

Port Allegany  
School District

Virtual Academy



**Student Handbook**  
**2023-2024**

# **VIRTUAL ACADEMY STUDENT HANDBOOK**

**2023-2024**

**PORT ALLEGANY SCHOOL DISTRICT  
PORT ALLEGANY ELEMENTARY SCHOOL  
PORT ALLEGANY HIGH SCHOOL**

## **PORT ALLEGANY SCHOOL DISTRICT MISSION STATEMENT:**

**Our mission is to be the premier provider of innovative educational services, which enables our students to acquire and apply the knowledge necessary to become respectful, responsible, self-directed learners.**

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# PREFACE

The primary purpose of this handbook is to provide students basic information concerning the Port Allegany School District Virtual Academy. To become properly oriented, students enrolled into Port Allegany Virtual Academy for the first time should read the handbook carefully and should ask the Virtual Academy Coordinator to interpret or explain anything which they do not thoroughly understand. Students should refer to the handbook frequently to obtain answers to specific questions.

The student should realize that he/she can obtain complete information concerning anything which he/she does not understand from the Virtual Academy Coordinator.

## **DISTRICT POINTS OF CONTACT:**

Mr. Greg Oliver	Virtual Academy Coordinator	814-642-2544 x4206 goliver@pasdedu.org
Mr. Marc Budd	Jr/Sr High School Principal	814-642-2544 mbudd@pasdedu.org
Mr. Tracy Kio	Elementary School Principal	814-642-9557 tkio@pasdedu.org
Mr. Gary Buchsen	District Superintendent	814-642-2544 gbuchsen@pasdedu.org

Teachers can be contacted via email. Email addresses of the assigned Warren County School District Virtual Academy staff will be shared with students and parents through the Introduction Letter and during orientation.

## Port Allegany School District 2023-2024 Tentative Common Calendar

2023	August 21-22	Teacher In-Service
	August 23	First Day for Students
	September 4	Labor Day
	October 9	Teacher In-Service
	October 26	End of 1st Marking Period
	November 10	Parent Conferences (Act 80 Day)
	November 22	Early Dismissal
	Nov. 23 – Nov. 27	Thanksgiving Vacation
	December 22	Early Dismissal
	Dec. 25 - Jan. 2	Christmas Vacation
2024	January 1	New Year's Day
	January 11	End of 2nd Marking Period
	January 15	Teacher In-Service Day
	February 16-19	Winter Break
	March 19	End of 3rd Marking Period
	March 27	Early Dismissal
	March 28, April 2 & 3	Snow Make-Up Days
	March 29 and April 1	Easter Vacation
	May 27	Memorial Day
	May 29	Last Day for Students
	May 29	End of 4th Marking Period
	May 30	Teacher In-Service
	May 31	Graduation

## Port Allegany Virtual Academy Graduation Requirements

Subject	Required Credits
English	4
Social Studies	3
Mathematics	3
Science	3
Arts & Humanities	2
Exploring Technology	.5
Health	.5
Safety Education	.5
Physical Education	2
Electives	6
<b>Total Credits</b>	<b>24.5</b>

### GRADING

A	=	95-100	(4.00)
A-	=	92-94	(3.67)
B+	=	89-91	(3.33)
B	=	86-88	(3.00)
B-	=	83-85	(2.67)
C+	=	80-82	(2.33)
C	=	77-79	(2.00)
C-	=	74-76	(1.67)
D+	=	71-73	(1.33)
D	=	68-70	(1.00)
D-	=	65-67	(.6)
F	=	Below 65	(.00)

# PASD VIRTUAL ACADEMY

## PROGRAM OVERVIEW

The Port Allegany School District Virtual Academy is an educational learning environment designed to meet the needs of students who desire to pursue their education in a non-traditional format. The Port Allegany School District recognizes the value of distance learning; yet, continues to carry the belief that the interaction with professional educators truly extends learning to a higher level. The educational program offers a distance learning program that includes a variety of interactions with highly qualified professional educators and guidance counselors.

Like the educational program of the Port Allegany School District's traditional "brick and mortar" system, the learning environment of the Virtual Academy is based on the Pennsylvania Academic Standards. This standards aligned curriculum emphasizes the students' demonstration of mastering specific skills by engaging in an academic program that emphasizes proficiency in all curricular activities through distance learning. Students participating in the Port Allegany Virtual Academy demonstrate their proficiency in a variety of ways. These students will range academically from those who have a sound skill base in all areas to those who have been identified as having learning deficits.

