings for all grade level students are conducted through our Child Find process throughout the school year, starting with a universal screening. A universal screening is a grade level assessment administered at the beginning of the school year in order to identify or predict students who may be at risk for poor learning outcomes. Other screenings include academic screenings prior to a psycho educational evaluation, dyslexia screenings, and related services screenings (speech, OT, etc.).

### Evaluation Process

If a child is undergoing the evaluation process the following steps will be taken:

1. Request an evaluation (written letter by parent or legal guardian) OR RTII Referral and meeting takes place to discuss the student
2. Consent (signed permission to evaluate form)
3. Evaluation (the multidisciplinary team has 60 days from the date of consent to complete the evaluation)
5. Program Development (the multidisciplinary team, including the parents, meet to determine if the child is eligible for special education services. If the student is eligible the team will formulate an individual education plan (IEP), which must be placed into effect 30 days from the date the evaluation was completed.)
6. IEP Meeting (the multidisciplinary team will meet to review the official plan together and a Notice of Recommended Educational Placement (NOREP) will be instated by law.
7. Annual Review and Re-evaluation (students' IEPs must be reviewed and revised at a minimum of once per year and re-evaluation reports must be conducted at least once every 3 years, unless parental consent to waive is given OR the student is intellectually disabled.)

*The IEP team shall be composed of the parents, persons familiar with the child's development, persons knowledgeable in such areas of suspected disability, persons trained in the appropriate evaluation techniques and, if possible, persons familiar with the child's cultural background. All information gathered through the screening and/or re-evaluation process is considered confidential under Section 438 of the General Education Provisions Act.*

### **Fees for Searching, Retrieving, and Copying Records**

EEACS may not charge a fee to search for or to retrieve information under this part, but may charge a fee for copies of records which are made for the parents/guardians under this part if

such fee does not effectively prevent the parents/guardians from exercising their right to inspect and review those records. The fee for copies is \$.10 per page.

### **Record of Access**

The school must keep a record of parties obtaining access to education records collected, maintained, or used under this part (except access by parents/guardians and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party was authorized to use the records.

### **Amendment of Records at Parent/Guardian's Request**

If a parent/guardian believes that information in education records collected, maintained, or used under this part is inaccurate or misleading, or violates the privacy or other rights of his/her student, the parent/guardian may request, in writing, that the school amend the information.

The school must decide whether to amend the information in accordance with the parent/guardian's request within a reasonable period of time from receipt of the request. If the school decides to refuse to amend the information, it must inform the parent/guardian of its refusal, and of the parent/guardian's right to a hearing as set forth below.

Upon request, the school will provide an opportunity for a hearing to challenge information in education records to ensure that such results are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

If, as a result of a hearing, the school determines that any information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it must amend such information accordingly and so inform the parent/guardian in writing.

If, as a result of a hearing, the school determines that the information in question is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it must inform the parent/guardian of the right to place in his/her student's records a statement commenting on the information, or setting forth any reasons for disagreement with the school's decision. Any explanation placed in the student's records under this section must be maintained by the school as part of the records of the student, for as long as the record or contested portion is maintained by the school. If the records of the student or the contested portion is disclosed by the school to any party, the explanation must also be disclosed to the party.

### **Definitions**

Consent means that: (a) the student's parent/guardian has been fully informed of all information relevant to the activity for which consent is sought, in his/her native language or other mode of

communication; (b) the student's parent/guardian understands and agrees in writing to the carrying out of the activity for which consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom; and (c) the student's parent/guardian understands that the granting of consent is voluntary on his/her part and may be revoked at any time.

Evaluation means procedures used in accordance with state special education rules found at 22 Pa. Code 14.25 and 342.25 to determine whether a student has a disability and the nature and extent of the special education and related services that the student needs. The term refers to procedures used selectively with an individual student and does not include basic tests administered to or procedures used with all students in a school, grade, or class.

Independent educational evaluation means an evaluation conducted by a qualified examiner who is not employed by EEACS.

Independent educational evaluation at public expense means that the school either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to the student's parent/guardian.

Personally identifiable means data or information including the following characteristics:

1. The name of a student or the name of any student's family members;
2. The address of the student;
3. Any personally identifying piece of information such as the student's telephone number or social security number; and
4. Any list of personal characteristics or other information which would make the student's identity easily traceable.

### **Applicable Laws and Regulations**

22 Purdon's Statutes §5-501, 13-1371, 13-1372, 13-1373.1, 13-1374, 13-1376, and 13-1377, Pennsylvania School Code.

22 Pa. Code, Chapter 14, Regulations of the State Board of Education.

22 Pa. Code, Chapter 342, Standards for Special Education.

20 USC 1401 et seq., The Individuals with Disabilities Education Act (1990), formerly known as Public Law 94-142, The Education of All Handicapped Children Act. This includes the Handicapped Children's Protection Act of 1986, P.L. 99-372, August 5, 1986.

