

**East Pennsboro Area School District**

**Virtual Panther Academy**

**Student Handbook**

**2020-2021**



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Last Revised 4/17/2020

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# East Pennsboro Area School District

WHERE RELEVANCE AND PASSION INSPIRE SUCCESS

## District Administration Center

890 Valley Street, Enola, PA 17025-1599 • Phone: 717-732-3601 • Fax: 717-732-8927

[www.epasd.org](http://www.epasd.org)

**Donna M. Dunar, Ed.D., Superintendent of Schools**

Dear Students and Parents,

Welcome to the East Pennsboro Area School District Virtual Panther Academy program, a full-time online learning option. The web-based courses meet the increasing demand for high quality, rigorous student instruction that incorporates proven online learning practices and next generation software. Enrolling in the Panther Academy means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from a state aligned, rigorous curriculum with an emphasis on 21st century skills. Furthermore, students can continue to be a member of the East Pennsboro School District and participate in school events, athletics, and activities.

This handbook has been developed to provide you with an overview of the Panther Academy, the support system, and important policies and procedures. Panther Academy students remain enrolled in the East Pennsboro School District and, therefore, will continue to use the school as a resource. This handbook will provide you with clear guidelines on both your responsibilities and the school's responsibilities. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success, and we are dedicated to achieving that goal together. Please do not hesitate to contact us to discuss any concerns that you may have.

Congratulations on joining the Panther Academy. We wish you a successful school year!

Sincerely,

**Brian Moore**

Director of Curriculum, Instruction, and Assessment

[bmoore@epasd.org](mailto:bmoore@epasd.org)

717-732-3601

## **Mission Statement:**

**To develop the whole child through relevant experiences that inspire passion and empower success.**

## **Vision Statement:**

**Where relevance and passion inspire success.**

## **Shared Values:**

**Caring**

**Collaboration**

**Integrity**

**Perseverance**

**Growth Mindset**

**Mindfulness**

## Enrollment

Parents/guardians who wish to enroll their student in the EPASD Panther Academy program must schedule an entry meeting **at least two weeks prior to the start of the marking period** with the student's EPASD school counselor, school administration, and case manager (if applicable). Both parent(s)/guardian(s) and the prospective student must be present at the meeting. During the meeting, the school counselor will guide the student and parent/guardian through the enrollment process. The student's academic record will be reviewed, and recommendations for enrolling in the appropriate online courses will be provided. **A thorough review of the Panther Academy Handbook will also occur at this meeting.**

Prospective students will be required to take the SmarterMeasure Learning Readiness Indicator assessment prior to enrollment being finalized to assess success in an online learning environment.

**When a student enrolls in the Panther Academy, they begin a 10-day trial period. The student is required to attend at least nine (9) out of the first ten calendar (10) days of enrollment in order to remain in the Panther Academy.** The attendance policies can be viewed on the following page of this handbook.

Enrollment windows for Panther Academy will align with EPASD Marking Period start dates. Students will be required to complete coursework and attend classes from the current marking period prior to enrolling in or returning from the Panther Academy. **Final marking period grades will transfer to report cards.**

At this time, Panther Academy is only available for **full-time students** and credit recovery (upon school counselor and school administration discretion and guidance). Supplemental enrollment exceptions will **only** be made as needed to fulfill accommodations pertaining to 504 plans, IEPs, GIEPs, and medical necessities on a case by case basis at the discretion of school administration.

## Attendance Policy

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses will follow the EPASD calendar. **Full-time online learning students are expected to maintain recommended lesson pacing, each day school is in session, for each course in which they are enrolled as outlined in their course syllabus. Weekly assignments need to be completed prior to 11:59 pm Sunday evening in order for the assignment to count for the week's attendance.** Students are expected to logon daily to the courseware and communicate with their assigned teachers. Students not completing assignments on a weekly basis and attending school as mandated by law will be considered unlawfully absent. Students and their legal guardians are subject to Pennsylvania Compulsory Attendance Laws and Regulations. See guidelines for pacing on PAGE 7.

**\*All Panther Academy students are required to attend (via phone or virtually), a weekly meeting with the online learning coordinator. The learning coordinator will set up a schedule for these weekly check-ins designed to support the learner.**

### Excused Absences

EPASD Panther Academy recognizes that circumstances can occur that will keep a student from completing daily lessons. These types of absences are considered excused absences and should fall into one of the categories below. Students are expected to work with their online teachers to make-up any missed work. **For an absence to be recorded as excused, a parent or guardian must provide a written excuse submitted to the school attendance office within three school days of the student's return to coursework.** Excuses provided outside of the 3-day window will not be approved and will result in the absence being reported as unlawful or unexcused.

- **Absence due to illness, health condition, family emergency.** The parent or legal guardian is expected to notify the main office via phone call prior to the absence unless the situation does not provide such opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness. This note should be forwarded to the school office.
- **Participation in school approved activity.** In order to be granted an excused absence the activity must be authorized by the building principal and parent.
- **Disciplinary actions.** Absences due to temporary suspensions are deemed excused for attendance record keeping.
- **Absence due to religious holiday, religious instruction, college visits or educational trips.** The appropriate request form must be completed, submitted to the building principal, and approved prior to the absence.