The Port Allegany Virtual Academy strives to engage students in a highly motivational, student-centered educational program that relies on basic educational principles while utilizing the latest information and communications technology to promote student achievement in fostering higher-order thinking and problem-solving skills. Students have a chance to master essential content skills and a chance to build a strong foundation to compete in the workforce of today and tomorrow.

## ADMISSION

Students who apply to attend the Port Allegany Virtual Academy will have their application reviewed by the Virtual Academy Coordinator, who will then consult with classroom teachers, principals, guidance counselors and the superintendent. Staff opinions, grades, attendance, and work ethic will be contributing factors for final approval to the program.

It will be the responsibility of the Virtual Academy Coordinator to determine student eligibility and will determine admittance and/or removal from the program. Other related student or parent educational requests will also be reviewed by the Coordinator.



## **GOALS**

The goals of the Port Allegany Virtual Academy are to:

- Offer a non-traditional learning environment to the students of the Port Allegany School District that is in line with the district's mission and vision statements.
- Provide students who desire a non-traditional learning environment with opportunities to acquire the education necessary to earn a diploma from the Port Allegany School District.
- Provide students who select the Virtual Academy with balanced educational experiences, academic programs, and interactions with highly qualified professional educators.
- Establish individualized learning plans for participating students that are consistent with the Pennsylvania Academic Standards and graduation requirements of the Port Allegany School District.
- Provide students with a sense of ownership and responsibility for their academics.

## **REGISTRATION/ORIENTATION**

When registering with the Port Allegany Virtual Academy, students and families will meet with the Virtual Academy Coordinator, school counselors and/or related staff who will work to determine what courses each student will take. Each student, accompanied by a parent/guardian, **MUST** meet with the Virtual Academy Coordinator or appropriate guidance counselor after registering to begin coursework. It will be at this time that courses will be determined, applicable passwords and other directions will be given, and guidance given on how to “troubleshoot” for related technical issues.

## **STUDENT EXPECTATIONS**

Your participation in the Virtual Academy requires you to be organized, motivated, self-directed and willing to assume responsibility for your education. Failure to adhere to any of the following requirements may contribute to your removal from the Virtual Academy.

## **STUDENT CODE OF CONDUCT**

All students in the Port Allegany School District, whether in the ‘brick and mortar’ building or the Port Allegany Virtual Academy, are expected to conduct themselves in a manner that enhances the educational opportunities and allows for a maximized learning environment. To create and provide these learning opportunities in a safe and orderly environment, students must develop a respect for property, law, academic environment, and one another. Both the Port Allegany Elementary School and the Port Allegany High School have outlined a Student Code of Discipline within the Student Handbooks. Please refer to these handbooks for specific levels of disciplinary infractions and their consequences.

## **STUDENT RESPONSIBILITIES:**

Students attend school so that they develop to their fullest potential. Learning is impossible unless order is maintained. We believe all students have a responsibility to behave in a manner that, neither prevents teachers from teaching, nor students from learning, or violates the best interest of any individual in the school community. With this in mind, each student is expected to:

1. Accept responsibility for his/her own actions.
2. Respect the rights of others, including his/her right to secure an education, in an environment that is orderly and disciplined.
3. To log on and attend school on a daily basis.
4. Respect school property and help to keep it free from damage.
5. Make an earnest effort to do his/her best work.
6. Obey school regulations and rules made by school authorities.
7. Read this handbook with their parents and seek interpretation of parts not understood.

## **Virtual Academy students or applicable parents must:**

- Communicate with Virtual Academy teachers
- Successfully complete the Orientation Course before beginning actual coursework
- Access their individual email account daily
- Make contact with the appropriate staff when support is needed
- Complete activities by established deadlines
- Complete & submit your own work in the format dictated by Virtual Academy staff

## **PARENTAL EXPECTATIONS**

Student success is greatly impacted by parental involvement. During orientation, parents will be shown how to monitor their child's progress and it is expected that they will regularly check their Powerschool Accounts for updated grades and progress.