34 CFR, Parts 300-303, Rules and Regulations for Individuals with Disabilities Education Act.

Public Law 101-392, The Carl D. Perkins Vocational and Applied Technology Education Act Amendments of 1990.

THIS SPACE IS INTENTIONALLY LEFT BLANK

# **APPENDIX A:**

## **CODE OF STUDENT CONDUCT**

The purpose of this Code of Student Conduct is to promote responsibility and respect among students and to ensure that all students are afforded a safe and non-disruptive learning environment.

Rules governing discipline and conduct are written so that parents/guardians, students, teachers and administrators know what is required of students. By working together under clearly stated and consistently enforced standards, EEACS will administer firm and fair discipline practices.

The following beliefs guided the development of the Code of Student Conduct:

1. That school must be safe and secure for students and staff.
2. That students have rights and responsibilities in the learning environment of the school.
3. That the school is for instruction and learning, and anything that distracts from that process must be dealt with by school officials.
4. That students and their parents/guardians should be knowledgeable of school and classroom rules.
5. That students have a responsibility to exercise self-control over their own behavior.
6. That the responsibility of discipline is shared among students, school personnel, the Board of Trustees and parents/guardians.
7. That students who violate school and classroom rules must be afforded their rights to due process, which are procedurally, morally and legally fair and correct.
8. That students who violate classroom rules should be assigned disciplinary measures with the purpose of correcting their behavior.
9. That disciplinary measures should be progressive and preventative, unless the safety of students is an issue.
10. That the disciplinary measures should be firm, fair and consistent.
11. That the disciplinary measures of the school should be a problem solving process and should focus on the causes of the infraction.
12. That the assigning of disciplinary measures should be commensurate with the circumstances.

### **STUDENT RIGHTS**

#### **Education**

The rights of all students are ensured by law. These rights, including the right to an education, shall be recognized without the regard of race, religion, sex, creed, ability to pay, national origin,

disabling condition or intellectual ability. Students have the right to a public education, beginning with kindergarten and extending to the twelfth grade.

### **Environment**

Students have the right to expect a safe school environment in which to learn and a climate within the school that is conducive to learning.

### **Respect**

Students have a right to expect courtesy, fairness and respect from members of the school staff and other students.

### **Property**

Students have a right to expect that other students and school personnel will respect their personal property.

### **Participation**

Students have a right to participate in school activities, subject to qualifications, requirements and compliance with the Board of Trustees policies and regulations.

### **Expression/Appeal**

Students have the right to address policies, both publicly and privately, in writing and orally. Students may lawfully advocate change in any law, policy or regulation.

## **STUDENT RESPONSIBILITIES**

### **Environment**

1. Assist the CEO or designee, in the operation of a safe and orderly school, where all students can learn and develop socially.
2. Be clean and dress in compliance with the school rules of sanitation and safety in a fashion that will not disrupt classroom procedures and in a manner, which conforms to the community standards of decency.
3. Provide support for classmates both inside and outside the academic setting.
4. Obey school rules and/or the law concerning use, possession, distribution or sale of tobacco, marijuana or controlled substances as defined under the Drug Control Act, drug paraphernalia as defined by the State of Pennsylvania, imitation controlled substances, nonprescription or prescription drugs or alcohol on school property, on the way to and from school, or while attending school-sponsored activities.

5. Obey laws and regulations which forbid supplying, handling, using, transmitting or possessing any type of weapon on school property, on the way to and from school, or at any school-sponsored activity..
6. Report incidents to the CEO or designee when one's safety, or the safety of others, may be jeopardized.
7. Obey all other school rules and policies contained in this Code of Student Conduct.

### **Education**

1. Support education for everyone, as provided by applicable federal, state and local statutes without regard to race, religion, sex, creed, ability to pay, national origin, disability or intellectual ability.
2. Take advantage of the studies offered by the school.
3. Timely complete assigned work, study, and read.
4. Attend school regularly and punctually.
5. Be prepared for learning by bringing materials and supplies to classes.
6. Take responsibility for one's own behavior and learning.
7. Share responsibilities when working as members of a group.
8. Use time and other resources responsibly.
9. Meet the unique requirements of each class.
10. Communicate with parents/guardians regarding academic progress.

### **Respect**

1. Be self-controlled and non-disruptive on school property and/or at school activities.
2. Be responsible, modest, self-controlled, non-suggestive, non-intimidating and considerate in relationships with other students and school employees.
3. Keep language and gestures respectful and free of profanity or obscenities.
4. Respect private, public and school property.
5. Be informed of laws and school rules regarding students' rights and responsibilities.
6. Demonstrate respect for people and property.
7. Cooperate with the expectations of each teacher and staff member.

### **Participation**

1. Support and participate in school activities, including extracurricular clubs.
2. Remain on the school campus during the school day.
3. Facilitate communication between the school and parents/guardians.