### Unexcused/Unlawful Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused or unlawful absence. An unexcused absence for a student of compulsory attendance age (16 or younger) is recorded as an unlawful absence. Three (3) unlawful absences may result in removal from the Panther Academy. At that time an action plan will be determined to transition the student back into the regular school program. If a student continues to accumulate unlawful absences, then the district will notify the District Magistrate of the students' truancy. If a student is not of compulsory age (17 or older) and has ten or more consecutive unexcused absences, he/she will be considered withdrawn from the EPASD Panther Academy and the East Pennsboro Area School District.

## Attendance – Student Pacing of Lessons

- At the start of each marking period, the online learning coordinator will calculate the daily rate of completion necessary for students to complete all course work in the assigned time frame. This will be calculated using the total numbers of days in the term and total number of assignments students need to complete. Rounding up assignments per day, allows students extra time in case of unforeseen circumstances and allows coursework to be completed before the end of the term.

Example:

Last Name	First Name	Grade Level	Total Starting Assignments	Days in Term	Assignment Required Per Day (Rounded Up)
Solo	Han	10	268	45	7
Stark	Tony	12	217	45	6
Banner	Bruce	10	182	45	5
Skywalker	Luke	10	242	45	6
Romanova	Natasha	11	228	45	6
Prince	Diana	12	182	45	5
Kyle	Selina	11	254	40	7
Kenobi	Obi-Wan	10	134	38	4

- To maintain progress in courses and not accrue any absences, students must complete their personalized “Required Assignments for the Week”. The personalized “Required Assignments for the Week” total will be calculated by taking the number of days school is in session (“Working Days”) each week multiplied by the student’s individual “Assignments per Day”

Student Information			Week 1 - DATE			
Last Name	First Name	Assignment Required Per Day (Rounded Up)	Working Days	Required Assignments for the week	Assignments Completed	Absent by Assignment Completion
Solo	Han	7	5	35	50	0.00
Stark	Tony	6	5	30	0	5.00
Banner	Bruce	5	5	25	100	0.00
Skywalker	Luke	6	5	30	15	2.50
Romanova	Natasha	6	5	30	2	4.67
Prince	Diana	5	5	25	20	1.00
Kyle	Selina	7	5	35	10	3.57
Kenobi	Obi-Wan	4	5	20		5.00

\*Absences will be determined by taking a percentage of completion based on the required assignments and applying that to the number of days in session (see above).

- Excusal notes submitted by a student’s parent/guardian in accordance with District attendance policy will be applied to the date provided on the note. Parents/guardians may not submit excusal notes for “lack of progress”. In the above example, Tony Stark had an excused absence on Friday, Luke Skywalker had one on Tuesday and Selina Kyle had one on Tuesday.
- If a student attends East Pennsboro High School for a live class such as Band or Chorus, which are not offered online, their attendance for that day will be taken via their online lessons completed.
- The Panther Academy Cyber Week runs Monday-Sunday. Students should pace themselves according to their schedule and learning needs.
- To be considered a **full-time student**, a student must be enrolled **for seven (7) credits**.

The online learning coordinator will monitor and report student progress in courses as outlined below.

	<b>Completion of one-third (1/3) of marking period coursework. *</b>	<b>Completion of two-thirds (2/3) of marking period coursework. *</b>	<b>End of Marking Period, 100% of marking period coursework must be completed.</b>
<b>Marking Period 1</b>	Wednesday, Sept. 16, 2020	Wednesday, Oct. 7, 2020	Wednesday, Oct. 28, 2020
<b>Marking Period 2</b>	Tuesday, Nov. 17, 2020	Tuesday, Dec. 15, 2020	Tuesday, Jan. 19, 2021
<b>Marking Period 3</b>	Friday, Feb. 12, 2021	Friday, March 5, 2021	Friday, March 26, 2021
<b>Marking Period 4</b>	Friday, April 9, 2021	Friday, April 30, 2021	Friday, May 21, 2021**

***\*Check-in dates may be updated throughout the year due to school closings. Any changes will be communicated to students via the CAOLA platform/Genius.***

***\*\*Panther Academy will end TWO WEEKS PRIOR to the end of Marking Period 4 on the EPASD School Calendar.***

## School Calendar

Parents and students are required to follow the school calendar for completion of coursework. The school calendar is available online at [www.epasd.org](http://www.epasd.org). See Appendix D.

## Parent Responsibilities

Parents of online learning students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Directly supervise their child's education at home.
- Connect to home Internet or the CAOLA provided Kajeet Hotspot.
- Conduct a monthly home fire drill to ensure the safety of my child in the event of an emergency.
- Provide a physical environment conducive to their child's educational needs.
- Get the information needed to log in to monitor their student's progress.

[www.caiu.genuissis.com](http://www.caiu.genuissis.com)

**Login Information - Username** \_\_\_\_\_ **Password** \_\_\_\_\_

- Find out the name and email address for their student's on-line teachers.
- Log in at least weekly to monitor their student's progress.
- Assist their student in complying with all rules, policies, and procedures of the school.
- Assist their student in the submission of all forms, applications, and documentation to the school in a timely manner.
- Maintain regular contact with the building main office for attendance.
- Monitor their student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy.
- Work with their student and his/her on-line teacher(s) to ensure successful completion of the curriculum within the allowable time frame.
- Assure that all work submitted by their student was completed solely by that student.
- Notify the school immediately of any change in their student's contact information or academic status.
- Assure that their student fully participates in all required state standardized testing.
- Provide their student with transportation as needed to participate in standardized testing and school activities.
- Return all instructional materials and equipment to the school upon completion of on-line course requirements (when necessary).
- Notify school if their student's status drops from full-time in order to return to EPASD, or if the student drops a course after the ten-day course drop/withdrawal period. *(Parents/guardians will be responsible for any course fees for dropping a course after the ten day trial period).*