Parents in need of additional support are encouraged to make contact with the Virtual Academy staff. They can be contacted via e-mail or telephone number. The Virtual Academy Coordinator can be reached at any time, as well, by email, phone, or by scheduling a meeting through Mrs. Rosenswie (sronsenswie@pasdedu.org or 642-2544) at the high school.

All students enrolled in the Port Allegany Virtual Academy must be equipped with a high-speed internet connection. High-speed internet is preferable to dial up, as many of the educational programs which the student will utilize are complex and require a high-speed connection to work efficiently and properly. Preparing for this connection in the home is the responsibility of the student/guardian.

Students are personally responsible for the textbooks and other school property issued to them. If these items are lost or damaged, students will be required to pay the prorated replacement fees. Textbook damage through misuse or carelessness will result in students paying for the damaged book(s). Any outstanding bills at the end of the year may result in the withholding of a student's report card and other materials. All financial obligations must be satisfied through the Virtual Academy Coordinator, whose main office is located in the high school. New equipment or continued enrollment the next school year will not be approved until all outstanding debts are paid.

If a student is removed, returns to the brick-and-mortar building, leaves the district, or has completed all assignments at the end of the school year, the borrower must return all supplies within 5 business days. If equipment is not returned or is damaged, the parent or guardian is responsible to compensate the district for the cost of the equipment or legal action may be taken.

## **PROGRESS MONITORING**

A meeting is held between the Virtual Academy Coordinator and Virtual Academy staff on a monthly basis to discuss and review the progress of every student in the program. Independent Learning Plans "ILPs" are also submitted weekly to the coordinator, building principal, students, and parents by Virtual Academy Staff. It is during the monthly reviews that dismissal from the program may be suggested if the student is struggling with work completion or attendance. Parents may be requested to come to the school to participate in this process. All policies and procedures contained in this document will be reviewed.

## **PSSA TESTING**

All students are required, by law, to participate in PSSA testing in grades 3, 4, 5, 6, 7, and 8 and the Keystones after completion of required courses.. Students will be required to take all portions of the PSSA/Keystone at the appropriate school for their grade level and will be notified of the specific testing arrangements by the district. It is the parent/guardian responsibility to get them to the school at the agreed upon date and time. The proposed test schedule can be accessed through the district website or at [www.education.pa.gov](http://www.education.pa.gov).

In addition to the required PSSA/Keystone testing, high school students may also choose to participate in other testing (PSAT, SAT, ASVAB, etc.) geared toward post-secondary plans. Please refer to the Student Handbook for more details on these tests.

# VIRTUAL ACADEMY POLICIES/PROCEDURES

## ATTENDANCE

Even when on Virtual Academy, students are expected to attend school on a regular basis. In order to be successful in school, students must make every effort to attend school everyday. Past experiences have shown that students who miss an excessive amount of school usually have problems with their grades. Attendance is submitted on a weekly basis from the Virtual Academy staff to the high school/elementary attendance secretaries. If you notice an error in attendance, it is the job of the student or parent to contact the attendance secretaries, Virtual Academy staff, or the Virtual Academy Coordinator to fix the error. The Virtual Academy follows that district calendar, which can be found in the beginning of the handbook.

Checking into the homeroom at your designated time begins the attendance procedure. Unless otherwise arranged, if you miss your homeroom check-in, you will be marked absent unexcused for the day. If something keeps you from your check-in, contact your homeroom teacher as soon as possible in order to be marked present for the day. Even if you login and submit work on that day, if you don't check in with your homeroom teacher, you will be marked absent unexcused. After homeroom, it is **recommended** that students spend approximately one hour on each subject per day, which is about five hours per day for a 5-day week. Students who fail to meet the requirements set for in Virtual Academy can be dismissed from the program.

If you are sick, you must submit a note from your parent or doctor in order to be marked absent excused, otherwise it remains an absent unexcused absence. All excusals should be submitted to your homeroom teacher via the established routine for scanning and submitting work. The note should state the specific reason for absence. It is expected that the note will accompany the student the first day they return to Virtual Academy after his/her absence. In the case of extended illness, the student should make arrangements with the Virtual Academy teacher and, if necessary, the Virtual Academy Coordinator to complete all work missed in a reasonable length of time.