## **Expression**

1. Support the right of freedom of expression.
2. Ensure that personal expressions do not interfere with the educational program or activities or with the rights of others.
3. Be sensitive to others in one's choice of expressive clothing that is worn or carried, ensuring that it does not express obscene, racist or sexist language; slanderous, libelous, racist or sexist statements; or otherwise disruptive communications.
4. Be sensitive to others in one's choice of expressive words, written and verbal, ensuring that they are not obscene, racist, slanderous, libelous, sexist, or otherwise disruptive of the school environment.

## **SECTION I: PROHIBITED STUDENT CONDUCT**

### **Application of the Code of Conduct to Off-Campus Activities**

A student may be subject to discipline for violation(s) of the Code of Student Conduct which occur off school property if any of the following circumstances exist:

- The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school-furnished transportation.
- The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
- Student expression or conduct materially and substantially disrupts the operations of the school, or the School Administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
- The conduct has a direct nexus to attendance at school or a school-sponsored activity (for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Disciplinary Policy if conducted in school).
- The conduct involves theft or vandalism of school property.
- There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.
- Student is in EEACS uniform.

### **Bullying Policy**

EEACS will not tolerate bullying. Recent legislation requires each Pennsylvania public school to create a policy regarding bullying and the discipline of students who are found to engage in bullying. This policy will be reviewed with students and posted where all can see it.

Bullying is:

An intentional electronic, written, verbal or physical act or a series of acts:

1. Directed at another student or students;
2. which occurs in and/or outside the school setting;
3. that is severe, persistent, or pervasive; and
4. that has the effect of doing any of the following:
  - substantially interfering with a student's education;
  - creating a threatening environment; or
  - substantially disrupting the orderly operation of the school.

Bullying can take many forms and can include a variety of behaviors. As defined in this policy, bullying refers to direct or indirect action which may include, but is not limited to:

- Physical – hitting, kicking, pushing, shoving, causing or encouraging another person to hurt someone.
- Verbal – racial slurs, name-calling, teasing, taunting, harassment, gossiping, spreading rumors.
- Nonverbal – threatening or obscene gestures, isolation, exclusion, stalking, cyber-bullying.

It is the intent of this policy that the term “bullying” include, but not be limited to, incidents that are reasonably perceived as being motivated either by any actual or perceived characteristic, such as gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, physical appearance, socioeconomic status and/or political beliefs.

All instances of bullying should be reported immediately to School Administration, whether suffered as a victim or witnessed. After receiving a complaint, meetings will be separately held with the students involved as part of an investigation that is performed by or at the request of the CEO. If the allegations are confirmed, EEACS will do the following:

1. Inform the student who bullies of the results of the investigation;
  2. Review the definition of bullying and the policy on bullying;
  3. Punish the behavior relative to the number of offenses and the severity of the behavior;
- and

4. Notify the parents/guardians of the student who engaged in bullying, including the actions of the student and the consequences.

A student who is guilty of bullying will immediately be suspended for a period no less than three (3) days. Severe and/or repeated instances of bullying may result in greater discipline, up to and including possible expulsion.

### **Cyber bullying Policy**

Cyber bullying is defined as the use of communication technologies with the intention of harming another person or with reckless disregard to the well-being of another person. Cyber bullying can occur through e-mail, instant messaging, text messaging, blogging, photo and video sharing, chat room messaging, message board posting or any other medium of communication. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles.

This policy recognizes cyber bullying as a form of bullying. Even if cyber bullying occurs off of school premises, it is still subject to the Code of Student Conduct if it materially and substantially disrupts the operations of the school, or if the School Administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.

### **Weapons**

Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited not only by law.

The term “weapon” means any object, device, or instrument designed as a weapon or capable of threatening or inflicting serious bodily harm or which may be used to inflict self-injury. This definition includes, but is not limited to: any firearm, shotgun, or rifle, whether loaded or unloaded; any knife, cutting instrument, or cutting tool; any nunchaku; any chemical agent such as pepper spray or mace; laser pointer; stun gun; incendiary device; any other tool, instrument or object used or intended to be used to inflict serious bodily harm to another. The term “weapon” also includes any simulated, replica, toy, or look-alike weapon.

Students are prohibited from possessing and bringing any weapon within 100 feet of any school building, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to/from school or to/from a school-sponsored activity.

A student is regarded as in possession of a weapon when the weapon is found on the person of the student; in the student's locker; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held

away from the school, or while the student is coming to or from school or a school-sponsored activity.

Being in possession of a weapon is not limited to using it or intending to use it. Merely carrying the weapon, keeping it in a locker, backpack or purse, or even holding it for a friend, is sufficient.

#### Required Expulsion for Weapons Possession under Act 26

Act 26 (24 P.S. Section 13-1317.2) is a Pennsylvania law which requires the expulsion of any student who possesses a weapon on school property, at a school function, or going to or from school. The definition of weapon under Act 26 is “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, and anything else capable of inflicting serious bodily injury,” and therefore may include box cutters, pen knives on key chains or other common household items.

Act 26 additionally requires the school to notify the Police upon discovery of any weapon covered by the Act.

Any student who violates this weapons policy, which is an egregious offense, will be subject to a referral for expulsion, which constitutes the appropriate disciplinary consequence.