## Student Responsibilities

Students pursuing an education through the Panther Academy have expectations and policies that must be followed:

- Meet with the school counselor to review/select class enrollments and to sign the Panther Academy Student Agreement (Appendix B).
- Agree to and follow all policies and procedures outlined in this handbook.
- Follow the school calendar and complete the required number of lessons per week.
- Contact your online teacher with any questions or problems while taking the course.
- Utilize Edison On Demand tutoring/ office hours whenever necessary (855-534-3996)
- Contact Tech Support with any issues related to technology (732-8403 option 3)
- Use appropriate language, common sense and proper grammar and spelling when sending electronic communication.
- Follow the school's e-mail and Acceptable Use Policy.

## Academic Support and Placement

- Each online course content and assignments are aligned with Pennsylvania’s content standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.
- Each lesson of each online course contains multiple methods for students to learn the material that accommodates different learning styles. Additionally, each online course has an online textbook that was written specifically to accomplish the lesson objectives. Furthermore, each lesson has an assessment in order to gauge the student’s understanding of the lesson objectives. Note, however, that Advanced Placement courses may not have all of these features as these courses are being acquired from a third party vendor.
- Students enrolling in EPASD Panther Academy will work with their school counselor and parent/legal guardian to determine proper placement in courses based upon the chosen vendor for online programming. The school will place the student at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, and graduation requirements. **If a course is not available from the chosen vendor, building principal will determine programming to ensure individualized student learning is achieved.**
- Each student will have an online learning coordinator that will monitor the student’s progress and, if necessary, create interventions to help the student master the lesson objectives.
- Each student will be able to seek assistance from a tutor through Edison Learning at **855-534-3996**. Tutors are available via phone between the hours of **8am and 5pm**. Students can also leave a message, and a tutor will return their call. Virtual tutoring platforms within the Edison Learning System are also available **Monday-Thursday 8am-8pm**, and **8am-4pm on Fridays**.
- Each student’s school counselor will help monitor their progress and determine if the student remains on a successful path to continue in the Panther Academy.
- Students are required to attend and participate in all state and school mandated assessments. Students should contact the East Pennsboro Area School District for dates and times of required assessments.
- Students and parents have continual access to student grades online.
- Students who successfully complete all EPASD Panther Academy coursework required for graduation requirements will be eligible to receive an East Pennsboro Area School District diploma.
- Courses in the online program will carry the same weight as in-person courses (i.e. Honors courses will carry a credit load of 1.1)
- Students enrolled in the Panther Academy may only take as many credits as students enrolled in traditional schooling can take. (i.e. A traditional high school student schedule is 7 credits).

## **Residency, Removal, Withdraw, Educational Trips, Transfer and Dropping a Course**

### **Residency Requirement**

Students must be a resident of East Pennsboro Area School District and maintain full-time residency to be an eligible student. If a student moves out of the district their parent/guardian must contact the Student Accounting Clerk to transfer to their new district of residence.

### **Withdraw**

Students participating in the full-time Panther Academy (enrolled in 7 credits) may withdraw from the program provided that the parent/legal guardian indicates in writing the reason for withdrawal, the name and location of the public or private school that the student will attend and expected exit date from the program. Parents may initiate withdrawal from the program by contacting the student's school counselor. The Student Accounting Clerk will contact the parents to ensure proper paperwork is completed and equipment is returned to the school.

### **Removal**

**Students may be removed from the Panther Academy and returned to EPASD due to disciplinary action, accumulation of three (3) unlawful absences, lack of progress, or failure to participate in state-mandated assessments. Students may be formally notified that work is substandard, and return to traditional schooling is likely if they continue not to meet program expectations by the online learning coordinator.**

### **Transfer**

Students enrolled in the Panther Academy may continue with their school work if they transfer to another CAOLA member school district. Parents must contact both the current school and future school in order to make arrangements for the student to continue with online courses. The new school has the authority to accept or deny any requests for continued participation in the full time cyber-program. Students transferring to a non-CAOLA member district cannot continue at CAOLA and must enroll in an appropriate school.

### **Educational Trips**

Students enrolled in the Panther Academy who expect to be away from the home of residence during time school is in session must fill out an Educational Trip Form. This form must be submitted to the school office no less than a week before the expected event is to occur. The East Pennsboro Area School District has the authority to accept or deny any requests for educational trips. Students are expected to continue with their schoolwork regardless of their temporary location. No educational trips will be approved if the absences would occur during any of the mandated state testing windows.