Failure to follow this procedure may result in dismissal from the Virtual Program. Students who fall significantly behind pace in their courses and/or their attendance may be dismissed from the Virtual Academy and required to attend the traditional "brick and mortar" school setting. The Virtual Academy Coordinator will make this recommendation and inform the parent and student before a final decision is reached.

State law requires that following the third illegal absence, a first notice will be sent to the parent or guardian from the secretary of the School Board. The first notice will inform the parent or guardian that the student has been illegally absent for three days and that each subsequent illegal absence will result in a fine. These subsequent offenses will be given to the district magistrate who will inform the parent of the degree of the fine.

## **EXCUSED ABSENCES**

State laws regarding compulsory school attendance are very clear in their intent that students are required to attend school. According to these laws, students may be legally absent from school for the following reasons:

- Student illness
- Quarantine
- Death in the immediate family
- Recovery from accident
- Required court attendance
- Approved family educational trips

All absences that are not classified into one of the above categories are considered to be either unlawful or unexcused.

Students may not accumulate more than 15 cumulative days of absence with parent/guardian excuses for the school year. Students **MUST** have a physician's excuse for any absences over the 15<sup>th</sup> cumulative day of parent/guardian excuses.

Following days of absence parents will need to submit a written excuse or doctor's note to their child's Virtual Academy homeroom teacher. A written excuse will be necessary within three days of absence. Ongoing failure to comply may result in the removal of the student from the Virtual Academy Program.

If you know your child will be absent for any known prolonged period of time, please inform their homeroom teacher by submitting it in writing. If it is necessary to be away during the school year, please note that it is expected that the student will login and remain up to date with their school work unless otherwise arranged.

If a student must be absent from school and is uncertain as to whether the contemplated absence will be considered unexcused, he/she should discuss the circumstances of the possible absence with the Virtual Academy Coordinator. This discussion should take place prior to the contemplated absence so that a determination can be made ahead of time.

## **STUDENT EQUIPMENT USAGE POLICY**

The chromebooks issued through the Port Allegany School District are the property of PASD. This equipment is intended for use only by the student for whom it is assigned.

Students are responsible, at all times, for the care and appropriate use of the laptop computer, Chromebook and textbooks (referred to as the issued equipment). Students are expected to take reasonable steps to protect this equipment from damage, loss or theft.

- Do not place food or drink in close proximity to the issued equipment. Any drinks placed near this equipment should have a secure lid in the event of a spill.
- Prevent the issued equipment from being subjected to extreme or sudden changes in temperature.

- Never leave the issued equipment in a non-secured area for an extended period of time.
- Do not make any permanent, personally identifying marks on the issued equipment.
- Do not place any stickers, labels, tape, candle wax or any other permanent or semipermanent items on the issued equipment.
- Do not write or draw on the issued equipment with marker, pen, paint, fingernail polish, etc.
- Do not scratch or gouge the issued equipment.
- Do not remove or deface the asset tag on the issued equipment.
- Do not stick any foreign objects in the issued equipment.
- Due to security settings, students have limited rights and capabilities on the issued equipment,
- Students should not attempt to install software or hardware, or to change the system configuration of the issued equipment.
- Students should not attempt to repair, upgrade or reimage the issued equipment.

If the district receives a bill for equipment damage or unreturned items, that bill will be passed on to the family of the student who used the equipment. New equipment or continued enrollment the next school year will not be approved until all outstanding debts are paid.

### **COMMUNICATION WITH SCHOOL**

Students will be **required** to communicate with their Virtual Academy teachers during the course of the school year. Parents are welcomed and encouraged to assist in this communication. Should the communication between the school and home become irregular or inadequate, the district may require face to face meetings within the building.

Communication between Port Allegany Virtual students and the Virtual Academy staff is crucial for your success. Failure to communicate on a regular basis will result in poor performance.

Port Allegany welcomes attendance of all of our parents, students and residents of the district to the variety of extracurricular activities held on a daily basis. We encourage you to participate and enjoy all that the Port Allegany School District has to offer! Virtual Academy students are eligible for all school extracurriculars and sports, as long as they are meeting scholastic eligibility requirements.

