

BACK TO SCHOOL

OPEN HOUSE

AUGUST
23

PA Cyber's Back to School Open House is designed for students and parents/guardians to learn more about the Academy they will be a part of during the 2024-2025 school year. PA Cyber is structured into four Academies that coincide with its Continuum of Learning: the K-2 Academy, the 3-5 Academy, the 6-8 Academy, and the 9-12 Academy.

Each Academy will hold a morning and afternoon session via Zoom. The sessions will be the same; parents/guardians and students may attend both Academy sessions if they so desire. Below is a listing of start times and corresponding Zoom links.

Each session will last approximately 1 hour.

K-5 (K-2 & 3-5)

10 AM Session Start

[CLICK HERE](#)

2 PM Session Start

[CLICK HERE](#)

6-8

9 AM Session Start

[CLICK HERE](#)

1 PM Session Start

[CLICK HERE](#)

9-12

8 AM Session Start

[CLICK HERE](#)

12 PM Session Start

[CLICK HERE](#)

Topic: Back-to-School Open House - K-5 Academy
Start Time: 8/23/24 9:50
End Time: 8/23/24: 11:11
Participants: 186
Vanessa
colec219934
KAELYN KJ218295
JM194735 Jaireck Martzen
Azaria Davis
fs219386
Crystal Berube
JERMILL MICKENS JM194670
Benaiah BV195424
abbey
Rya rm203669
Jabril JG219379
gs210800
jason
Shawn Lanious
Breanna BW201873
Bart bs204449
Mr. Russell - K-5 Asst. Principal
Jordan ja220001
dkress
Amy - AP199874
Remington- RH219494
LG202067 Logan
wala abuali
Nathanielng219678
skylar
Danika da220000 amber aa21999 (Danika da220000)
Roxanna217597
Nathaniel nl200106
Natascha-nm215029
Beau-Bm199454
Baylen219423
Scarlett sp219592
Joshua JS218986
Taylin tc219217 (TC219217)
Nicole Gianvito
SS209673
habiba akhmedjanova
owen/ob203991

ng219678
Destiny- DW219747 (Heather Radcliff)
Cadance cs219539
Noah- NT219925
Aryaa Shelton(AS209771)
Lily- ls206050
MH204162
Grace 204113
Ezekiel- ea210462
Emyaa Shelton(ES219576)
Xander xg204669
Grace Fromknecht-GF219300
Nathanael ND194739
Warren-wr219950
JS219389
June-Jd219422 (Julie Dreibelbis)
Sondus (2)
Maryam mr195273
DS219387
Lauren ls219126
ac214382
Lucille lb219837
CA219750
Lillian lk184183
Aaliyah ar209839
Joseph JA209038
Judah jb219803
noah nc219513
kg213995
Brittney Johnson
OL219444
Value Golf
Avery
QL219442
William Bellaw
Fatimah-fs219878 (Rahmah G)
jordan canavesi
carson cg220054 (carson)
ES214565 elijah
Zander zm220039
Aaron
JP215146
JD219422
JP206649

Loriann Erickson
Briana
as219912
MO216839
TN19484/Raelin N.
iPhone
tempest and dad
Aria Rodriguez
Brynlee D
Haley hs215278
nola and mom
Adam Starks
Lucas Colon LC204337
Rebecca rh195338
Owen ow219404
Nichole Givner
Chase
misha mm215071
lucas paul Hagopian
DH211491
Chase ch201649
Nathan-219573
rb215214
CM210068 Chloe Martzen
caidenCT216824
Kelly Tan
Ava ab219636
eh204683 Ella (Izzy eh200672 annie ah200671)
Lincoln
Steele-ss204586
Sc204508 Saphyire
Wyatt wh219575
Zuri Fontanez
Paislee-pb220183
Mireya
Shawn ss209673
SK219785
Jermitt JM194670
OC219413 omari cook
Jah'Marri Gilford
Liz Eisler
Camron cj194683
ED209928
zc210297 Zelda

taylynn forry tf204558
mm219909 (Rowaida Hashem)
nd220177-Neveah
Liam LH214958
jb219984 - Jacob Bellan
jb219984
majoar martin
Maria Hosein
Zy'aria martin
iPhone (3)
Ella EH204683

Topic: Back-to-School Open House - 6-8 Academy
Start Time: 8/23/24 8:35
End Time: 8/23/24: 9:45
Participants: 117
Mateo 219847 (Mateo mr219847)
Vivian 219834 (Vivian M)
Your Local Arab Girl
Ja'Sir - 220330
Kaley ks191552
Vivian E
Elijah er204786
JH217521
ethan el214728
John Borczyk jb202369
Ajani-AA194799
christian- CL212943
Katlynn
Cayden cp219305 (CP219305)
Tyonna Besong (Tyonna tb219601)
Hunnie Robinson
farzona- fa204566 (☆*: farzona :*☆)
Azariah-AD219364 (Azariah AD219364)
matthew mh203766
Richard rf215223
Joel Chea
Ellie ES218188
mason-MR205223
ETHAN ROSARIO (er220038)
Kevin Romasco
Alora at181464 (child of madness)
AC215039
Kaden
Rosealee ra219252 (Rosealee)
Nina N.
Joshua JL189635
Shaneice
lydia kelly
CW219045
Kathy Pavkovich (kpavkovich)
Sophia Sl195014
Makenzie Craig (mc220229)
Wala Abuali
Lily Kurczewski

Michael mn212134 (mn212134)
Destiny-dv220106
wala abuali
Lindsay Gardner
Majesta -mt217780
Chase cw199337
Lizzie
Elsie eb219802
Nancy's iPhone
Damien Worst DW214727
~VicToria Greaser - VG183675~ (VG183675)
Kimberly Collins (Kimberly Collins - MS)
Declan dc220220
Nova ns203524
Asher Sinyangwe
Ava 220279
Soner sg219362
Joseph - jr219538
julie hess
Arianna ar219946 (Arianna Rockensock)
Phoenix Karns KJ@8564777
lw220208
George Walaan
Taressa
Izzy eh200672 annie ah200671 (Ella)
tabetha
David Dg179920
james
hn220208p (Lynlee W.)
Angel Ross
Izzy eh200672 + Annie ah200671
David Dg179901
Elisa jb203782
shane sj218596 (shane)
Aubrie and Justin Mason (Aubrie Mason)
NM219812
Carter Johnson
Mitchel Ms199323
Abrar Mohammed am199582 (Abrar Mohammed)
cheryl Shuja (Azaria Davis)
Dan - sw695165p
Kayla KW214749
Sr204786
Jayda - jv200407 (Dana)

ts219998
ZI187717 zubeda
Jasmine hunter-Bentley
JC219807
Keith - kb200557
Natalie - NC219884 (chrystal)
rahaf rs219336
James
TK213978
Mr. Walaan
rhondakurczewski
Alice - ab215633
Jeshurun - jw189536
kg213995
Rob
jayden marko
Tannes217507
AC217006
AMINA PETERSON
Caleb
ST204896
Timothy Kehrberger
zj178082
NOUR (bAdDiE cHeCk-)
Ann marie 214648 (Ann marie Lewis-Chea)
Roserk189345
Zy'Ohn Burwell
Julie Dreibelbis
Imane 3awni

Topic: Back-to-School Open House - 9-12 Academy
Start Time: 8/23/24 7:45
End Time: 8/23/24: 8:48
Participants: 88
William Stefanos ws215079
Bella Dudjak
marissa long ML212247
james stefanos js215080
IN216941
Ariel
Jayden jp170364
Benedicte
jeremiah huffman jh203765
Wyatt Nemoseck WN172264
Danielle Schlessinger
Rhys RS200848
iPhonesandy
William 214760
gs217014
Adam ac209725
Jay Barris
Riley rn172263
sable
dm214212@.org
Sumaya sr189582
Addy AM219995
zoe messenger
Malachi - mk210635
Sandra Halstead
Noah H. - nh97871
Ashley Hamby
Kailyn - kz202870
alex poli AP205064
Allison
Sarah Steder
Rachel
Talia's iPhone
Abigail am219490
jp201722
Madeline mk206544
JB216584
Mason Yelland
JH214830

PA CYBER KICK OFF EVENT

You are invited to your Regional Office Kick-Off Event! Stop in for an evening of fun. Enjoy refreshments, participate in art activities, meet staff and other families, and learn about the exciting events, activities, and programs that will take place this year!

- Meet PA Cyber Principals
- Art Activity by ArtReach!
- STEM Activity with Mobile Lab
- Sign Up for Events and Programs
- Face Painting or Balloon Artist
- Photo Booth
- Refreshments
- PA Cyber Swag



PA CYBER REGIONAL OFFICE

16
SEPTEMBER

**FREE
EVENT**
5 - 7 PM



— Click or scan to RSVP

PA CYBER FAMILY SERVICES

PA Cyber will make every effort to provide snacks that will be free of nuts. If your child has additional special dietary restrictions, please bring a snack that meets their specific dietary needs.

For more information, please contact your regional office representative.