### **Dropping a Course**

Students have a ten (10) calendar day window to drop an online course without incurring a course charge. The ten (10) day window starts from the day the student first logs onto the system (includes weekends). Students need administrative permission to drop a course. If the student does not enroll in another course to maintain the full-time status (7 credits) they will be dropped from the Panther Academy and enrolled into the appropriate East Pennsboro Area School District program. *The parent/student is responsible for payment of any course fees for dropping a course after the trial period.*

## Technology

### Technical Support

- Technical Support will be provided to Panther Academy students and only for the computer system (Unless student is using EPASD assigned Chromebook), and software, provided under the Panther Academy program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by the full-time cyber program, and/or to any students/families not enrolled in the full-time cyber program.
- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining or housing obscene or pornographic material, is strictly forbidden. (Policy 238, Acceptable Use of the Internet). District Policies are posted on the district website at [www.epasd.org](http://www.epasd.org).
- Use of the Panther Academy technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.
- Students, parents, or any third parties not participating in the Panther Academy are strictly forbidden from installing or removing any software or additional hardware on the provided computers.
- Students, parents, or any third parties not participating in the Panther Academy are strictly forbidden from installing software received on any other computer system received as part of the computer distributed to them by the school district. Such software shall not be loaned, given, or otherwise used on any other computer.
- Students shall not have a reasonable expectation of privacy in EPASD provided or CAOLA provided computers or equipment. EPASD and CAOLA reserve the right to inspect or exchange the equipment at any time.
- The school reserves the right to deny a student's access to equipment to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- Full time cyber-students will report all issues that they are having with the computer (Unless he/she is using EPASD issued Chromebook) or courseware to the Capital Area Intermediate Unit help desk. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. **Students and parents can contact the helpdesk by calling: 717-732-8403 or e-mailing [CAOLA-SUPPORT@caiu.org](mailto:CAOLA-SUPPORT@caiu.org) for non-EPASD devices only.**
- All issues reported during the school day will be responded to by the CAOLA support within 24 hours, or the next school day.

### Computer / Internet Set Up

- Full time students enrolled in the Panther Academy in need of Internet access will be provided a free hotspot internet connection through CAOLA and Kajeet. Proof of billing for reimbursement will no longer be necessary thanks to this free hotspot that is filtered through the CAIU and thoroughly tested to be safe and effective for our online learners.
- Google Chrome is the preferred web browser. Other web browsers are not always compatible with the software and the student may experience difficulties with the software.

### Lost / Damaged Property

- The student/parent must notify the school district within two days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer

equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

### **Replacement Equipment**

- EPASD Panther Academy will arrange for replacement equipment only after:
  - Copies of all applicable reports and claims have been received in the EPASD technology director's office;
  - Appropriate arrangements have been made by the student/family to compensate the school for the loss;
  - The family/student signs a revised agreement that reflects the issuance of new equipment;
  - The damaged equipment is returned, if applicable.

### **Equipment Return**

- Upon completion of coursework or termination of enrollment in EPASD Panther Academy, all school-owned equipment must be returned to the EPASD technology director's office within five (5) business days. Any equipment that is not returned will be considered lost/damaged property and the student/parent will be responsible for paying the full replacement value of the equipment.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

EPASD Panther Academy follows FERPA and requires that any request for academic records be made to the school of residence where all academic records will be maintained. The local school of residence can assist with questions pertaining to FERPA and students enrolled in EPASD Panther Academy.

### **Student Records**

A cumulative file will be maintained for the student while enrolled in EPASD Panther Academy. This record shall contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file shall be confidential and access thereto strictly limited to personnel at the local school who have an educational interest in the information, EPASD Panther Academy, and parents/legal guardians. Students and parents are advised not to share any username or passwords with unauthorized individuals. Parents and guardians are advised not to use personal information when referring to students in emails.

### **Special Education Services**

EPASD Panther Academy is required under the Individuals with Disabilities Act (IDEA) to ensure students with disabilities receive a free appropriate public education (FAPE). Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the EPASD Panther Academy courseware. EPASD Panther Academy does not conduct evaluations determining eligibility for special education placement. Parents who believe their child is eligible for special education should contact the Director of Special Education for further assistance. The school district will work with the parent and student to ensure proper procedures are followed with appropriate results. The school district will meet its obligations under the special education laws and regulations to identify students eligible for special education and related services. Communication between the student's case manager and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

### **Health Services**

EPASD Panther Academy students must comply with the requirements of the State Immunization Code (28 Pa. Code Ch. 23). Pennsylvania Department of Health regulations require all parents to provide proof of required immunizations before a child may attend school. Exemptions are permitted only for religious or medical reasons. EPASD Panther Academy students may still receive school nurse services at the District. District health personnel will make arrangements to conduct annual height and weight screenings. The District will perform hearing testing when required by law. District policies regarding medications and inhalers apply during all school sponsored activities.

## Grading

Students are assessed by a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students and parents have immediate and continuous access to grades by logging into the system. Grades for assessments and tests are generally posted within 36-48 hours from the date they were submitted. Essays and written assignments are to be graded within 72 hours of submission.

Students are permitted to make up missed assignments without grade penalty due to excused absences. Pending extraordinary circumstances, students must make up assignments or tests missed after an excused absence during the week the assignment is due. **When a student fails to complete work a 0% grade may be assigned and the marking period grade will be calculated accordingly. The student's counselor will be notified of failing grades and a conference may be required with the student and parent.**

The grading window will close approximately two weeks prior to graduation in May for **all** students.

## School and State Testing Policies

### Mandated Testing (ACCESS, PSSAs, & Keystones)

Students are required to participate in all school and state mandated assessments. Students will communicate with their counselor on the date and time that they are to arrive at the local school to take specified assessments. Parents are responsible for providing transportation to the local school for standardized assessments if not utilizing school provided bussing.

### Advanced Placement Exams

Students wishing to take AP exams must contact their school counselor to determine the date, time and location. The cost of AP exams is the responsibility of the student.

### SAT

Students wishing to take SAT exams must contact their school counselor to determine the date, time and location.