#### Harassment

All students have the right to a learning environment that is free from intimidation, harassment, and hostility. EEACS strives to provide a safe and positive learning climate for students and staff in school, and at all school functions and activities regardless of location on or off school premises, or to or from school.

“Harassment” is defined as verbal, written, graphic or physical conduct relating to a person’s gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects a person’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with a student's education; or
- Otherwise adversely affects a person’s learning opportunities, safety or well-being.

In order for EEACS to maintain an educational climate, EEACS will not tolerate any form of harassment by any of its students. Prohibited forms of harassment may include, but are not limited to, the following:

1. Verbal Harassment, such as derogatory comments, jokes, slurs, or threats;
2. Physical Harassment, such as unnecessary or offensive touching, or impeding or blocking movement; or
3. Visual Harassment, such as derogatory or offensive pictures, posters, cards, pictures, graffiti, drawings, gestures or symbols.

EEACS encourages students or their parents/guardians and third parties who have been harassed to promptly report such incidents to the CEO or designee or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report will immediately notify the CEO or designee.

Complaints of harassment will be investigated promptly. If the allegations are substantiated, corrective action will be taken for this serious violation of school policy, including the appropriate level of discipline of the student(s) who committed the infraction. Confidentiality of all parties will be maintained, consistent with EEACS' legal and investigative obligations.

No reprisals or acts of retaliation are permitted as a result of good faith charges of harassment. Any student who engages in such conduct will face disciplinary action.

Any student who is determined to have knowingly made a false complaint under this policy will be subject to disciplinary action.

### **Sexual Harassment**

“Sexual harassment” is a form of “Harassment,” for which the same rationale exists for prohibiting these behaviors, and which EEACS thus reaffirms its policy prohibiting harassment in all forms.

“Sexual harassment” consists of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written, graphic or physical contact of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's success in school;
- Submission to or rejection of such conduct by a student is used as the basis for school decisions affecting such student; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive school environment.

Forms of sexual harassment include, but are not limited to, the following:

1. Verbal Harassment, such as derogatory comments, jokes, slurs, sexually oriented sounds or remarks;
2. Physical Harassment, such as unnecessary or offensive touching, pinching, patting, grabbing, brushing against another person's body, or impeding or blocking movement; or
3. Visual Harassment, such as derogatory or offensive pictures, posters, cards, cartoons, graffiti, drawings, or gestures.

Formal complaints must be in writing and signed by the complainant. EEACS will investigate complaints of "sexual harassment" promptly. If the charge is substantiated, corrective disciplinary action will be taken for this serious violation of school policy. Confidentiality will be maintained within the confines of EEACS' investigation of the alleged prohibited behavior. All parties will be treated with dignity and due process.

### **Terroristic Threats**

EEACS recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff and community, even if the result is fear or disruption without physical injury. Therefore, EEACS will not tolerate any such conduct by any student, which is prohibited.

"Terroristic threat" is defined as a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Any student whom EEACS determines, after investigation, to have engaged in such conduct, alone or having any part thereof, will have committed the egregious offense of "terroristic threat." Such student will be recommended for expulsion.

### **Assault on School Personnel**

A student will be suspended and/or expelled if the student commits an assault against a teacher, administrator, Board of Trustees member, or other employee who is acting within his/her duties in a situation where his authority to act is apparent, or as a result of his/her relationship with the school.

### **Substance Abuse**

The Board of Trustees recognizes that substance abuse and the misuse of alcohol are serious social problems that have far-reaching implications for both the user and the entire community. The Board of Trustees is committed to the prevention of drug and alcohol abuse and accepts the responsibility for instructing pupils in the nature of these substances.

The use, possession, sale, distribution, or possession with intent to sell or distribute any substance as defined below (a) on school property, (b) at any place where the interscholastic and/or athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board of Trustees or under the supervision of the Board of Trustees or its authorized agents, or (e) upon school transportation vehicles at any time is prohibited, as well as (f) the use of any substances prior to participation in the activities listed in (a)-(e) above is prohibited.

Use by a student, in proper amounts, of a drug authorized by a medical prescription for the student from a licensed physician will not be considered a violation of this rule.

Likewise, no pupil may aid, abet, assist, or conceal the possession, consumption, purchase, or distribution of any substance by any other pupil or pupils (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board of Trustees or under the supervision of the Board of Trustees or its authorized agents, or (e) upon school transportation vehicles at any time.

Any student found engaging in any of the foregoing prohibited activities will be subject to suspension/ expulsion from school pursuant to existing administrative procedures for the discipline of pupils and any other applicable provisions of the law.

In the event that a student is known or suspected to be under the influence of any prohibited substance, the school will call the student's parent/guardian and request that the parent/guardian take the student home or seek medical attention.

\*Definition: For the purpose of this policy, "substance" means alcoholic beverages, anabolic steroids, controlled dangerous substances as defined in Section 2 of P.L. 1970, c. 266 (C.24; 21-2) or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in Section 1 of P.L. 1965, c. 41 (C.2A: 170-25: 9), and any prescription drugs, except those for which permission for use in school has been granted. (Refer to the section on Medication.)