KickOff Event 2024- Wednesday, September 4, 2024

	Student	Parent	# Present	
1		Adams	Rhiannon Adams	2
2		Adams	Rhiannon Adams	3
3		Bach	Christina Bach	3
4		Boule	Omayra Rodriguez	2
5		Bray	Trisha Bray	3
6		Cabrera	Alysia Cabrera	2
7		Cabrera	Alysia Cabrera	1
8		Carvajal	Heather Carvajal	2
9		Carvajal	Heather Carvajal	2
10		De Jesus	Miriam Cintron	2
11		Geist	Cynthia Geist	2
12		Good	Melissa Good	3
13		Guzman	Cynthia Guzman	3
14		Hank	Kayla Wasniewski	2
15		Kade	Denise Kade	3
16		Kartman	Laura Kartman	4
17		Kingsley	Jessica	3
18		Lawless	Debbie Baron	2
19		Lopez	Vanessa Rodriguez	2
20		Manresa	Omayra Rodriguez	2
21		Matlak	Elizabeth	4
22		Morales Mercado	Julianies Mercado	2
23		Moskal	Danielle Moskal	2
24		Moskal	Danielle Moskal	2
25		Moyer	Rob Moyer	4
26		Parke	Cameron & Regina	3
27		Rodriguez	David Rodriguez	2
28		Salgado	Claudia Salgado	3
29		Smith	Lorraine Thomson	2
30		Snyder	Tiffany Snyder	2
31		Szalwinski	Lorraine Thomson	1
32		Tessitore	I leather Welker	2
33		Tessitore	Heather Welker	2
34		Wasniewski	Kayla Wasniewski	2
35		Woodward	Kelly Woodward	2
36		Woodward	Kelly Woodward	2
37		Wright	Jennifer Wright	3
38		Yerger	Rachel Yerger	2
39		Yerger	Rachel Yerger	2
40		Zaboy	Christina Zaboy	4
Total:			96	

First Name	Last Name	Last Name	First Name	Last Name	First Name	Last Name	Total number of people attending:	First Name	Last Name
	Antkowiak						2	Barbara	Jene
	Betler						2	Abbey	Betler
	Brown	Olman					6	Claudia	Brown
	Brunk						4	Sharon	Brunk
	Caughman	Caughman		Caughman			3	Cristi	Caughman
	Coonelly						4	Joseph	Coonelly
	Cramer	Cramer					4	Julie	Cramer
	Cunningham	Cunningham					4	Kristen	Cunningham
	Davis						2	Judi	Jones
	Deemer						2	Peggy	Price
	Diperna						3	Carrie	Worthy
	Dorval	Dorval					4	Tracy	Dorval
	Duvall	Duvall		Duvall			4	Tina	Duvall
	Eisler	Eisler					3	Elizabeth	Eisler
	Elgin	Elgin					4	Markki	Elgin
	Foley						2	Elysia	Groschwitz
	Fontanez	Fontanez		Fontanez	Andyelid	Gutierrez	4	Zuri	Pinilla - Fontanez
	Gifford	Gifford		Gifford			5	Jayne	Simko
	Giles	Giles					3	Tina	Cox
	Grimm						2	Wesley	Mezerkor
	Hardy						2	April	Hardy
	Harriger						4	Bethany	Bezayiff
	hartle	hartle					3	jessica	hartle
	Heasley	Heasley		Heasley			5	Stacie	Heasley
	Henry	Henry					4	Samantha	McMinn-Henry
	Hey						2	Alexis	Downes
	Hughes						7	Sara	Jodon
	Hughes						4	Sara	Jodon
	hunter						2	christie	kowalski
	Karpiak						3	Kirsten	Dudeck
	Kishel						3	Stephanie	Kishel
	Koncar						3	Danielle	Koncar
	Koshurba						4	Maria	Koshurba
	Kralik						4	Kristy	Kralik

54

First Name	Last Name	Last Name	First Name	Last Name	First Name	Last Name	Total number of people attending:	First Name	Last Name
	Kralik						4	Kristy	Kralik
	Lander						2	Carrie	Lander
	Lehman	Lehman					4	Amanda	Lehman
	Lingenfield						3	Deidre	Lingenfield
	Logue						4	Tim and Amber	Logue
	Long						4	Marilyn	Long
	Lowe						4	Jessica	Lowe
	Lucas						5	Cheri	Lucas
	Marshall						3	Linh-Da	Marshall
	Mason	Mason					3	Donna	Palmer
	Matulenko						2	Ali	Bednar
	Micik						4	Chin	Micik
	MORRISON						2	BRANDI	MORRISON
	Nicklow						2	Mary	Nicklow
	Palmer						4	Amber	Palmer
	Pistininzi	Pistininzi					2	Alyssa	Pistininzi
	Radomile						2	Linda	Radomile
	Raithel						4	Jessica	Raithel
	Rall						3	Julia (GiGi)	Augustine
	Renwick	Renwick					4	Melissa	Renwick
	Rose						2	Kelsey	McGill
	Rose						2	Kelsey	McGill
	Savage						2	Heather	Savage
	Schroeder						5	Maggie	Schroeder
	Seaman						4	Evelyn	Seaman
	Seamone	Seamone					3	Renee	Seamone
	Seamone	Seamone					3	Renee	Seamone
	Shepler	Shepler					4	Rebecca	Shepler
	Shrum						3	Melissa	Black
	Simms						3	Marquita	Simms
	Snyder						3	Angelina	Garcia
	Speer						6	Kate	Grant
	Tamblyn						1	Lindsay	Tamblyn
	Tamblyn						1	Lindsay	Tamblyn

First Name	Last Name	Last Name	First Name	Last Name	First Name	Last Name	Total number of people attending:	First Name	Last Name
	Tedeski						3	Kristina	Tedeski
	Tedeski						3	Kristina	Tedeski
	Trovato						3	Samantha	Morris
	VANSICKLE						2	Mary	Caswell
	Walker						3	Teresa	Walker
	Wright	Wright					3	Chelsea	Wright

Hutchinson

4

Kelley

5

Myers

3

Robertson

3

Allison

Colton Allison

2

Smeker

3

~~84~~

Pritts & Aunt

2

Davis

3

Roscoe

3

Wright

3

Hillen

23

~~4~~

993

~~4~~

155

Kick Off Event

Harrisburg

9/17/2024

First Name	Last Name	Number of Students	Total Number of Attendees
	Adrey		
	Alsina		
	Amleh	1	2
	Anderson		
	Ben Slimane		
	Ben Slimane		
	Ben Slimane		
	Bowers	1	3
	Bowers	1	
	Bowers	1	
	Brandon	1	
	Brown		
	Byrd	1	6
	Cardy		
	Cardy	1	3
	Cardy	1	2
	Cherny	1	3
	Coleman		
	Conner	1	4
	Conrad		
	Conrad		
	Conrad		
	Conrad		
	Crimmins		
	Crimmins		
	Crimmins		
	Cuebas-Figueroa	1	3
	Dadul	1	3
	Davis	1	3
	Dawson		
	Dawson		
	Deamer	1	2
	Elliott	1	3
	Evans		
	Farris	1	3
	Fetrow		
	Fleisher	1	5
	Fleisher	1	
	Fleisher	1	
	Goodridge		
	Gray	1	



Griffith-Martin		
Hagemeyer	1	2
Hightower JR		
Hogue	1	3
Holmes	1	4
Holmes	1	
Holmes	1	
Husain		
Isaac	1	2
Jacob	1	
Jadon		
Jalilov		
Jalilov		
Karns		
Kelly	1	2
Lewis		
McGlaughlin		
Mckethan		
Mease		
Medina		
Medina		
Medina		
Michael	1	4
Morales		
Morales Gonzalez	1	2
Nelson	1	2
Newell	1	4
Noel-Klunk		
Ottun	1	4
Ottun	1	
Phinn		
Phinn		
Poveda		
Rodriguez		
Rosenblum	1	3
Rudy	1	4
Schill	1	
Shatto		
Shay	1	3
Shoop	1	4
Singletary		
Smith		
Sooy		

Speelman	1	4
Staff		3
Staples	1	
Staples		
Sutter		
Sutter		
Sutter		
Sutter		
Thomas	1	3
Thomas		
Thorpe		2
Trinanes	1	5
Trinanes		
Trinanes		
Ubiera	1	5
Wadel	1	2
Wagner	1	4
White	1	2
Wiegel	1	
Wildner		
Williams	1	4
Williams		
Wilson	1	3
Wolf	1	3
Wright	1	3
Zimmerman	1	4

Bender

< Lopez

lane

wagner

Crutchen

Gibson

(wood)

parent

2

1

1

2

1

1

1

4

4

3

4

2

2

4

23

Location of Event Philadelphia Regional office
 Name of Event Kick off
 Date of Event 9/16/24

Total Attended _____
 PA Cyber Students Attended _____

Name	Please Check One		GRADE	TIME IN	TIME OUT
	PA Cyber Student	Parent/Guest			
[Redacted]		✓			
[Redacted] } Aluffas		✓			
[Redacted]	✓		8	4:55	
[Redacted]	✓		4	4:55	
[Redacted] Vann		✓	8	5:01	
[Redacted] Vann	✓		6	5:01	
[Redacted] Alvarez					
[Redacted] Jarquin			4	5:02	
[Redacted] Hicks					
[Redacted] Jones	✓		2nd	5:03	
[Redacted] Jones					
[Redacted] Dixon	✓	✓	K		
[Redacted] Cooperider Sebastian		✓	5		
[Redacted] Gregg	✓	✓			
[Redacted] Gregg		✓			
[Redacted] Gregg	✓		2	5:05	

Location of Event Philadelphia Regional office
 Name of Event Kick off
 Date of Event 9/16/24

Total Attended _____
 PA Cyber Students Attended _____

Name	Please Check One		GRADE	TIME IN	TIME OUT
	PA Cyber Student	Parent/Guest			
[Redacted] +Z	✓		8	4:55	6:11
[Redacted]	✓		6	4:55	
[Redacted]	✓		K	4:55	
[Redacted]		✓			
[Redacted]		✓		5:00	
[Redacted] P.	✓			↓	
[Redacted] P.	✓				
[Redacted] P.	✓				
[Redacted] P.	✓				
[Redacted] W		✓	6	5pm	
[Redacted] M		✓		5pm	
[Redacted] M	✓			5pm	
[Redacted] M		✓		5pm	

Location of Event Philadelphia Regional office
 Name of Event Kick off
 Date of Event 9/16/24

Total Attended _____
 PA Cyber Students Attended _____

Name	Please Check One		GRADE	TIME IN	TIME OUT
	PA Cyber Student	Parent/Guest			
Tanisha SINGLETON Thompson	[Redacted]	Thompson	6	5:08p	
"	[Redacted]	Thompson	9	5:08p	
[Redacted] Kehrbeger +1					
[Redacted] Kehrbeger			8	5:09	
[Redacted] Johnson					
[Redacted] Clarke					
[Redacted] Clarke					
[Redacted] Clarke	[Redacted]	Clarke	9	5:10	
[Redacted] Garlington	[Redacted]	Baker	9	5:11	
[Redacted] Baker					
[Redacted] Baker					
[Redacted] Brokenburgh	[Redacted]	Muhammad	6 th	5:11	
[Redacted] Gomez +3					
[Redacted] Camarillo					
[Redacted] Gordon			10 th		
[Redacted] Gordon +2			5 th	5:16	
[Redacted] Breckin +3					