### Mid-Term/Final Examinations

Students are required to take mid-term and final examinations on site for their courses, if applicable. Students may utilize the weekly face to face sessions for this purpose or another time can be scheduled by contacting the school counseling secretary.

## Graduation Requirements

Students will work with the school counselors to ensure proper placement and credit fulfillment in order to meet EPASD graduation requirements.

## **Activities**

Panther Academy students are encouraged to participate in school sponsored activities. Students must comply with all school district policies and rules while participating in any school district sponsored activity. Students on academic or disciplinary action may not be eligible to participate in school sponsored activities.

Panther Academy students should remember that they are still a member of the East Pennsboro Area School District and therefore should dress appropriately when attending all district-sponsored activities. The East Pennsboro Area School District dress code policy (*Policy 221*) will be enforced and any student found in violation of the dress code policy will not be allowed to participate in the social activity. Students also should be aware that when they attend a school related function they are representing their school district and community. They should conduct themselves in an appropriate manner at all times, as their conduct is a direct reflection on themselves, their families, and their school.

## **Athletic and Club Eligibility**

EPASD Panther Academy students are eligible to participate in middle school and high school extracurricular and athletic activities if the student meets the participation requirements. Students wishing to participate in the East Pennsboro Area School District's athletic program or clubs will need to express interest to the Athletic and Activities Director. The Director, in turn, will give the student the appropriate details of the club or program including academic restrictions. Students participating in athletics are required to adhere to all PIAA eligibility requirements. The East Pennsboro Area School District has the authority to enforce academic probation on any student that is participating in a club or activity. The online learning coordinator will work with students, parents, and coaches/directors to assist students that are in danger of academic probation.

## **Code of Student Conduct, Acceptable Use Policy (AUP) & Board Policy**

All students enrolled in the East Pennsboro Area School District are expected to conduct themselves in accordance with the rules of the district and individual schools. Such rules require proper conduct, regular attendance, acceptable quality of scholarship, appropriate relationships with others, and acceptable standards of dress and grooming. It is also expected that parents will cooperate with school authorities in helping students to maintain such conduct.

The Panther Academy exists to educate students through an online environment. The East Pennsboro Area School District expects students enrolled in the Panther Academy to follow the EPASD Code of Student Conduct and all district policies ([www.epasd.org](http://www.epasd.org)). The district will not tolerate any actions from students, parents, staff, or visitors that in any way interfere with the delivery of educational services, jeopardize the healthy, safety, and well-being of any member of the school community, or threaten the integrity and stability of EPASD Panther Academy or the school itself.

The East Pennsboro Area School District expects students enrolled in the Panther Academy to follow the Acceptable Use Policy (AUP). The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the Acceptable Use Policy (see Appendix E) is necessary for continued access to the school's technological resources.

Violations of the Code of Student Conduct, the Acceptable Use Policy and Board Policy may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. Student's age, maturity, natures of infraction and previous record are a few of the circumstances that will be taken into consideration when disciplining.

## Academic Integrity/Plagiarism

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, advisors, students, and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own, the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own
- Using another student's work in whole or part and handing it in as one's own
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person's idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person's actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Capital Area Online Learning Association and EPASD will follow the policy on plagiarism as outlined below:

Plagiarism will result in a "zero" (no credit) on the assigned paper or project.

Teachers will provide written documentation of the plagiarism and will use the following procedure:

- A. Discussion with the student
- B. Referral to the school principal or assistant principal
- C. Call to parents by the principal or teacher
- D. Principal's referral to co-curricular coaches/advisors and National Honor Society as applicable

When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "C." Failure to rewrite the assignment will result in an "F" for that assignment. A second plagiarism offense will automatically result in an "F" for the course.

## Appendix A

### EPASD Panther Academy Parent Agreement

Student's Name: \_\_\_\_\_ School Year: \_\_\_\_\_

Building: \_\_\_\_\_ Grade: \_\_\_\_\_

**Dear Parent or Guardian:** Please complete this form for each child that is enrolled in the East Pennsboro Area School District Panther Academy and return it to your child's counselor. If you have any questions about the purpose of this form, please contact your child's counselor.

**CODE OF STUDENT CONDUCT and STUDENT HANDBOOKS.** The school district publishes a district-wide Code of Student Conduct, individual building handbooks, and the EPASD Panther Academy Handbook to explain the expectations for student behavior. These documents are posted on the district website at [www.epasd.org](http://www.epasd.org). (If you need a paper copy, you may pick one up one at your child's school). We are asking that you read these documents and review them with your child.

\_\_\_\_\_ I agree to log in at least once per week to view my child's academic progress and to check attendance.

\_\_\_\_\_ I agree to provide transportation for state mandated testing and for all school activities.

\_\_\_\_\_ I agree to communicate with my child's online teacher(s) if an academic need arises.

\_\_\_\_\_ I agree to notify the school office via phone when my child is unable to complete assignments for reasons outline on page 6 of this handbook.

\_\_\_\_\_ I understand that if my student is of compulsory age, that 3 unlawful absences may result in removal from the Panther Academy, or if my student is not of compulsory age (17 or older) that 10 or more consecutive absences will result in an automatic withdrawal from the program.

My signature below indicates that I have read the District Code of Student Conduct, the appropriate building's Student Handbook that applies to my student, and the Panther Academy Handbook. I have reviewed the content of these documents with my student. My signature below validates my responses to the above.