### **Use or Possession of Tobacco**

The Board of Trustees recognizes that smoking presents a health hazard which can have serious consequences, both for the smoker and nonsmoker. Thus, smoking will not be permitted anywhere on school property.

The use of tobacco is defined as the possession and/or use of any cigarette, pipe, cigar, chewing tobacco, snuff or related tobacco product, or paraphernalia. Smoking means the burning of a lighted cigarette, pipe, cigar, or any other matter of material that contains tobacco.

Students may not use or possess any product containing tobacco while on school property or at school-sponsored events. School functions are defined as (a) on school property; (b) at any place where an interscholastic and/or athletic contest is taking place; (c) during the course of any field trip; (d) during the course of any trip or activity sponsored by the Board of Trustees or its authorized agents; or (e) upon school transportation vehicles at any time.

### **Disruption of School or Classroom**

Good classroom instruction requires that students be attentive and cooperative. No student may disrupt the teaching/learning process. Consideration for classmates and neighboring classes must be maintained.

Infractions will be dealt with on an individual basis utilizing student conferences, parent conferences, detention and/or suspension. Repeat offenders will be referred to the School Administration by the teacher.

### **Care Of School Property**

The Board of Trustees believes that the school should help students learn to respect property and develop feelings of pride in community institutions. The Board of Trustees also recognizes the relationship between effective use of property and school financial solvency.

The Board of Trustees charges each student with the responsibility for the proper care of school property and school textbooks, supplies, and equipment entrusted to his/her name.

Students who willfully cause damage to or deface school property will be subject to disciplinary measures. Students and others who damage or deface school property may be prosecuted and punished under the law. Parents/guardians of students will be held accountable for their student's actions. The Board of Trustees may report to the appropriate authorities any student whose damage of school property has been serious or chronic in nature.

### **Gambling**

Most forms of gambling/gaming are illegal, particularly those which involve betting with money. EEACS prohibits all forms of gambling, including sports betting pools. Any infraction may result in detention or possible suspension or expulsion from school.

## **Computer Ethics**

Students and staff of EEACS will have access to the school's computer resources for instructional purposes. Use of the computer network is solely for the purpose of facilitating the exchange of information in furtherance of education and research. Student usage of any kind, including under a teacher's username, is only permitted after student and parent/guardian sign off on the Acceptable Use Policy adopted by the school.

The use of the school's network is intended to extend learning and teaching. Network users are encouraged to develop uses which meet their individual learning and teaching needs and to take advantage of the network's many useful functions, including World Wide Web, electronic mail and bulletin board resources.

The following uses of the network and associated activities are unacceptable and may result in suspension or revocation of network privileges, suspension, or expulsion:

- Sending or displaying offensive messages or pictures;
- Using obscene or inflammatory language;
- Sending harassing or insulting messages;
- Damaging computers, computer systems or computer networks;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes or financial gain;
- Employing the network to provide addresses or other personal information that may be used inappropriately by someone else;
- Employing the network for unethical or illegal solicitation;
- Placing a computer virus on the network;
- Employing the network to send /receive messages that are inconsistent with the school's code of conduct; or
- Employing the network to manage or view personal web sites including social media sites such as Facebook, Instagram, Twitter etc.

The inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations may result in a loss of access, as well as, other disciplinary or legal action. Violations also can lead to prosecution.

## **SECTION II: DISCIPLINARY PROCEDURE**

### **Definition of Discipline**

Discipline is the positive direction of behavior towards established standards of conduct fully understood and based upon reason, judgment and consideration of rights for others. Ideal discipline is self-directed and self-controlled. Schools, community and parents share the responsibility for helping students develop self-discipline. When self-control falters and self-discipline fails, disciplinary forces from outside the individual must be imposed to protect the rights of others and insure uninterrupted instruction by teachers for students.

In EEACS, as a community at large, certain rules and procedures are established to guide the students through constructive growth and into mature adulthood. Parents/Guardians, teachers and others responsible for the welfare and education of these students cooperate to interpret and enforce these rules.

### **Discipline Procedures**

A school is judged by the actions of its students in and out of school. At all times when students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified and respectful manner. In an effort to maintain an orderly atmosphere in the school, and on the school grounds, all teachers and adult authority extends to the student populous.