PGH-SS Regional Office Kick-Off Event 09/23/24

Last Name	First Name	Grade	Student Email	Parent Email	Phone	Allergies	Total Attend	A/P
Adams		K	ha219354@mypacyber.org		412-484-9186		4	
Bentley		1st	mb214585@mypacyber.org		724-415-7648		4	4
Bissett		10th	cb208852@mypacyber.org		724-825-7692		2	
Brown		6th	rb207750@mypacyber.org	ng207750p@mypacyber.org	412-789-6119		2	2
Chandler		5th	nc200980@mypacyber.org		724-413-3247		2	
Chervenak		K	ac219358@mypacyber.org		724-422-8947		4	4
Cole		11th	ac217656@mypacyber.org		724-419-6161	Grapefruit/Fatty Foods/Caffiene	2	
Covington		8th	nc204286@mypacyber.org		305-725-3744	Peanuts	2	2
Coyne		8th	gc216725@mypacyber.org		412-867-5588		2	
Daizell		4th	cd210050@mypacyber.org		412-228-0386		4	
Davis		K	nd220177@mypacyber.org	bj220177p@mypacyber.org	412-310-9335	Red Dye 40	4	
Dixon-Johnson		11th	kd214252@mypacyber.org		412-568-8430		2	
Doyle		6th	ld214851@mypacyber.org		412-275-7384		3	3
Dugan		11th	md170995@mypacyber.org		412-726-0926		5	
Dugan		5th	cd194666@mypacyber.org		412-726-0926			
Dugan		K	cd219461@mypacyber.org		412-726-0926			
Ellison-Amazu		1st	aa214834@mypacyber.org		412-726-0506		5	7
Ellison-Amazu		3rd	la204122@mypacyber.org		412-726-0506			1
Ellison		5th	ae189870@mypacyber.org		412-726-0506			1
Garden		2nd	ng219678@mypacyber.org		412-626-2499		5	5
Gerigiden		7th	sg219362@mypacyber.org		412-313-4234		2	2
Gilbert		4th	mg194825@mypacyber.org		412-694-4881		3	
Harrison		10th	zh211093@mypacyber.org		412-736-5184		2	
Henderson-Mullen		K	ah220390@mypacyber.org		412-680-3671		3	
Hesson		8th	mh194809@mypacyber.org		412-304-1370		3	3
Hobson		6th	ah220240@mypacyber.org		412-296-3821		4	4
Hubbard		K	nh219366@mypacyber.org		412-863-9976		5	
Humphrey		6th	rh209631@mypacyber.org		412-889-2895		3	
Ilkhamova		9th	fi219370@mypacyber.org		412-430-2095		4	4
Jackson		4th	mj210449@mypacyber.org		412-419-7823		3	3
Johnson		4th	dj204016@mypacyber.org		702-854-0507		3	
Kemp		6th	mk217784@mypacyber.org		412-932-9478		2	
Lloyd		K	st219620@mypacyber.org		412-512-7483		4	
Macon		8th	dm205180@mypacyber.org		412-668-6810		3	

Macon		4th	dm205182@mypacyber.org		412-668-6810					
McCartney		9th	dm220216@mypacyber.org		724-579-6940			2	2	
McCullough		11th	am219995@mypacyber.org		724-747-6267			2	2	
Mobley		12th	om215967@mypacyber.org		412-726-9566	Tree Nuts/Peanuts		2	2	
O'Brien		2nd	ao209726@mypacyber.org	mc209726p@mypacyber.org	585-415-1067			6	6	
O'Brien		K	fo219594@mypacyber.org	mc209726p@mypacyber.org	585-415-1067				1	
Ondish		9th	ko218652@mypacyber.org		724-689-6431			2		
Orbin-Banks		6th	zo201661@mypacyber.org		412-607-5481	Nuts & Pineapple		3		
Patton		7th	ap220671@mypacyber.org		412-377-9926	Pork		4		
Santiago		12th	rs217341@mypacyber.org		412-535-3861			2		
Seybold		6th	gs218716@mypacyber.org		412-770-5988			2	2	
Shafer-Gold		9th	zs220334@mypacyber.org		802-488-0984			2	2	
Sharp		9th	rs172599@mypacyber.org		412-613-8417			2		
Smith		3rd	as219143@mypacyber.org		412-547-7243			5		
Smith		4th	es216405@mypacyber.org		412-381-4397			4	4	
Smith		8th	hs186686@mypacyber.org		412-389-0614			2		
Stitt		6th	es218188@mypacyber.org		412-694-3409			3	2	
Tavenor		K	zt219805@mypacyber.org		317-431-4161			4	4	
Tucker		K	xt220217@mypacyber.org		724-978-6726			4		
Ulm		1st	au217853@mypacyber.org		412-654-2729			6	6	
Ulm		9th	bu217553@mypacyber.org		412-654-2729				1	
Ulm		6th	ku217554@mypacyber.org		412-654-2729				1	
Ulm		4th	mu217555@mypacyber.org		412-654-2729					
Velez		6th	ev211520@mypacyber.org		980-613-7431			4		
Wade		6th	lw219842@mypacyber.org		412-708-0027			5		
Wade		9th	lw212397@mypacyber.org		412-708-0027					
Wagner		K	cw219394@mypacyber.org		412-728-0546			3	3	
Weaver		1st	jw214561@mypacyber.org	bw214561p@mypacyber.org	724-208-5191			5		
Wilkerson		4th	rw201185@mypacyber.org		724-986-8001			3		
Williams		2	jw212584@mypacyber.org	mw212584p@mypacyber.org	412-759-6512			2		
Wilson		11th	aw209096@mypacyber.org		910-787-7143			2		
Woolheater		3rd	mw204172@mypacyber.org		412-652-3873	Gluten		3		
Zimmer		2nd	ez215307@mypacyber.org		305-988-2719	latex		4	4	
Zimmer		2nd	az215308@mypacyber.org		305-988-2719	latex			1	
Riply		8th	vr219586@mypacyber.org		703-477-9646			2	2	
									186	

85 + 15
100

Location of Event Warrendale
 Name of Event K.C.F.-off
 Date of Event 9-3-24

Total Attended 106
 PA Cyber Students Attended 51

Name	Please Check One		GRADE	TIME IN	TIME OUT
	PA Cyber Student	Parent/Guest			
[REDACTED] Strecken	1	4			
[REDACTED] DeLuca	1	3			
[REDACTED] DeLuca	1				
[REDACTED] Wallace	1	2			
[REDACTED] Federkeil	1	6			
[REDACTED] Federkeil	1				
[REDACTED] Abel	1	4			
[REDACTED] Abel	1				
[REDACTED] Abel	1				
[REDACTED] Graco	1	3			
[REDACTED] Hbsm	1	4			
[REDACTED] Wilson	1				
[REDACTED] Winkle	1	3			
[REDACTED] Winkle	1				
[REDACTED] Finucan	1	3			
[REDACTED] Fischer	1	3			
[REDACTED] Paulot	1	2			

17 37

Location of Event Warrendale
 Name of Event Kick off
 Date of Event 9-3-24

Total Attended 106
 PA Cyber Students Attended 51

Name	Please Check One		GRADE	TIME IN	TIME OUT
	PA Cyber Student	Parent/Guest			
[Redacted] Ahladi	1	3			
[Redacted] [Redacted]	2	2			
[Redacted] Malinchak	1	6			
[Redacted] Camora	1	2			
[Redacted] Mao	1	2			
[Redacted] McCoy	1	1			
[Redacted] Besong	1	1			
[Redacted] Faulstich	1				
[Redacted] Faulstich	1	3			
[Redacted] Brewer	1	4			
[Redacted] Brewer	1				
[Redacted] Homick	1	4			
[Redacted] Cox	1	4			
[Redacted] Cox	1				
[Redacted] Morrow	1	4			
[Redacted] Benes	1	4			
[Redacted] Benes	1				
	<u>19</u>	<u>40</u>			

Location of Event Warrendale
 Name of Event Kick-off
 Date of Event 9-3-24

Total Attended 106
 PA Cyber Students Attended 51

Name	Please Check One		GRADE	TIME IN	TIME OUT
	PA Cyber Student	Parent/Guest			
[redacted] Schmidt	1	2			
[redacted] Rusnak	1	2			
[redacted] Picciafoco	1	6			
[redacted] Picciafoco	2				
[redacted] Merryman	1	2			
[redacted] Stefano	2	3			
[redacted] Cleary	2	4			
[redacted] Hooper	1	2			
[redacted] King	1	3			
[redacted] Mcgrath	2	3			
[redacted] Amk	1	2			

15 29

Kickoff
Event

9/12/24

State College Regional Office

18

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Pg. 1



The Pennsylvania Cyber Charter School

VISITOR SIGN IN 2024-2025 SCHOOL YEAR

STATE COLLEGE REGIONAL OFFICE
CREEKSIDE PLAZA, 1700 S. ATHERTON, STATE COLLEGE, PA 16801

PLEASE CHECK WHY YOU ARE HERE

DATE	NAME	PLEASE CHECK		TIME IN	TIME OUT	PLEASE CHECK WHY YOU ARE HERE			OTHER PLEASE PROVIDE SHORT DESCRIPTION FOR YOUR VISIT
		STUDENT	PARENT			ENROLLMENT	ORIENTATION	ART REACH	
9.12	B Hayden			3:50p					
9:	[REDACTED] (Kearney)			8:00pm					
9/12	[REDACTED] Ratten			4:12pm					
	[REDACTED] Maslov			4:49					
	[REDACTED] Maslov			4:49		S			
	[REDACTED] Maslov			4:49		S			
	[REDACTED] Maslov			4:49		S			
	[REDACTED] Bunn			4:50					
	[REDACTED] Weinger			4:50		S			
	[REDACTED] Weinger			4:50		S			
	[REDACTED] Linko	✓				S			
	[REDACTED] Linko	✓				S			
	[REDACTED] Linko		✓						
	[REDACTED] Bubnew					S			
	[REDACTED] Bubnew					S			
	[REDACTED] Bubnew					S			
	[REDACTED] Mancuso	✓							
	[REDACTED] Bogie		✓						