Name of Parent/Guardian (Please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B

### EPASD Panther Academy Student Agreement

EPASD Panther Academy is a means for our district to provide online courses to expand student options and the curriculum offerings. Because of the uniqueness of EPASD Panther Academy, certain standards are expected of students enrolling in these courses. This agreement and policy makes both the student and the parents/guardian aware of the standards expected of students entering and maintaining enrollment in such courses.

As a student taking a Panther Academy online course, I am aware that:

1. Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind will not be tolerated and could result in removal from Panther Academy.
2. Inappropriate language or messages will not be tolerated and could result in removal from Panther Academy.
3. Any work produced in the course could be retrieved and printed by a teacher, administrator, or technology staff at any time.
4. Course procedures that must be followed are:
  - a. Students must communicate with their teacher(s) on a regular basis and be present for their required face to face sessions once a week.
  - b. Students must complete all lessons in order.
  - c. Students must not inappropriately use information within the course.
  - d. Students must maintain academic honesty.
  - e. Students must read and follow the East Pennsboro Area School District's Acceptable Use Policy and all other rules as specified by the teacher.
5. **When a student enrolls in the Panther Academy, they begin a 10-day trial period. The student is required to attend at least nine (9) out of the first ten (10) days of enrollment in order to remain in the Panther Academy.**

\_\_\_\_\_ **I have read, understand and will abide by the attendance policy.**

\_\_\_\_\_ I have read, understand and will abide by the Academic Integrity/Plagiarism policy.

\_\_\_\_\_ I have read, understand and will abide by the Panther Academy Handbook.

If students do not abide by the above listed rules, a meeting will be held with school officials, parent/guardian, and student for possible removal from the Panther Academy.

I have read and I understand the agreement and policies of online courses and agree to abide by the rules of this contract.

_____ Student Name (Print)	_____ Student Signature	_____ Date
_____ Parent Name (Print)	_____ Parent Signature	_____ Date
_____ Administrator Name (Print)	_____ Administrator Signature	_____ Date

## Appendix C - Mandated State Testing Dates

### Mandated Testing

Students are required to participate in all school and state mandated assessments. Students will communicate with their counselor on the date and time that they are to arrive at the local school to take specified assessments. Parents are responsible for providing transportation to the local school for standardized assessments.

### 2020-2021 School Year

#### Elementary & Middle School:

April 19- April 23: PSSA English Language Arts (all students in grades 3 through 8)

April 26 - April 30: PSSA Math (all students in grades 3 through 8)

April 26 - April 30: PSSA Science (all 4<sup>th</sup> & 8<sup>th</sup> grade students)

May 17 - May 28: Algebra I Keystone Exam (8<sup>th</sup> Grade Algebra I students only)

**Appendix D - East Pennsboro School District Calendar 2020-2021**

See District Website: [www.epasd.org](http://www.epasd.org)

Click: Calendar <https://www.epasd.org/our-district/district-calendar/>

(You may choose District Calendar or a school specific calendar)

## Appendix E – Acceptable Use Policy (EPASD Board Policy 238)

Adopted: April 16, 1990

Last Revised: August 14, 2013

### Purpose

The possession and Silent Use<sup>1</sup> of Electronic Communication Devices, including Personal Electronic Communication Devices, by district students when in compliance with this policy, other district policies, regulations, rules, and procedures, ISP terms, and local, state, and federal laws, and supportive of the educational program of the district, is permitted. However, the possession and use of Electronic Communication Devices, including Personal Electronic Communication Devices, by students that are found to be disruptive to the educational process and/or environment can be abusive in ways that negatively affect students, employees, and the district's mission and environment, and is prohibited in accordance with this policy, other district policies, regulations, rules and procedures, ISP terms, and local, state, and federal laws.

Students are permitted to use Electronic Communication Devices, including Personal Electronic Communication Devices, during the school day for approved educational purposes in approved locations only, as further referenced below. District administrators will develop and publish administrative regulations for student use of personal electronic devices at each building. The Board expressly prohibits use of electronic devices in locker rooms, bathrooms, nurse's office, and other areas in which there is an expectation of privacy, as further outlined below.

Access to the district's electronic communication system is a privilege, not a right. Students shall be permitted to use the district's network and/or to utilize connections via their Personal Electronic Communications devices only in accordance with administrative building regulations, school district policy, and federal guidelines. Noncompliance with applicable regulations and/or policy provisions may result in suspension or termination of privileges and other disciplinary action consistent with district policies.

### Definitions

**Educational Purposes** - include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in that use.

**Electronic Communication Devices** - are communication devices with voice, data, text, and/or navigation capabilities that are able to access the Internet, transmit telephone calls, text messages, email messages, instant messages, video communications (such as iChat and Skype), perform word processing and other computer and online applications (apps), and provide location information. The devices are capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data.

Examples of Electronic Communication Devices include smartphones (iPhone, Blackberry), cellular phones, mobile phones (with recording and/or camera/video and other capabilities and configurations); traditional telephones; pagers; global positional system (GPS) instruments; computers; portable game units; graphic calculators; MP3, music, and media players; PDAs; digital cameras; tablet and laptop

computers; and other similar devices. Electronic Communication Devices may also be referred to as electronic devices in other publications and district policies.

Electronic Communication Devices could be devices that are not capable of transmitting telephone communications (such as iPads, radios), do not have Internet access (such as district issued and student-owned Kindles), are lasers, and/or are radar communication devices.