### **Behaviors Warranting Disciplinary Action**

Students guilty of any of the following offenses will be subject to appropriate disciplinary action, including suspension and expulsion:

1. Bullying;
2. Absenteeism (including cutting classes), unexcused or excessive;
3. Aggressive behaviors including, but not limited to, hitting, pushing and shoving;
4. Alcoholic beverages, possession, delivery, use or being under the influence;
5. Arson or attempted arson;
6. Assault or attempted assault;
7. Possession of cell phone or other telecommunication devices, except as considered necessary by the Teacher or School Administration;
8. Cheating and/or plagiarism;

9. Possession of dangerous articles such as firearms, knives, metal pipes, sharpened implements, clubs, look-alike weapons, ammunition, etc.;
10. Defacing or destruction of school property or property of others;
11. Failure to report or refusal to attend detention;
12. Dice shooting or gambling, or being present at the scene of such activity;
13. Disobedience to teacher or any other staff;
14. Disruptive behavior towards any teacher, staff member or classmate;
15. Disruption of class study or instruction;
16. Any violation of the dress code;
17. Possession of drugs or other controlled substances, or the use, distribution or being under the influence thereof;
18. Extortion or attempted extortion, harassment or intimidation;
19. Failure to report to assigned area as directed;
20. Fighting;
21. Possession of fireworks, stink bombs or other explosives, or the use, distribution or lighting thereof;
22. Forgery or presentation of notes or passes;
23. Leaving class without teacher's permission;
24. Leaving school grounds without proper authorization;
25. Loitering on school property, including halls or classroom;
26. Lying/falsehood;
27. Misuse of school property or property of others;
28. Molesting others;
29. Using obscene or profane gestures or language, writing or possessing obscene or profane articles or pictures;
30. Participating in, or being in any way involved, in a riot;
31. Refusal to follow directions of teacher or any other staff member;
32. Refusal to identify oneself properly;
33. Rude behavior;
34. Sexual harassment;
35. Sleeping in class;
36. Tardiness, either unexcused or excessive;
37. Possession or use of tobacco products;
38. Trespassing while suspended;
39. Theft or attempted theft;
40. Threatening bodily harm or property damage, or using threatening language or gestures;
41. Truancy from school;
42. Unauthorized entry into restricted areas;
43. Acts of violence;
44. Walkouts;
45. Any violation of code, policies of the Board of Trustees, or local, state or federal law; or
46. Any other conduct considered by the CEO or designee to be disruptive, disrespectful or disobedient.

This list is not intended to be exhaustive or exclusive. In the event that a student commits a disruptive or harmful action that is not enumerated above, common sense will dictate whether such act is subject to disciplinary action.

### **Referral to the CEO**

In the following seven cases, discipline referrals must be made immediately to the CEO or designee:

1. Bullying;
2. Fighting or other violent behavior;
3. Abusive language directed towards the teacher or another student;
4. Student actions which challenge the teacher's authority, and which thereby disrupt the class;
5. Student actions which are indicative of the use of drugs, alcohol or other altering substances;
6. Student actions which present a danger to the safety and well-being of anyone in school; or
7. Criminal acts in violation of any local, state or federal laws.

The CEO or designee is expected to recommend expulsion for the following first-time offenses:

1. Arson or attempted arson;
2. Assault and/or battery of an employee or student;
3. Possession, use or sale of a firearm or dangerous weapon;
4. Manufacturing, growing, distribution, and/or sale of drugs and/or paraphernalia;
5. Extortion, attempted extortion, robbery, and/or larceny;
6. Immoral conduct which is harmful or threatens to be harmful to another individual;
7. Hazing;
8. Unlawful assembly and/or riot;
9. Possession, use, distribution, sale, lighting, or discharge of explosive devices; or
10. Students found guilty of a crime, which resulted in or could have resulted in injuries to others, regardless of where the crime occurred.

Any action or offense which represents a willful excessive disruption of the learning environment, causing actual or potential harm to person or property, or which reflects that a student is nonresponsive to progressive efforts to modify his or her behavior, may be referred to the Board of Trustees for review. The Board of Trustees may conduct either an informal hearing, or a formal hearing, the latter of which may result in expulsion from EEACS.

## **Disciplinary Actions**

Disruptive student behavior is subject to disciplinary action by the teacher and/or the CEO or designee. Actions taken by teachers towards students who are disruptive may include, but are not limited to:

- Removal from the classroom or other secure, supervised area;
- A conference with the student;
- A reprimand; or
- A conference with a parent/guardian.

A discipline referral should be sent to the CEO or designee when the teacher feels that the student's improper behavior cannot be corrected through the teacher's classroom management practices. After consultation with the student and the teacher, the administrator will determine the course of action required to provide a safe, secure school. Action taken by an administrator toward a student may include, but is not limited to:

- Conference with the student and/or the parent/guardian;
- Reprimand;
- Entering into a behavioral contract between student, parent/guardian and administrator;
- Out-of-school suspension (OSS) up to ten days; or
- Recommendation for expulsion

For a student who has been suspended, the CEO or designee will require a conference with the Parent/Guardian before the student is re-admitted to school.

## **Suspensions and Expulsions**

The CEO or designees can suspend the student for up to ten days. A student can be expelled only by action of the Board of Trustees based upon recommendation of the CEO or designee. Expulsion from school excludes the student from regular school attendance. Expulsion may be temporary or permanent, based upon the determination by the Board of Trustees.

Students who are suspended are required to make up all missed assignments. The student's Parents/Guardians are responsible for calling the main office in order to obtain missed assignments.