VISITOR SIGN IN
2024-2025 SCHOOL YEAR

STATE COLLEGE REGIONAL OFFICE
CREEKSIDE PLAZA, 1700 S. ATHERTON, STATE COLLEGE, PA 16801

PLEASE CHECK WHY YOU ARE HERE

DATE	NAME	PLEASE CHECK		TIME IN	TIME OUT	ENROLLMENT	ORIENTATION	ART REACH	OTHER
		STUDENT	PARENT						PLEASE PROVIDE SHORT DESCRIPTION FOR YOUR VISIT
	[REDACTED] McClellan	✓		5:05	6:08				
	[REDACTED] McClellan		✓	5:05	6:08				
	[REDACTED] Brubaker		✓	5:08					
	[REDACTED] Brubaker		✓	5:08					
	[REDACTED] Brubaker	✓		5:08					
	[REDACTED] Brubaker			5:08					
	[REDACTED] Brubaker			5:08					
	[REDACTED] Fedorov		✓	5:08					
	[REDACTED] Foy		✓	5:09					
	[REDACTED] Fox		✓						
	[REDACTED] Mcdaemitt	✓							
	[REDACTED] Mcdaemitt	✓							
	[REDACTED] Tashiyev	✓							
	[REDACTED] Tashiyev	✓							
	[REDACTED] Tashiyev	✓							
	[REDACTED] Kauffman	✓		5:11					
	[REDACTED] Kauffman		✓	5:11					
	[REDACTED] Kauffman		✓	5:11					

Location of Event State College RO
 Name of Event Kick-off
 Date of Event 9/12/24

Total Attended 17
 PA Cyber Students Attended _____

2

Name	Please Check One		GRADE	TIME IN	TIME OUT
	PA Cyber Student	Parent/Guest			
[Redacted] Shoemaker	✓	Faith Wertz Faith	K	5:15	
[Redacted] Kachkovskiy		✓		5:15	
[Redacted] Kachkovskiy	✓		1	5:15	
[Redacted] Kachkovskiy	✓		-	5:15	
[Redacted] Riley		✓		5:22	
[Redacted] Riley	✓		1	5:22	
[Redacted] Riley	✓		-	5:20	
[Redacted] MULLEN	✓				
[Redacted] MULLEN					
[Redacted] MULLEN					
[Redacted] MULLEN (DAD)				5:31	
[Redacted] LilaCoffi	✓	✓	2nd	5:32	
[Redacted] Ecklund	X		4th	5:35	
[Redacted] Ecklund					
[Redacted] Ecklund		X			
[Redacted] DIXON					

September 5, 2024: KickOff Event Grades K-12

First Name	Last Name	Grade:	Total number of people	
	Abdul-Azim	12th	3	3
	Abrams	3rd	5	
	Ackerley	7th	5	
	Adams	6th	3	2
	Bennett	8th	4	
	bradford	7th	4	4
	Bruns	4th	3	3
	Buckley	2nd	3	3
	Burwell	6th	3	3
	Cantorán	3rd	4	4
	Cioffi	2nd	4	
	cook	Kinderga	3	3
	Cornelius	11th	2	2
	Dunn	11th	4	4
	Finn	7th	1	2
	Frazier	7th	3	3
	Freeman	3rd	2	2
	Georges	Kinderga	4	4
	Gilford	2nd	3	
	Gulich	7th	3	
	Hammer	4th	5	5
	Hemple	7th	3	
	Hernandez-S	2nd	2	
	Herrera	10th	5	
	Hoffer	5th	3	3
	Jones	9th	3	3
	kostak	1st	4	4
	kozlansky	4th	2	3
	Kush	12th	5	
	Landon	1st	4	4
	Lewis-Cazau	4th	2	
	lindo	1st	4	2
	Martinez	8th	1	
	McEntee	5th	2	
	Mosher	6th	3	

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	Nee	Kinderga	3	2	
	OUELLETTE	5th	4	4	
	Pardoe	3rd	3	5	
	Provanzo	Kinderga	3	3	
	Providenti	8th	6	6	
	quiles	2nd	4		
	Redd	5th	3	3	
	Rodriguez	11th	3		
	RYCHWALSK	12th	3		
	Schulze	3rd	4	4	
	seales	10th	4		
	Serrano	6th	2		
	Simon	6th	2	4	
	Smith	2nd	3	3	
	Smith	5th	3	3	
	Sooy	3rd	5	4	
	Tompkins	4th	4	4	
	Vazquez	7th	5		
	Walls	6th	1		
	Wilkerson	1st	5	5	
	Yanchick	5th	2		
	Zuccarelli	10th	2	2	
	Simmons RAMES	9th	2	3	

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Stakeholder Planning Meeting

June 10, 2024

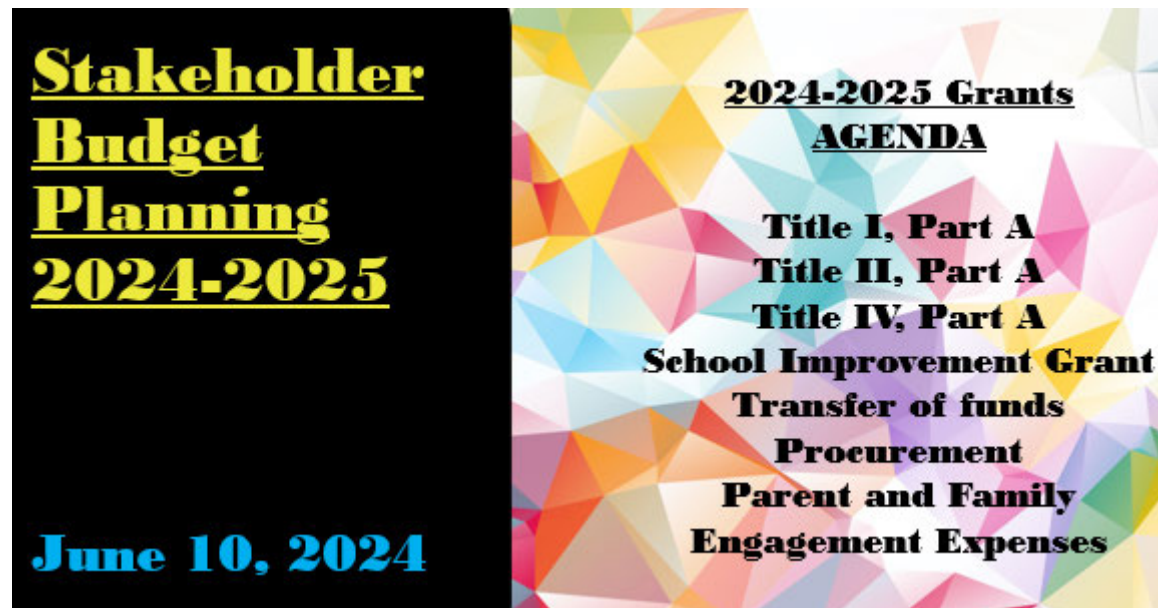
Meeting held via Teams:

[Join the meeting now](#)

Meeting ID: 242 805 392 709

Invitation to community member: Mayor Adkins

Reminder sent 6_10_24 at 9:15 am

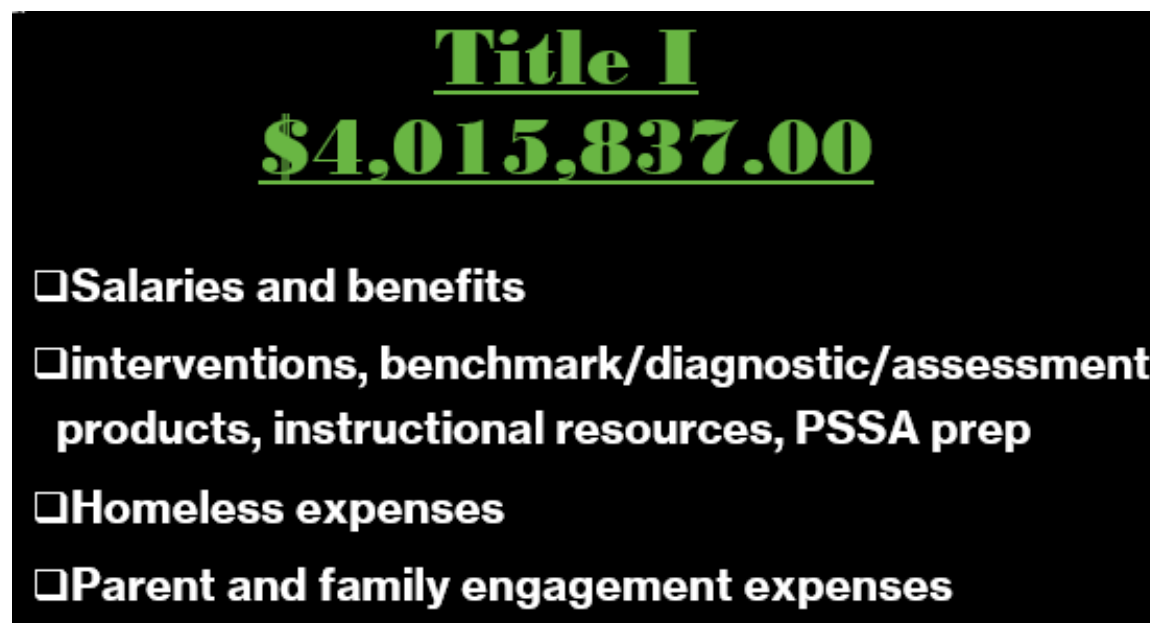


Stakeholder
Budget
Planning
2024-2025

June 10, 2024

2024-2025 Grants
AGENDA

Title I, Part A
Title II, Part A
Title IV, Part A
School Improvement Grant
Transfer of funds
Procurement
Parent and Family
Engagement Expenses



Title I
\$4,015,837.00

- Salaries and benefits
- interventions, benchmark/diagnostic/assessment products, instructional resources, PSSA prep
- Homeless expenses
- Parent and family engagement expenses

Title II
\$381,082.00

- Tuition Reimbursements (non-union staff)
- Professional development opportunities = conferences, workshops, in-services, trainings, continuing education, developing resources for staff, materials, and supplies
- Memberships = professional and educational memberships and subscriptions
- Salaries and benefits (*portion of grant transferred to Title I*)
- Supplemental Teacher resources to strengthen classroom instruction (*portion of grant transferred to Title I*)

Title IV
\$305,961

- Well Rounded > Salary and benefits for a STEM Teacher
- Safe and Healthy Students > Salary and Benefits for a Counselor and wellness activities at regional offices
- Effective Use of Technology > Classkick/formative assessment intended to increase classroom engagement and parental support