**Inappropriate** - shall refer to any image, photograph, or video, the dissemination of which could or does result in substantial disruption to the functioning of school.

**Personal Electronic Communication Devices** - are Electronic Communication Devices that are owned by the student.

**Silent Use** - is the use of Electronic Communication Devices, including Personal Electronic Communication Devices, that make no sound, are inaudible, and are speechless.

Examples of Silent Use include texting, electronic messaging, and the use of headphones with the volume not being audible to others. No device ringing, ringtones, or sound effects are permitted at any time, unless a teacher/facilitator permits such use in an area within the teacher's/facilitator's control and is not disruptive to other employees and students.

### Authority

The Board permits Silent Use of Electronic Communication Devices, including Personal Electronic Communication Devices, by district students during the school day in district buildings, on district property, while students are attending district-sponsored activities during regular school hours, while attending school-sponsored activities after school hours, and while traveling to or from school and school-sponsored activities when they are in compliance with this policy, other district policies, regulations, rules, and procedures, and so long as such use does not interfere with the students' educational requirements, responsibilities/duties and performance, the rights and education of others, and the operation and services of the district. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Students are permitted to use Electronic Communication Devices, including Personal Electronic Communication Devices, during the school day for approved educational purposes in approved locations only, as further referenced below. District administrators will develop and publish administrative regulations for student use of Personal Electronic Devices at each building. The Board expressly prohibits use of Electronic Communication Devices, including Personal Electronic Communication Devices, in locker rooms, bathrooms, nurse's office, and other areas in which there is an expectation of privacy, as further outlined below.

Students may use their Personal Electronic Communication Devices only if they have agreed to the conditions set forth in this policy on a form provided by the district (Permission Form).

Students may use their Personal Electronic Communication Devices with the school districts WiFi service and with the students' cellular, and cellular data service plans only if they have written consent from their parent(s)/guardian(s) on a form provided by the school district (Permission Form).

The school district will not be responsible for student's acts conducted through their cellular and cellular data service plans.

Parent(s)/Guardian(s) are responsible for their child's use of their cellular and cellular data service plans. This means that parent(s)/guardian(s) are responsible for their child's misuse of their Personal Electronic Communication Devices or Electronic Communication Devices in violation of this policy, the Permission Form, and other laws, and they will cooperate with the school district if disciplinary matters arise.

Building level administrators, in consultation with the Superintendent and in compliance with this policy, other district policies, regulations, rules, and procedures, are authorized to determine the extent of the

use of Electronic Communication Devices, including Personal Electronic Communication Devices, within their schools, on the school's property, and while students are attending that school's sponsored activities during regular school hours. For example, use of Electronic Communication Devices, including Personal Electronic Communication Devices, at the elementary grade level may be different than that at the middle school, and/or high school grade levels.

Unless a teacher determines otherwise, Electronic Communication Devices, including Personal Electronic Communication Devices, must be turned off upon entering any instructional area and remain off until the student leaves the instructional area.

Instructional areas include, but are not limited to, classrooms, gymnasiums, practice fields, field trip locations, auditoriums, band rooms, and chorus rooms.

Electronic Communication Devices are restricted during school evacuations for the safety and security of all individuals.

The district shall not be liable for the theft, loss, damage, misuse, or unauthorized use of any Personal Electronic Communication Device brought to school by a student. Students are personally and solely responsible for the security of Personal Electronic Communication Devices brought to school, school events, or district property. The district will not be responsible for restricting, monitoring, or controlling the personal electronic communications of students; however, it reserves the right to do so.

If Personal Electronic Communication Devices are loaned to or borrowed and/or misused by nonowners, the owners of the Personal Electronic Communication Devices are jointly responsible with the nonowner for the misuse and/or violation of district policy, regulations, rules, or procedures.

### **Delegation of Responsibility**

The Superintendent is granted the authority to create and enforce regulation(s), rules, procedures, and forms to accompany this policy.

The Superintendent, and/or designee, shall annually notify students, parent(s)/guardian(s), employees, and guests about the district's Electronic Communication Device policy by publishing the policy in the student handbook, posted notices, and/or any other methods.

The Superintendent, and/or designee, is responsible for training and retraining administrators and employees who are responsible for the use, supervision, discipline, investigation, confiscation, searching, and/or other matters involving students' Electronic Communication Device, including Personal Electronic Communication Device, use.

Students must comply with this policy, other relevant district policies, regulations, rules and procedures. Students must comply with the guidelines set by the classroom teacher and/or district and building officials for the use of Electronic Communication Devices, including Personal Electronic Communication Devices. Students will be held responsible for their conduct in the use of the Devices and are subject to the consequences provided in the last section of this policy.

### **Guidelines**

1. In accordance with this policy, Electronic Communication Devices, including Personal Electronic Communication Devices, may be used in authorized areas or as determined by the school administration as follows:
  - a. For educational or instructional purposes.
  - b. Before and after school, in the cafeteria at lunchtime, on the district's bus, and in the library and a study hall if authorized by the teacher.