## **Notice of Suspension or Intent to Expel**

A letter and/or phone call from the CEO or designee will be issued to the student's Parent/Guardian when the student is assigned an out-of-school suspension or is recommended for expulsion.

For suspensions of three (3) or fewer days, the notification will communicate the following:

1. Reason(s) for the suspension and date(s) of suspension;
2. A Parent/Guardian is expected to participate in a conference with the CEO or designee in order for the student to be readmitted to the regular classroom;
3. The student will not be allowed to participate in classroom and school activities during the suspension period;
4. The student is not allowed on school property pending the suspension; and
5. Appeal procedures.

For suspensions of greater than three (3) days or expulsions, the notification will communicate the following:

1. Reason(s) for the suspension and date(s) of suspension;
2. An investigation is being conducted by administrators;
3. What the most severe recommendation might be;
4. A date and time for a conference is given when a Parent/Guardian, accompanied by the student, may come to the school to meet with the CEO or designee to present and hear information ("informal hearing");
5. The student will not be allowed to participate in classroom and school activities during the suspension period; and
6. The student is not allowed on school property during the suspension.

Following the informal hearing, the CEO or designee will make a decision whether to move forward with a recommendation to the Board of Trustees regarding expulsion. If the CEO moves forward with the recommendation, the CEO will notify the Board of Trustees and send a letter to the Parent(s)/Guardian(s) communicating the following:

1. The proposed action and the reason(s) for the recommendation;
2. The right of the student and his/her Parent/Guardian to a formal hearing before the Board of Trustees or its designee(s) for long-term suspension and for expulsion recommendations;
3. The right to inspect the student's records; and

4. The time and place of the formal hearing and the rights the student and his or her Parent/Guardian have in the process.

### **Discipline of Students with Disabilities**

There are special rules in Pennsylvania for excluding students with disabilities for disciplinary reasons. When a student with a disability is excluded for more than 10 consecutive school days or subjected to a series of removals that constitute a pattern because the removals accumulate to more than 10 school days in any one school year, a change in placement has occurred and prior written notice is required.

In addition, a “manifestation determination” must be conducted by the IEP team to decide if the student’s behavior was caused by the student’s disability or is a “manifestation” of the disability. In order to determine that a behavior was not a manifestation of the disability, the team must decide that the current IEP and placement are appropriate and have been put into place; that the student was able to understand the consequences of the behavior, and that the student could have controlled the behavior. Students with disabilities cannot be punished for behaviors that are related to, or are manifestations of, their disabilities. If the IEP team decides that the student’s behavior was not related to the disability, the student’s placement may be changed for disciplinary reasons and the student may be subject to the appropriate disciplinary consequences for his or her actions.

**THIS SPACE IS INTENTIONALLY LEFT BLANK**

# **APPENDIX B:**

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

### **PURPOSE**

Technology is a valuable educational and real world tool. EEACS is committed to teaching its students, faculty, administrators, staff, and school community to learn and engage in the uses of technology in a productive and responsible manner. The policy outlined below applies to all modes of technology use including, but not limited to, Internet use.

The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases, outside or personal uses of technology may fall under the scope of this policy.

### **SCOPE OF USE**

EEACS recognizes that the digital world allows access practically anytime and anywhere. This policy applies to the use of technology inside school as well as to activities outside of school which cause or likely threaten to cause a substantial disruption in school operations or the school community, including interference with the rights of other students or teachers to participate fully in school or extracurricular activities. Any such disruption, whether caused or threatened, will be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

The term “technology” encompasses all forms of electronic and digital equipment and communication, including, but not limited to: computers, printers, cell phones, digital cameras, recording devices, internet sites, text messaging, email, voice over Internet protocol (VOIP), chat rooms, social networks and instant messaging.

### **GOAL**

The school’s goal is to prepare its students for life in a digital global community. To this end, the school will:

- Integrate technology into its curriculum to enhance teaching and learning;
- Encourage critical thinking, communication, collaboration and problem solving skills;
- Facilitate evaluation and synthesis of information;

- Encourage ethical practices and provide education for Internet safety and digital citizenship; and
- Provide a variety of technology-based tools and related technology skills.

## RESPONSIBILITIES OF USER

EEACS will make every effort to provide a safe environment for learning with technology, including the use of Internet filtering and safeguards. Students, faculty, administrators, staff, and other members of the school community are granted the privilege of using the computer hardware and software peripherals, along with electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

All technology users at EEACS must use information and technology in safe, legal, and responsible ways. All technology users at EEACS are expected to embrace the following conditions or facets of being a digital citizen:

- **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease, harass or otherwise harm other people.
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and by refraining from forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will respect software and media others produce and protect license agreements for all software and resources. Users will not violate Copyright law.

## TECHNOLOGY USE GUIDELINES

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a computer without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or digital communications between school employees and students should be conducted for educationally-appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned electronic and/or digital communications methods include:

- Teacher-school web page;
- Teacher-school email; or
- Teacher-created, educationally-focused networking site.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator may contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator must immediately report this to the CEO or designee who will determine appropriate action and follow-up.