School Improvement Grant
\$526,517

- 6 Academic Intervention Specialists
- EdInsight/MTSS

Procurement

- **Contact Cheryl Roknich**

Discussion

- **Title I ~ Expenses for students and families to increase student achievement**
- **Title II ~ Expenses for staff professional development to ultimately increase student achievement**
- **Title IV ~ Expenses to enable instruction and activities to promote well-rounded students, safe and healthy lifestyles, and effective technology**
















Discussion

- **Discussions are ongoing throughout the year**
- **We will hold another meeting in December to continue discussions regarding grant spending and parent and family engagement expenses**
- **Please contact me anytime with ideas or questions**
- **Cheryl Roknich, Federal Programs Coordinator 724-888-7865 or cheryl.roknich@pacyber.org**

Monday, June 10, 2024 9:57 AM - 10:18 AM

<p>15 Attended</p>	<p>9:57 AM - 10:18 AM Start and end time</p>	<p>21m 24s Meeting duration</p>	<p>18m 55s Average attendance time</p>
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Participants

Name	First join	Last leave	In-meeting duration	Role
 Cheryl Roknich cheryl.roknich@pacyber.org	9:57 AM	10:18 AM	21m 21s	Organizer
 Jocelyn Bowser jocelyn.bowser@pacyber.org	9:57 AM	10:18 AM	20m 13s	Presenter
 Nicole Granito nicole.granito@pacyber.org	9:57 AM	10:18 AM	20m 8s	Presenter
 Christy Blair christy.morrison@pacyber.org	9:58 AM	10:18 AM	19m 58s	Presenter
 Amy Nyeholt amy.nyeholt@pacyber.org	9:58 AM	10:18 AM	19m 57s	Presenter
 Mark Iannini markiannini@pacyber.org	9:58 AM	10:18 AM	19m 6s	Presenter
 Jerald Barris jerald.barris@pacyber.org	9:59 AM	10:18 AM	19m	Presenter
 Frances Spigelmyer Frances.Spigelmyer@pacyber.org	9:59 AM	10:18 AM	18m 54s	Presenter
 Danielle Schlessinger Danielle.Schlessinger@pacyber.org	9:59 AM	10:18 AM	18m 33s	Presenter
 Christine Crow christine.crow@pacyber.org	9:59 AM	10:18 AM	18m 24s	Presenter
 Aaron Bovalino aaron.bovalino@pacyber.org	9:59 AM	10:18 AM	18m 18s	Presenter
 Chad Francis chad.francis@pacyber.org	9:59 AM	10:18 AM	18m 18s	Presenter
 Sandra Fouch sandra.fouch@pacyber.org	9:59 AM	10:18 AM	18m 15s	Presenter
 Shawn Lanious shawn.lanious@pacyber.org	10:01 AM	10:18 AM	16m 44s	Presenter
 Jennifer Shoaf jennifer.shoaf@pacyber.org	10:01 AM	10:18 AM	16m 40s	Presenter



The Pennsylvania Cyber Charter School
Technology Plan
2024-2027

Introduction

The technology plan includes a short list of high-impact priorities and goals focused on improving outcomes for students. We continue to make strategic investments in learning and teaching supports; deliver high-quality services to students, teachers, staff and families; and improve efficiency in our business processes.

Projects and services fall into three major categories: student learning and supports, systems and data, and infrastructure and security.

Student Learning and Support: We will upgrade and expand online classroom, student, and staff technology and resources to provide a baseline across the school. Technology and related professional development will be provided to support school improvement, programs, and students' needs.

Systems and Data: Student, school, and operational system improvements will continue for many critical functions. Work will also continue to improve business processes, communications, compliance, data governance, systems integration, and using data to improve results and remain consistent.

Infrastructure and Security: Upgrades will be made to the data center and cloud systems with improvements to data security and access systems. To meet the increasing demand for online access to digital resources for productivity, internet connectivity and wireless access will be upgraded over time.

PA Cyber will continue to build an infrastructure with a robust wireless network and core services like single sign-on, file storage, and collaborations that promote digital transformation. Security and data privacy are at the forefront of planning and operations of the technology foundation presented in the plan.

The technology plan aligns to PA Cyber's 2022-2025 strategic plan which was released in July 2022.

Executive Summary

The Technology Plan a three-year plan, 2024-2027, developed by the Senior Technology Director with input from the COO and key school stakeholders.

Initiatives and projects are listed under three principle programs: Student Learning & Support, Systems & Data, and Infrastructure & Security.

Student Learning & Support includes hardware, software, and support that directly enables teachers and students.

Systems & Data includes the financial and student data systems, operational software, and data and business intelligence capabilities to support business, operations, and instruction.

Infrastructure & Security includes core technology to access the internet and applications with controls addressing security, privacy, and compliance.

All projects and initiatives are listed in the context of the school's vision, goals, and the three-year strategic plan.

Approximately 35 staff members support technology for over 800 staff members, 11,000 students, and 12 buildings. In addition to routine operational tasks, staff work on key projects which include upgraded and specific technologies students and teachers need to meet their learning and teaching goals, new systems, and upgraded infrastructure to provide adequate bandwidth and application delivery where every staff member and student needs it.

PA Cyber Mission, Vision, Core Values

Mission

Our mission is to “Empower all students and families to become active participants in their own learning and equip them with skills for the future. We achieve this through engaging content, delivered by innovative teaching in a culture of caring.”

The Pennsylvania Cyber Charter School is dedicated to the success of all students who have not had their needs met in a traditional educational setting. PA Cyber provides the services and educational programs using current technology necessary for these students to receive a high school diploma as well as to give them the opportunity to grow beyond the normal curriculum and confines of a traditional school setting. PA Cyber is committed to providing a safe and orderly environment and protecting the health, safety, and welfare of all students. It is our desire that PA Cyber students graduate and successfully procure satisfying employment or further their education to become independent responsible citizens.

Vision

Our vision is to “Inspire today’s learners to be tomorrow’s thinkers.”

The Pennsylvania Cyber Charter School will be dedicated to providing student-centered service in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed. As the leader of cyber education in Pennsylvania, PA Cyber will continue to develop best practices and will be a model of academic excellence.

Core Values

We believe that every student can learn. The five core values of all PA Cyber employees are integrity, service, professionalism, innovation and excellence.

- Integrity: We act with transparency, honesty, and accountability, and we are dedicated to exemplary work.
- Innovation: We encourage new ideas and practices that foster student success.
- Service: We are dedicated to ensuring positive student experiences with passion and enthusiasm by being responsive to our students’ needs.
- Excellence: We challenge our students and ourselves to meet or exceed the highest expectations.
- Professionalism: We place value on all stakeholders, evidenced by how we treat others—with dignity, courtesy, professionalism, and above all, respect. We believe in collaborative work among teachers, staff, and administrators and use the expertise and support of the families we serve.

PA Cyber Strategic Goals

Strategic Goals

- Nurture a culture of inclusion that fosters autonomy through open dialogue and shared responsibilities.
- Create engaging initiatives that prepare students for the future by personalizing educational content and

opportunities.

- Forge partnerships that create meaningful experiences that lead to real-world opportunities.

Important, Desirable, and Competitive Priorities

- Increase virtual classroom availability
- Review of current blended classroom structure, course content, and required coursework
- Increase focus on quality of instruction and student engagement
- Increase honors and AP course opportunities
- Reduce communication gaps internally and externally
- Increase opportunities for both in-person and virtual socialization and enrichment activities
- Provide additional and ongoing training opportunities for students and parents/guardians
- Improve PA Cyber website with additional tools and resources
- Increase career exploration opportunities
- Increase partnerships with trade schools, community colleges, colleges, and universities
- Increase experimental, hands-on, and project-based learning opportunities

Policies & Procedures

Technology is governed by policies and procedures created by the Executive team and approved by the PA Cyber Board of Directors. Listed are key policies that have a direct impact on technology. The policies and procedures may be updated from time to time.

[Acceptable Use and Internet Safety Policy](#) (posted online)

[Privacy Policy](#) (posted online)

Policy 504 – Use of Telephone and Voicemail

Policy 505 – Cell Phone Policy

Policy 516 – Computer and Email Policy

Policy 517 – Internet Usage

Policy 518 – Workplace Monitoring

Policy 519 – Acceptable Internet Use

Policy 804 – Record Retention and Destruction

Policy 816 – Social Media and Electronic Communications

Technology Department Support and Principles

The Technology Department has organized and aligned its work with the school’s vision, mission, and strategic plan priorities. All initiatives and projects are directly aligned to PA Cyber’s priorities.

Technology Department Vision

Enable all staff and students to be successful through secure information systems, collaboration, software, services, and technology.

Principles

- Reliable software, services, and technology
- Timely, relevant, and accurate information
- Balance safety, security, and usability

Technology Plan Overview

As stated previously, technology planning is divided into three components:

- **Student Learning & Support:** Hardware, software, services, and support
- **Systems & Data:** Enterprise systems, data, metrics, and reporting
- **Infrastructure & Security:** Core technology to run and secure connectivity, applications, and data

Technology does not stand alone. It must align with PA Cyber’s strategic goals and priorities. Likewise, each component builds on the other. **Infrastructure & Security** provide the foundation. **Systems & Data** run on the infrastructure and supports student learning. But ultimately, **Student Learning & Support** with a focus on educational excellence leads to students being ready for college, career, and life.

Financial Overview

The Technology Plan is funded from the general budget that covers operational, project, and capital expenditures.

Funding for Technology

Funds were designated to provide online classroom technology equipment and instructional support to enhance student learning and meet the educational requirements and needs of students in the following areas:

Investment for Technology

Making strategic investments in technology supports learning and teaching in the online classroom; delivers services to students, teachers, staff and families; and improves efficiency in business processes.

Student Learning

Upgrade and expand online classroom/student technology kits and services and increase technical support services for student technology.

Instructional Support and Delivery

Modernize and expand online classroom applications, improve network access, and provide online learning environments to help prepare students for life beyond school.

Information/Data Security and Privacy

Continue improvements to the data security systems for the protection of personal (student and staff) sensitive and confidential information; implementation/expansion of critical data protection (disaster recovery, anti-virus, redundancy).

System Support

Continue to improve and enhance student and business systems such as payroll, purchasing, human resources, finances, budgeting, health, Special Education, scheduling and attendance.