## **SCHOLASTIC ELIGIBILITY REQUIREMENT FOR EXTRA-CURRICULAR ACTIVITIES**

Athletic eligibility is calculated on a weekly basis for all athletes. In order for an athlete to be academically eligible to participate in sporting events, the athlete is only permitted to be failing one class per week. Upon failing the second class, the athlete will not be permitted to participate in the following week's competitions. Ineligible athletes will be permitted to practice at the coach's discretion. Coaches will be notified of any student who is deemed ineligible. Ineligible athletes will not be permitted to compete from Monday to the following Saturday's competitions.

The Constitution of the Pennsylvania Interscholastic Athletic Association defines an eligible athlete as one who is passing at least four of his/her major subjects or equivalent thereof. This will be used to determine eligibility at the end of the marking period.

In order for a child to ride home with their parents/guardians from away games or activities, the student must submit a note requesting permission to the Principal's Office for approval. A copy of the note is then given by the student to the coach.

## **ELECTRONIC COMMUNICATION**

All Virtual Academy students will have access to the district and teachers via electronic communication. Students are required to check their accounts each time they log in and out of their virtual courses.

## **OFFLINE ACTIVITIES**

Some Virtual Academy courses may include offline activities and are an important part of your Virtual curriculum. Offline activities are to be completed and submitted by you. Your Virtual teacher will inform you of due dates and you are required to adhere to those dates. These activities may or may not be submitted electronically. This will be determined by your individual teacher. Teachers will also determine if they will accept offline assignments past their established due dates. With prior notice to the office of the Virtual Academy Coordinator, high school labs and equipment can be made available to Virtual Academy students for these types of assignments.

## **CHEATING/PLAGIARISM**

Cheating is defined as copying, falsifying or assisting in copying another's work; specifically, a student giving another student their work to copy; and submitting the same as your own without teacher authorization or author citation. This policy refers to tests, homework, reports, projects, library work, etc. Depending on the weight of the assignment where the cheating occurred, the student may fail the assignment/test, marking period or even the entire course. When doing the majority of your work online, it is very easy to cheat or plagiarize without intending to. Request assistance if you are not sure how to properly cite or utilize an online source.

You are required to complete and submit work done by you and only you. Participation in a virtual program requires honesty and integrity. Failure to follow this policy may result in dismissal from the Virtual Academy Program.

## **HONOR ROLL CRITERIA**

To be eligible for the Honor Roll the student's report card must consist of A's and B's listing in all courses in which the student is enrolled. The student must have at least one A.

# **BOARD POLICIES**

## **Nondiscrimination/Discriminatory Harassment - School and Classroom Practices**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.

## **Confidentiality**



Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

## **Retaliation**

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or for opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

## **Complaint Procedure – Student/Third Party**

### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[27]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

### **Step 2 – Investigation**

The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the

investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### **Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.

#### **Step 4 – District Action**

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

#### **Appeal Procedure**

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such an appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

## **BULLYING/CYBERBULLYING**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### **Definitions:**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting

{X} and/or outside a school setting,

that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### **Authority**

The Board prohibits all forms of bullying by district students.

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies. The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students

## **HAZING**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

The district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy.

### **Discrimination/Discriminatory Harassment**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[2][3]

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### **Guidelines**

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.

### **Education**

The district

{X} may

develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Consequences for Violations**

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

1. {X} Counseling within the school.
2. {X} Parental conference.
3. {X} Loss of school privileges.
4. {X} Transfer to another school building, classroom or school bus.
5. {X} Exclusion from school-sponsored activities.
6. {X} Detention.
7. {X} Suspension.
8. {X} Expulsion.

9. {X} Counseling/Therapy outside of school.

10. {X} Referral to law enforcement officials.

## **ACCEPTABLE USE OF INTERNET, COMPUTERS, AND NETWORK RESOURCES**

The Board supports the use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

### **Definitions**

The term child pornography is defined under both federal and state law.

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts,

or lewd exhibition of the genitals; and

3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

### **Authority**

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.



The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

All users must receive written authorization from the Superintendent or designee before connecting personal devices such as smart phones, PDAs, tablets, net-books, etc. to the district's network. Users who receive authorization to connect personal devices to the district's network shall abide by all applicable Board policies, district rules and procedures.

Any personal device authorized for connection to the district's network shall be subject to inspection to ensure network security and compliance with Board policies, district rules and procedures. The district is not responsible for any damage suffered to personal devices accessing the network.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.