- c. When the educational, safety, emergency, medical, or security use of the Electronic Communication Devices, including Personal Communication Devices, by the student is approved by the building principal, or designee, or the student's IEP team. In such cases, the student's use must be supervised by a district professional.
  - d. Devices should be properly charged prior to school as devices will not be permitted to be plugged in, or charged while on school property.
2. In accordance with this policy, Electronic Communication Devices, including Personal Electronic Communication Devices, may not be used in unauthorized areas or as determined by the school administration as follows:

- a. The Board strictly prohibits possession by students on school grounds, at district-sponsored activities, and on buses or other vehicles provided by the district any nondistrict owned laser pointers, or laser pointer attachments, and any Electronic Communication Devices, including Personal Electronic Communication Devices, that are hazardous or harmful to students, employees, and the district. These include, but not limited to, devices that control/interfere with the operation of the buildings' systems, facilities and infrastructure, or digital network. No exception or permission may be authorized by the principal, or designee, or anyone, for students to possess or use such devices.[\[2\]](#)
- b. During tests, examinations, and/or assessments, unless the teacher authorizes such use. When Electronic Communication Devices, including Personal Electronic Communication Devices, are not permitted to be used during tests, examinations, and/or assessments they must be stored in closed items such as pocketbooks and book bags, and may not be visible or turned on. For example, they may not be placed on the desktop, table or on an individual's lap.
- c. PSSA/Keystone Testing.

All Personal Electronic Communication Devices including cell phones, smart phones, and other electronic devices capable of taking photo or video are not allowed during the test administration and will be kept in student's locker or will be collected as students enter the testing site.

Consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on his/her test booklet or appropriate notification to not score on the online version, and the student will not receive a score.

If the student uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated. In the event there is reasonable suspicion that information or material regarding the assessment is present on this cell phone or other electronic device, the district administration will contact the Pennsylvania Department of Education for further guidance with respect to a potential search of the device, where permitted by law.

Violation of the no cell phone or other electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised.

Any items on an assessment that have been compromised, and can no longer be used will have to be replaced, and the parents/guardians and students may be responsible for the cost of replacement.

- d. To cheat, engage in unethical conduct, and threaten academic integrity.
  - e. To access and/or view Internet websites that are blocked by the district. Examples include, but are not limited to, “inappropriate matter” as defined in the district’s Acceptable Use of Computers/Networks/Internet policy.[7]
  - f. To invade the privacy rights of any student or employee, violate the rights of any student or staff member, or harass, threaten, intimidate, bully or cyberbully any student, employee, or guest, or promote or engage in violence. Actions include, but are not limited to, taking an individual’s photo without consent, recording an individual’s voice or image without consent, or storing/accessing personal and/or academic information/ data without consent.[9][10][13][14]
  - g. The taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal or inappropriate images, photographs, or video whether by electronic data transfer or other means, including but not limited to texting and e-mailing.  
  
Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to local, state and/or federal law enforcement agencies.[13][14]
  - h. In locker rooms, bathrooms, dressing rooms, swimming pool areas, or any other area where there is an expectation for privacy.
  - i. To disrupt the educational and learning environment.
  - j. Personal Electronic Communication Devices may not be connected to the school district’s wired network. The devices must connect through the open wireless network using student’s network credentials, or personal cellular data connection.
2. Electronic Communication Devices, including Personal Electronic Communication Devices, that violate this policy, other relevant district policies, regulations, rules, and procedures shall be confiscated.
  3. If school officials have reasonable suspicion that this policy, other relevant district policies, regulations, rules, procedures, and laws are violated by the student’s use of Electronic Communication Devices, including Personal Electronic Communication Devices, and that the use of these devices materially and substantially disrupt the school’s atmosphere, the devices may be lawfully searched in accordance with the law, and/or the Electronic Communication Devices and Personal Electronic Communication Devices may be turned over to law enforcement, when warranted.
  4. Students should have no expectation of privacy when using the district-owned Electronic Communication Devices and when using the district’s WiFi or other service(s). In addition, students should have no expectation of privacy when they use Personal Electronic Communication Devices on the district’s WiFi or other service(s).
  5. When legally required and/or when in the interest of the student, the student’s parent/guardian shall be notified.
  6. If an Electronic Communication Device, including a Personal Electronic Communication Device, is suspected of being stolen, it shall be turned over to law enforcement.
  7. Disciplinary consequences shall be in accordance with the district’s policies, regulations, rules, and procedures, including but not limited to Student Discipline, Acceptable Use of

<sup>1</sup> See Definition section for the defined terms generally provided in initial capital letters throughout this policy.

Legal

1. 24 P.S. 510

2. 24 P.S. 1317.1

3. Pol. 121

4. Pol. 122

5. Pol. 123

6. Pol. 231

7. Pol. 815

9. Pol. 248

10. Pol. 249

11. Pol. 218

12. Pol. 233

13. 18 U.S.C. 2510 et seq

14. 18 Pa. C.S.A. 5703

Pol. 113

Appendix E - Memorandum of Registration



**Panther Academy Registration Record - For School Use**

Date of Registration: \_\_\_\_\_

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

Grade: \_\_\_\_\_

School Year: **2020-2021**

**Educational Assignment Consideration:** (Check all that apply)

\_\_\_\_\_ IEP      \_\_\_\_\_ 504      \_\_\_\_\_ ELL      \_\_\_\_\_ GIEP

**SmarterMeasures Information/Interview Notes:**

**Semester/MP Enrolled:** \_\_\_\_\_

**Panther Academy Start Date:** \_\_\_\_\_

**Panther Academy Placement:**      \_\_\_\_\_ Full-Time      \_\_\_\_\_ Credit Recovery

**Enrollment Meeting Date:** \_\_\_\_\_

**Counselor Signature:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_

**\*Office Notes Only:**

\*\*\*\*\*Please retain for student records\*\*\*\*\*