Communication transparency and outreach

Improve communication with families and community to increase transparency and outreach using PA Cyber Connect and other technology communication and collaboration tools such as Zoom.

Systems & Data

Continue to improve student and business systems such as payroll, purchasing, human resources, finances, budgeting, health, Special Education, scheduling, attendance, and parent communication; continue Digital Transformation to improve processes, communication, collaboration, and compliance; improve data governance, systems integration, and using data to improve results.

Infrastructure & Security

Upgrade the data center and cloud systems with improvements to the data security and access systems; upgrade school internet connectivity and wireless access to meet higher demands; implement laptop refresh process for staff.

E-Rate

The School and Libraries (E-Rate) program, administered by the Universal Service Administrative Company (USAC) with the guidance of the Federal Communications Commission (FCC), collects and delivers funding focused on providing improved broadband connectivity for school districts nationwide. Discounts and reimbursements are based on the Free and Reduced Lunch eligibility.

PA Cyber has applied for and has received approval or is currently awaiting funding commitments.

Support Team

Operational support for technologies including student laptops, O365, the PA Cyber MySchool portal, and classroom applications such as Agilix Buzz and Class require several teams.

Senior Technology Director

The Senior Technology Director oversees technology staff, the administration and support of systems, project management, help desk services, collaboration with the executive team and other directors and supervisors. The Senior Technology Director also works closely with the COO for technology related budget and finance expenditures. All major software applications and enterprise licensing for systems including Microsoft Enterprise Agreement, anti-virus, infrastructure support licensing, and school-wide software applications are also managed by the Senior Technology Director.

Student Helpdesk and Assistive Technology (AT)

Student helpdesk technicians support and respond to students and parents/guardians who call in with technology related issues and problems. Those calls and issues are logged as ticket into the helpdesk system, BMS. The technicians provide ad hoc support including answering questions, troubleshooting, and following up with students to solve their equipment problems.

The same technicians also support students that have specific needs in which technology breaks down barriers to education. They partner with the Special Education department to provide additional hardware and software when needed. Special Education students sometimes require additional technology to meet their learning objectives as stated in IEP's such as assistive devices for vision, auditory, and motor skills.

Staff Helpdesk

Staff helpdesk technicians provide the same service as the Student Helpdesk team but they support PA Cyber employees instead of students. They also use the BMS ticketing system to document issues and resolve them in a timely manner. The team supports a wide range of applications for teachers and administrative staff such as Class, Buzz, Genius (MySchool), Office 365 (i.e. Exchange, OneDrive), as well as networking issues, hardware issues, and basic instruction.

Helpdesk key performance indicators for both the student and staff helpdesks include:

- Total tickets resolved
- Response times
- Customer Satisfaction Ratings (Staff and Students)

Applications

The Applications Manager administers many of the software applications in the school including Zscaler, Acquia, SharePoint, and the Kaseya BMS helpdesk system. Some of the duties include generating reports, applying updates and upgrades, diagnosing bugs and problems, configuring and implementing systems, and communicating changes to users.

Unified Communications

The Unified Communications teams administers the Ring Central VoIP system, manages the copiers and scanners, orders internet circuits and POTS lines, reviews telecommunication invoices, provisions MIFI's, mobile devices, iPad tablets, and manages the audio and video software and equipment such as Zoom and MS-Teams. They also assist with research, testing, planning, design, implementation and support of all the telecommunication systems and devices mentioned.

IT Asset and Procurement Management

The IT Asset and Procurement manager administers the IT purchase and inventory system, updates and administers asset databases, and manages the life cycle of all assets. The role also receives and manages inventory, ensures security of assets while in inventory, maintains and manages supplier records, service level agreements, software license information and updates, and assists in developing enterprise wide IT purchasing standards and procedures. The individual assists in forming procurement strategies to optimize technology spend across the school.

Reclamations

The Reclamations coordinator facilitates the return of all PA Cyber student technology on loan to students. The role requires letters and emails to be written and sent to families when required, track FedEx shipments for laptop returns, work with the hardware and warehouse teams, and utilize the SBO inventory management system as well as Absolute software for locking laptops, locating laptops via GPS, and pushing messages to laptops when necessary.

Systems Administrator and Reports Development

The Systems Administrator/Reports Developer creates and modifies reports using tools like Microsoft SQL Server and may develop database objects while ensuring data integrity. The role also leads efforts to create nightly batch data transfers between PA Cyber and application vendors via SFTP after mapping data fields required for class and club rostering in systems such as Clever.

Network Infrastructure and Endpoint Management

The Network Infrastructure and Endpoint Management team consists of systems and network engineers, and administrators who provide the central management of endpoints, servers, backend systems and applications, as well as firewalls, switches, and wireless infrastructure. The management of the infrastructure includes a high level of automation, optimization, policy editing, patch management, login scripts, and software distribution that provides consistency across the school and helps scale support.

Hardware

The Hardware team updates computer images, troubleshoots software related issues, installs hardware, installs software and operating system updates and patches, cleans internal and external computer components, logs all computer repairs and maintenance, re-images laptops, and repairs computer equipment.

Edutech

The Edutech team provides administration and functional support for several initiatives that directly impact learning and teaching: Agilix Buzz (LMS), Class, Acquia, and applications published in Clever. The systems all fit within the broader mandate to support the use of technology tools in the classroom for learning and teaching.

Career and Technical Education (CTE)

The Career and Technical Education (CTE) team leads efforts with planned program of courses and learning experiences that begins with exploration of career options, supports academic and life skills, and enables achievement of high academic standards, leadership, and preparation for career and college. Students are entering a highly competitive workforce based on a global knowledge and information economy. To be career and college ready, students need to be able to integrate and apply 21st century skills, technical knowledge and skills, and core academic knowledge. With an emphasis on real world, real life skills, CTE connects students to academics and training that will help them be successful in the future.

Science, Technology, Engineering, and Mathematics (STEM)

The STEM team provides students with experiences allowing the application of core content knowledge in science, engineering and mathematics, combined with the strengthening technological competencies. They help students reach content and practice standards in science/engineering, mathematics and technology competencies, supported by strong core instruction enabling students to succeed. They are also supportive of skills such as collaboration, critical thinking, communication and creativity to real-world problems which can be used for college and career preparation.

Computer and Device Standards

PA Cyber maintains a set of device standards for students and staff. Devices include Windows laptops, Apple Mac laptops, iPads and other tablets, as well as iPhones. The specifications shown below are the current set of standards. PA Cyber evaluates the specifications routinely and will upgrade those specifications as needed. Staff laptops are refreshed every 5 to 6 years, and student laptops will be refreshed within the same time if a student is enrolled for that duration. PA Cyber has purchased Dell laptops for over 8 years and will continue to do so in the future as long as pricing stays competitive and the logistics of receiving those laptops in a timely manner remains at a high level. Every Dell laptop comes with a three (3) warranty, and we utilize CoStar pricing and effective negotiation tactics to keep laptop costs low. The school also has an Apple standard for iMacs and iPads that have educational pricing. The current laptop standards are:

Current Student Laptops

Student Standard Laptop

Dell Latitude 3340

- 13th Gen Intel Core i5-1335U
 - 12 MB cache, 10 cores, up to 4.60 GHz Turbo
- 8GB RAM / 256GB SSD
- Cost \$732.10



Student Assistive Technology Laptop

Dell Latitude 3550

- Intel® Core™ Ultra 5 125U
 - 12MB cache, 12 cores, 14 threads, up to 4.3 GHz Max Turbo
- 16GB RAM / 256GB Hard Drive
- Cost \$999.98



Current Employee Laptops

Standard Model Dell Latitude 3550

- Intel® Core™ Ultra 5 125U
 - 12MB cache, 12 cores, 14 threads, up to 4.3 GHz Max Turbo
- 32GB RAM / 512GB Hard Drive
- Cost \$1,198.26



Instructional Model Dell Latitude 3340 2-in-1

- 13th Gen Intel Core i5-1335U
 - 12 MB cache, 10 cores up to 4.60 GHz Turbo
- 16GB RAM / 1TB SSD
- Cost \$932.78



Upon enrolling, every student receives a technology kit which includes the following items:

Technology Item	Cost 2022-2023	Cost 2023-2024
Laptop	\$687.96	\$732.10
USB Adapter	\$5.16	\$2.68
Tablet	\$32.50	\$35.00
Backpack	\$20.74	\$11.83
Headset	\$12.06	\$11.96
Mouse	\$4.68	\$4.25
Gum Drop Protective Shell	\$28.05	\$27.58
Packing/Shipping: GDC to PA Cyber	\$13.28	-
Packing/Shipping: LLS warehouse to family	\$32.50	\$32.50
Printer (includes starter ink cartridge)	\$94.45	\$60.05
Black ink: 67	\$10.49	\$11.73
Calculator	\$15.85	\$16.30
USB Cable	\$1.42	\$0.99
Kit total	\$959.14	\$946.97

Hardware and software decisions are made annually relative to student needs for digital resources, productivity, applications, and programming. The operating system, form factor, memory, storage, screen size, and durability are also reviewed annually considering existing purchasing agreements and the budget.

Systems & Data

Systems includes business systems, student data systems, business intelligence systems, and systems for collaboration and digital transformation.

Student Information System (Genius)

PA Cyber’s Student Information System (SIS) is called Genius. The school uses Genius to collect and report on all the key student information, including demographics, courses, teachers, grades, class schedules, attendance, discipline incidents, transcripts, GPAs and several mandatory state reports. The system includes a student portal the school calls “MySchool. PA Cyber will add data fields and enhancements periodically, and we will continue to upgrade and improve the system over the next 3 years.

Other systems used and maintained include:

Business, Finance and HR:

- Finance/Payroll: CSIU and PDS Vista
- Human Resources (HR): PDS Vista
- Inventory Management: SBO
- Billing: PACBill (custom developed for PA Cyber)
-

Operations:

- Access Control: Kantech
- Fixed Asset System: CSIU
- IT Helpdesk: BMS and Kaseya ITGlue

Communication/Collaboration:

- File Sharing/Collaboration: Office 365, OneDrive/Teams
- Intranet: SharePoint
- Automated Calls/Text: Parent Square
- Board Documents Mgt: BoardDocs

Infrastructure & Security

Infrastructure and Security includes the foundation for running the Information Technology (IT) for the school. The infrastructure team supports the school’s internal and external network, architecture, data center, and the core IT services to all staff and students. The team provides incident response for cyberattacks (internal or external) and facilitates cyber security awareness training for staff.