**Examples of Unacceptable Uses - Users will not:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise harm any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student or employee without express permission of the Parent/Guardian or individual and of the CEO or designee.
- Create any site, post any photo, image or video of another individual except with express permission of the Parent/Guardian or individual and the CEO or designee.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements and/or copy disks, CD-ROMs or other protected media.
- Use technology for any illegal or harmful activity. Use of the Internet for commercial gains or profits is not allowed.
- Breach confidentiality pertaining to student, employee, or school information.
- Harm the goodwill and reputation of EEACS in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

**Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user. Such report should be to an administrator.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Users have no expectation of privacy while

using the school’s technology resources. Due to the evolving nature of technology, EEACS reserves the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter and Instagram

Staff, faculty, School Administration and students may not identify or refer to members of the school community without their consent, unless the subject is of public concern, and the speech falls under applicable constitutional protections.

“Friending” of current students or parents by faculty, staff and School Administration is forbidden on personal social networking sites. Personal posts must use appropriately respectful speech and refrain from communications which are harassing, defamatory, abusive, discriminatory, threatening or otherwise harmful or inappropriate.

### **Policy Violations**

Violation of the above rules will be dealt with by the School Administration. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. When necessary, the student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of detentions, if applicable.
- Disciplinary action under the Code of Student Conduct, including, but not limited to, suspension or expulsion.
- Legal action by the school, civil authorities or other involved parties.

**THIS SPACE IS INTENTIONALLY LEFT BLANK**

PLEASE PROCEED TO APPENDIX C  
SIGNATURES REQUIRED



# **APPENDIX C:**

## **SIGNATURES & ACKNOWLEDGMENTS**

### **Student-Parent/Guardian Handbook and Student Code of Conduct**

Parents/Guardians, please acknowledge that you have seen and read the Student-Parent/Guardian Handbook and Student Code of Conduct, as well as reviewed the Student-Parent/Guardian Handbook and Student Code of Conduct with your student, by completing all Appendix C signature requirements.

Since this Student-Parent/Guardian Handbook and Student Code of Conduct contain information about rules, regulations and expectations, it is important that you discuss the contents of this book with your student.

Thank you for your cooperation.

### **Crisis Intervention Policy**

Parents/Guardians, please acknowledge that you have read the Crisis Management section and are aware that in certain situations, requiring physical restraint, the Handle With Care behavior management system may be employed by a trained staff member. This internationally recognized physical restraint system is used as a last resort in behavior management and should be reviewed with your student before completing all Appendix C signature requirements.

Thank you for your cooperation.

### **Dress Code Policy**

Parents/Guardians, please acknowledge that you have seen and read the EEACS Dress Code Policy, as well as reviewed the Dress Code Policy with your student, by completing all Appendix C signature requirements.

The Dress Code Policy contains rules and guidelines for how your student is required to dress for school. It is important that you discuss the contents of the Dress Code with your student.

Thank you for your cooperation.

### **Attendance Policy**

Parents/Guardians, please acknowledge that you have seen and read the Attendance Policy, as well as read and reviewed the Attendance Policy with your student, by completing all Appendix C signature requirements.

The Attendance Policy contains rules requiring your student to attend school daily and on time and it should be reviewed with your student.

Thank you for your cooperation.

### **Acceptable Use Policy For Technology**

#### **Student Internet Access Contract**

Parents/Guardians: Please review this policy with your student and sign below.

I hereby release EEACS, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my student's use of, or inability to use, the EEACS technology (as defined) and Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my student regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology. I will emphasize to my student the importance of following all rules for personal safety.

As the Parent or Guardian of my student and by completing all Appendix C signature requirements, I confirm that I have read the Acceptable Use Policy for Technology for EEACS. I hereby give my permission for my student to use the Internet and will not hold EEACS liable as a result of my daughter's/son's use of the Internet on school premises. I confirm that my student has agreed not to access inappropriate material on the Internet.

**Parent Acknowledgement**

By my signature below, as Parent/Guardian, I acknowledge having read this Student – Parent/Guardian Handbook and Student Code of Conduct and as applicable have reviewed it with my student. In particular, I confirm that I have read and understand the sections related to: Student Code of Conduct; Crisis Management; Dress Code; Attendance Policy; and, Acceptable Use Policy For Technology

Parent/Guardian Name \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

My Student’s Name \_\_\_\_\_  
(Please Print)

**Student Acknowledgement**

My Parent/Guardian has reviewed the EEACS Student – Parent/Guardian Handbook with me. I also understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and conduct along with all laws regarding the copying of information as prescribed by either Federal, State, or local laws and the Acceptable Use Policy for Technology of EEACS.

My signature below and that of my Parent or Guardian means that I agree to follow all the Handbook rules and policies and the guidelines of the Acceptable Use Policy For Technology.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade\_\_\_\_\_

Staff Signature \_\_\_\_\_