### **Delegation of Responsibility**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking websites and in chat rooms.
2. Cyberbullying awareness and response.

### **Guidelines**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### **Safety**

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

### **Prohibitions**

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or nonschool related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.

13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### **Copyright**

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### **District Website**

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.

Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.

### **Consequences for Inappropriate Use**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. 46 Parent or eligible students may ask Port Allegany School District to amend a record that they believe is inaccurate or misleading.

They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 20202-4605

## **HEALTH RECORDS**

Students enrolled in the Port Allegany Virtual Academy are required to acquire health screenings and maintain a school health record, just like the students in each grade level within the “brick and mortar,” in accordance with regulations set forth by the Pennsylvania Departments of Health and Education. This means that every student, in all grades, must receive a height, weight, Body Mass Index (BMI), and vision screening each year of school. These screenings will take place in the Nurse’s Suite at the high school or elementary school and can be arranged through the nurse’s office (Mckenna Bickford, 642-2544, mbickford@pasdedu.org or Ashlee Fillhart, 642-9557, afillhart@pasdedu.org. The school nurse will then maintain these records. In addition, other health services are required in the following grade levels:

6<sup>th</sup> grade: Medical Examination and Scoliosis Test

7<sup>th</sup> grade: Hearing Test, Scoliosis Test, and Dental Examination

11<sup>th</sup> grade: Medical Examination and Hearing Test

Each of these examinations can be conducted by school health officials when offered to traditional students in those grade levels for no cost, or parents can elect to have their own private family physician/dentist perform these examinations at a cost to the families. If the latter is the case, parents must provide proof to the school district of these exams. Forms for this purpose can be obtained from the school nurse.

The school district is also obligated to ensure that students have the proper immunizations and can request these records from parents at any time. If you have any questions about required immunizations, please contact your family physician or the school nurse.

## **SPECIAL EDUCATION**

The Port Allegany School District provides a Special Education Program in accordance with federal and state regulations and guidelines to ensure the provision of a free appropriate public education (FAPE) to all school-age children in need of such services.

Special Education services are available to students who have been identified by an Individualized Education Program (IEP) team, based on recommendations in a multi-disciplinary evaluation, to need Special Education. Special Education services are provided according to the primary educational needs of the child. Support is provided for students who need primary assistance with the acquisition of academic skills. However, other related services are available to the child to enhance participation in or access to his or her program of special education. Examples of related services are speech and language therapy, occupational therapy, etc... Special Education services will be provided to students who qualify under the Chapter 14 Regulations. Greg Oliver (goliver@pasdedu.org), Port Allegany School District Assistant Principal and Virtual Academy Coordinator can offer further assistance in this area.

## **CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER**

Please report any change of name, address, or telephone number to the applicable Port Allegany School Building Offices as soon as possible. Emergency situations sometimes occur which necessitate parents or guardians being reached, and it is essential that pertinent information be on file.

## **UNAUTHORIZED ENTRY TO BUILDING**

It may be necessary for students who are enrolled in the Virtual Academy to enter the school building(s) on a regular basis for scheduled appointments, testing, and/or other activities. Virtual students should **ALWAYS** sign-in at the High School or Elementary School Main Office before proceeding to their destination. If students are entering for a reason other than a pre-scheduled visit, notice should be given to the appropriate building office as well. Students are not permitted to remain on or re-enter any school building after regular school hours or on days when school is not in session unless they have permission and are under supervision.

## **FAMILY EDUCATIONAL TRIPS/VACATION TOURS**

In accordance with Board policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and the law.

The board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and superintendent.

The board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term. Educational Trip forms may be obtained at the high school or elementary school building offices. The principal shall review each student's request based on the following criteria:

1. The purpose of the trip must be educational in nature.
2. The student's grades, discipline record and attendance must be satisfactory.

Students are reminded that it is their responsibility to collect assignments before going on an approved trip. Students are expected to complete all schoolwork that is assigned during the approved absence.

### **Student Promotion**

Students must demonstrate satisfactory progress in order to be promoted to the next grade level at the close of the school term. Promotion and classification will be based on tests, on-line activities, off-line activities and additional data which may contribute to the decision on placement of the individual pupil.