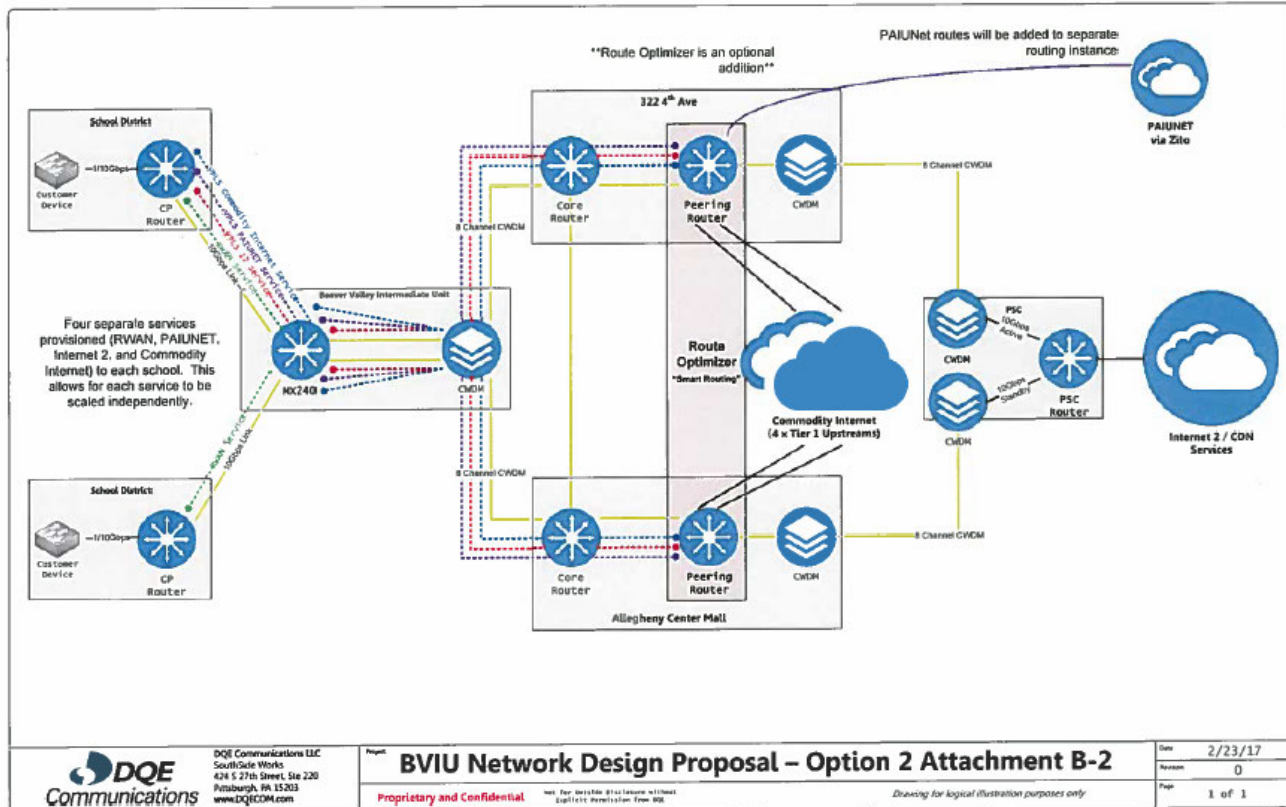
PA Cyber has an extensive infrastructure that consists of its own private fiber network to every building in Midland, PA. Remote offices are connected via VPN tunnels.

Networking and Telecommunications Infrastructure

The school utilizes high speed Internet Service Provider (ISP) services and circuits provided by the Beaver Valley Intermediate Unit (BVIU) and DQE fiber. PA Cyber provides content filtering at all Midland buildings and remote offices as well as on every student and staff endpoint.

All buildings are networked by a wide area network (WAN) connection that runs on private fiber. The plan calls for expanding the primary ISP circuit from 1 GB/sec to 10 GB/sec within 5 years. PA Cyber uses virtual local area networks (VLAN) to separate voice and data traffic. HP and Fortinet switches are utilized in all of the data closets and data center. Fortinet firewalls are also used at every building location.

The Ring Central VoIP phone system runs over the WAN and is transparent to end users, but enables capabilities like room to room calling, voice mail, local and managed long-distance calling. Some phone, fax, and alarm service are provided via POTS (Plain Old Telephone Service) lines provided by Verizon and a few other local service providers. The Unified Communications team handles call routing and message handling.

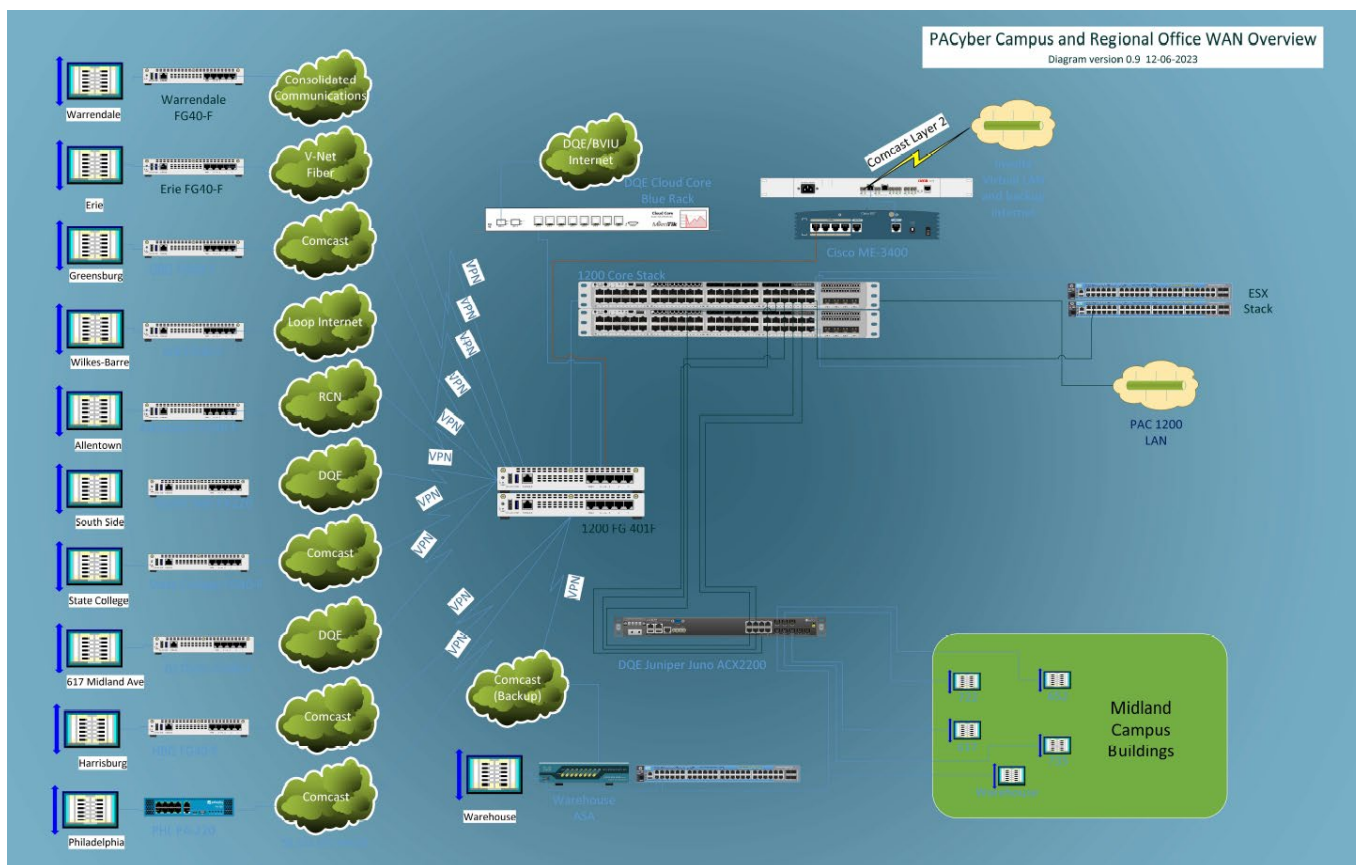


Cell Phones and MIFI's

PA Cyber has smart phones and MIFI's on two group plans, AT&T and Verizon Wireless. The Technology department manages all smart phones and tablets with a mobile device management (MDM) system to ensure security of data on the phones in case of loss.

Local Area Network (LAN)

The LAN is segmented to optimize for security and speed. PA Cyber updates the electrical, cooling, and security in several data closets and the data center as needed.



The school presently runs Category 5 or 6 wiring (sometimes through conduit) to all required endpoints to provide voice and data communication to all classrooms and offices. Currently, the school is standardized on Aruba wireless but is evaluating Fortinet and PortNox wireless alternatives.

Each building is equipped with its own local area network. PA Cyber routinely replaces Power over Ethernet (PoE to power devices over an ethernet cable) switches in phases from year to year.

Wireless access is currently available with the goal to expand coverage and egress to link the school to the resources of the Internet.

Physical Security

PA Cyber has security procedures in place to improve safety at all sites. Security cameras and access control systems are installed and maintained across the organization at most buildings. Plans include continued improvements to the school’s infrastructure to support physical security.

Data Security

PA Cyber has placed a clear focus on cybersecurity in current and future years. The Technology team has taken a proactive working at the technical level to address cybersecurity concerns with a renewed focus. The team leverages both conventional controls (examples: firewalls, patching and Antivirus software), and more sophisticated on site and cloud-based controls to protect and audit. Steps are taken to limit internet exposure by filtering and actively inspecting encrypted traffic where feasible. The network is actively partitioned into isolated segments and firewalls are deployed internally as well as externally. Infections are actively managed, and controls are in place to limit spreading from site to site and machine to

machine.

New software is evaluated for compliance, privacy, safety, and security before onboarding. Cybersecurity extends to the end users, with an effort at enhancing end user education and understanding of threats and mitigations. There is more work to be done in all areas, but especially as threat actors are moving faster and faster to take advantage of new vulnerabilities. The school will continue to budget for additional tools and services to address future security needs.