**Note:** Exceptional cases may justify modification of the above criteria. Final decisions regarding promotion and retention will include input from the building principals, guidance counselors, virtual teachers, special education teachers and superintendent. Parents/guardians may present evidence in exceptional cases to be considered in the decision making process. Additional guidelines regarding promotion are available in the building handbooks.

### **Maintaining Professional Adult / Student Boundaries**

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct. Additional information and the full board policy can be located on the district website: <http://www.pasdedu.org>

### **McKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act is designed to provide school stability for all students who do not have a permanent home and who are:

- Staying with friends or family because of housing loss or inability to afford new housing
- Living in shelter, including transitional programs
- Staying in motels because of an inability to get a home
- Living on the streets, in a car, van, tent or other non-permanent structure

If you meet the above criteria or know someone who does, contact the District Assistant Principal/Virtual Academy Coordinator.

An eligible student has the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if lacking documents normally required for enrollment



- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school and continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible. If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student

## **STUDENT DISCIPLINE**

### **Authority**

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[\[1\]\[2\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]](#)

The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.[\[9\]\[10\]](#)

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct and district rules and regulations.[\[11\]](#)

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.[\[12\]](#)

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.[\[7\]\[12\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[5\]\[7\]\[13\]\[14\]\[15\]\[16\]](#)

### **On and Off-Campus Activities**

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other

times while riding in school-provided means of transportation (“on-campus”). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places (“off-campus”) when:[\[3\]](#)

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;
4. The conduct involves the theft or vandalism of school property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

### **Delegation of Responsibility**

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students’ rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be included in student handbooks and on the district website.

### **ELECTRONIC DEVICES:**

#### Definition

Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

#### Authority

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; and during the time students are under the supervision of the district.[\[1\]](#)

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

### Exceptions

The building principal may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.[2][3]
3. Classroom or instructional-related activities, under the supervision of the classroom teacher.
4. Other reasons determined appropriate by the building principal.

### Authorized Use of Electronic Devices

The Board authorizes use of electronic devices in the classroom, in education-related activities and in approved locations under the supervision of the classroom teacher or staff for educational purposes. All use shall be in compliance with the Code of Student Conduct and Board policy, or as designated in an Individualized Education Program (IEP) or Section 504 Service Agreement.[2][3][4][5]

The Board authorizes silent use of electronic devices by district students during the school day in district buildings, on district property, while students are attending school-sponsored activities and during the times students are under the supervision of the district, when they are in compliance with this policy, other Board policies, administrative regulations and rules, so long as such use does not interfere with the students' educational requirements, responsibilities, duties, performance, the rights and education of others, and the operation and services of the district.[4][5][6]

Building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, are authorized to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the high school or may be different between programs. Building principals shall establish rules and notify students, staff and parents/guardians of all applicable rules for use of electronic devices within their buildings and programs.

The Board directs that electronic devices may be used in authorized areas or as determined by the building principal as follows:

1. For educational or instructional purposes, as determined and supervised by the classroom teacher.

2. Before and after school, in the cafeteria at lunchtime, in the hallways during the passing of classes, on the bus or other vehicles, and in the library and study hall if authorized by the classroom teacher.
3. When the educational, safety, emergency, medical or security use of the electronic device is approved by the building principal or designee, or the student's Individualized Education Program (IEP) or Section 504 team. In such cases, the student's use must be supervised by a classroom teacher or district staff.[2][3]

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The district shall not be liable for the loss, damage or misuse of any electronic device.

### Electronic Images and Photographs

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

# 2023-2024 VIRTUAL ACADEMY HANDBOOK SIGN OFF

This handbook, which is available at [www.pasdedu.org](http://www.pasdedu.org), is designed and published to provide as much information as possible. Please take time to review the policies and procedures with your child. Give careful attention to the major areas listed below:

- Admission
- Attendance
- Registration
- Student Expectations
- Parent Expectations
- Virtual Academy and Board Policies

After reading the entire Handbook with your child(ren), please sign below. Your signature(s) will confirm that you and your child(ren) have read and understand the contents of the Port Allegany Virtual Academy Handbook. After signing, please return this form to the Virtual Academy Coordinator.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Parent's Signature</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Student's Signature</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Date</p>
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Parent's Name (Print)</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Student's Name (Print)</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Grade</p>