Goals, Projects, and Initiatives

- Security Awareness Training for Staff: 2024 and Beyond
- Implement Additional Security Layers: 2024 and Beyond
- Implement New Learning Management System(LMS)
- Scale up Online State Testing Program for Students : 2025
- Microsoft Azure Implementation – Student Endpoints: 2025
- Microsoft InTune Implementation – Staff and Student Endpoints: 2025
- AutoPilot Implementation: 2025
- Replace On-Premise VMware ESX Infrastructure: 2026
- Replace Core Wireless (WIFI) Environment: 2026
- Inventory Management System: 2026

Final Comments

The Pennsylvania Cyber Charter School (PA Cyber) will continue to utilize state-of-the-art technology and information technology expertise to develop and deliver an on-line curriculum that is aligned with Pennsylvania State Standards to qualified students, enriching their educational experience, increasing their level of achievement and improving their scores on local, state, and national tests.

PA Cyber envisions a program that continues to utilize innovative technologies to deliver education programs and services tailored to each student. These technologies can revolutionize the delivery of education services as we know it, affording educators unique opportunities to reach every student, in the ways that best meet the needs of every student. The on-going development of technological proficiency will enhance and strengthen PA Cyber's ability to prepare students to fully meet the challenges of life in the Information Age, and to help define and develop the future in which they will live.

Through optimal use of innovative technologies, PA Cyber staff can deliver comprehensive educational programs and services to students in their homes, with portability, making learning an integral component of their daily lives. The use of technology will provide an effective and efficient channel of communication between students, parents, staff, the community, educational partners and the rest of the wired world. Teachers will develop advanced technology skills to promote a tailored learning environment that suits a student's personalities, aptitudes, and goals.

PA Cyber will continue to utilize innovative technologies to improve management functions, support decision making and increase organizational efficiency. Continued technology planning will foster the implementation of new innovative technologies and instructional techniques providing on-going, continuous improvement opportunities to enhance student learning.

Purpose

The Pennsylvania Cyber Charter School ("PA Cyber") recognizes its responsibility for the support and improvement of the educational program. To this purpose, the curriculum shall be developed and evaluated on a continuing basis in accordance with the best in educational theory and practice and, in accordance with Chapter 4 of Title 22 of the Pennsylvania Code, as to Academic Standards and Assessments and/ or any regulations promulgated thereafter.

Definition

Curriculum shall be defined as all planned learning activities of PA Cyber, such as courses of study, subjects, class organization, and evaluation of student achievement. It shall include the provisions of applicable state law as well as subjects and procedures within the discretionary powers of the Board of Trustees ("Board").

Delegation of Responsibility

The Board directs that:

- A. No course of study shall be taught at PA Cyber unless it has been reviewed by the Board and determined to be in accordance with the grant of Charter. If a change is determined to be warranted, the Pennsylvania Department of Education shall be duly notified before any change in curriculum is made consistent with the provisions of the grant of Charter.
- B. A course of study is to be prepared for each curriculum area. This course of study shall contain objectives, subject content, basic instructional activities, references to approved instructional materials, and procedures for evaluation of student achievement.
- C. Staff shall use the course of study in planning instruction and judging student progress.
- D. The course of study shall be available for public examination.
- E. The CEO shall be responsible for the continuous evaluation of the effectiveness of each course of study and shall recommend to the Board such revisions or new courses of study deemed to be in the best interests of the students.
- F. The CEO's recommendation to the Board shall include the following information about the proposed course of study:
 1. Its applicability to students and an enumeration of the group of students to be affected by it.
 2. Its description and content, including the instructional method where such method departs significantly from current practice and *is* an integral part of the course of study.
 3. Its rationale in terms of the goals of PA Cyber, especially when it is proposed to take the place of an existing course of study.
 4. The resources that its implementation will require: textbooks, materials, equipment, specially trained personnel.
 5. The evaluative methods and standards by which its efficacy will be monitored and measured.
- G. With prior approval, the CEO may conduct pilot programs considered necessary for the continued growth of the instructional program and is authorized to seek State, federal, and private aid for such programs.
- H. The Board is committed to the support of a full range of educational programs to meet the individual needs

of its students. These commitments include, but are not limited to, state mandated programs in basic academic subjects, special education for the handicapped/ disabled, guidance counseling, instruction for the homebound, independent study, and summer school for remedial and/ or enrichment.

ACCEPTABLE USE AND INTERNET SAFETY POLICY

(pages 34-41 of the PA Cyber Student Handbook)

The Pennsylvania Cyber Charter School (“PA Cyber”) Board of Trustees (“Board”) provides computer network, equipment, tools, and Technology Resources to enhance educational opportunities for PA Cyber students, employees, and the PA Cyber community. This policy details acceptable use of Technology Resources provided by PA Cyber. PA Cyber provides these services and equipment a privilege, not a right, to the User (as defined below).

It is every Technology Resource User’s duty to use Technology Resources responsibly, professionally, ethically and lawfully. This policy applies to aspects of both adult and minor acceptable use of Technology Resources. This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children’s Internet Protection Act (CIPA); 47 U.S.C. §§ 254(h) & (l); the Neighborhood Children’s Internet Protection Act (NCIPA); and the 2008 Broadband Improvement Act, P.L. 110-385, including any applicable implementing regulations.

This policy addresses the following:

- a. Access by minors to inappropriate matter on the Internet and World Wide Web;
- b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Unauthorized access, including so-called “hacking,” and other unlawful activities by minors online;
- d. Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- e. Measures designed to restrict minors’ access to materials harmful to minors.

In using or accessing PA Cyber’s Technology Resources, Users must comply with the following provisions:

Definitions

For the purposes of this policy, related procedures and forms, the following terms are defined as follows:

1. **Child Pornography.** Under federal law, any visual depiction, including any photograph, film, video, picture, or computer image or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. 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
- c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. 18 U.S.C. § 2256(8)

2. **Child Pornography.** Under Pennsylvania law, 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. 18 PA CSA §6312(d)

3. **Minor.** Under CIPA, an individual who has not yet attained the age of seventeen is a minor. For other purposes, minor shall mean any person under the age of eighteen (18).

4. **Obscene.** Under federal and Pennsylvania law, any material if:

- a. the average person, applying contemporary adult community standards, would find that the material, taken as a whole, appeals to the prurient interest;
- b. the subject matter depicts or describes sexual conduct in a patently offensive way; and
- c. the subject matter, taken as a whole, lacks serious literary, artistic, political or scientific value.

5. **Password.** A unique word, phrase, or combination of alphanumeric and non-alphanumeric characters used to authenticate a User ID as belonging to a specific User.

6. **Sexual Act and Sexual Contact.** Has the meanings given such terms under 18 U.S.C. §§ 2246(2) & (3), and 18 Pa.C.S. § 5903.

7. **Technology Protection Measure.** A specific technology that blocks or filters Internet access to content that is Obscene, Child Pornography or harmful to Minors and the material is covered by a certification regarding CIPA.

8. Technology Resources. Technologies, devices, and resources used to access, store or communicate information. This definition includes, but is not limited to, computers, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, wireless reading devices, i.e. Kindles and Nooks, Internet, electronic mail, electronic communications, devices and services, multi-media resources, hardware and software, including Moodle software.

9. User. Any person who has signed this policy and is permitted by PA Cyber to utilize any portion of PA Cyber's Technology Resources including, but not limited to, students, parents, employees, Board members, contractors, consultants, vendors and agents of PA Cyber.

10. User Identification (ID). Any identifier that would allow a User access to PA Cyber's Technology Resources or to any program including, but not limited to, email and Internet access.

11. Vandalism. Any malicious attempt to harm or destroy Technology Resources, data of another user, the Internet or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Authorized Users

Any authorized User may use PA Cyber's Technology Resources. If a potential User has a history of discipline problems involving Technology Resources, the CEO or his designee may decide not to give the potential User access to certain PA Cyber Technology Resources.

User Privacy

Computer accounts and Technology Resources are given to Users to assist them in the performance of PA Cyber related functions. A User does not have a legal expectation of privacy in the User's electronic communications or other activities involving PA Cyber's Technology Resources including email and anything they create, store, send, share, access, view or receive on or through the Internet.

By using PA Cyber's network and Technology Resources, all Users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by PA Cyber. A User ID with email access will only be provided to authorized users on condition that the User consents to interception or access to all communications accessed, sent, received or stored using PA Cyber technology and signs this policy.

Electronic communications, downloaded material, and all data stored on PA Cyber's Technology Resources, including files deleted from a User's account, may be intercepted, accessed, or searched by PA Cyber administrators or designees at any time in the regular course of business to protect Users and PA Cyber's equipment. Any such search, access, or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration

The Board directs the CEO or his designee to assign trained personnel to maintain PA Cyber's technology in a manner that will protect PA Cyber from liability and will protect confidential student and employee information retained on or accessible through PA Cyber's Technology Resources.

Administrators may suspend access to and/or availability of PA Cyber's Technology Resources to diagnose and investigate network problems, potential violations of the law, or PA Cyber policies and procedures. All PA Cyber Technology Resources are PA Cyber property.

PA Cyber may maintain or improve Technology Resources at any time. PA Cyber or authorized PA Cyber agents may remove, change or exchange hardware, equipment or other technology between buildings, classrooms, or Users at any time without prior notice.

Content Filtering and Monitoring

PA Cyber employs a Technology Protection Measures as required by law. PA Cyber will monitor the online activities of Minors on the PA Cyber network and/or all Technology Resources and equipment with Internet access. At a minimum technology protection is meant to block visual depictions that are obscene, illegal, pornographic, child pornography and/or harmful to Minors, as well as Internet/World Wide Web computer access to such material. Users finding a website deemed inappropriate must report the website to the CEO. After review of the website, PA Cyber will take appropriate steps to block inappropriate site from Users.

For purposes of bona fide research or other lawful purposes, the CEO may make certain blocked sites available for those purposes only after approval of the request.

In making decisions to disable PA Cyber's Technology Protection Measures, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit PA Cyber. A student or parent/guardian claiming they have been denied access to Internet material not within the purview of this policy shall be afforded expedited review and resolution of the claim upon written notice to the CEO.

Technology Protection Measures are not foolproof, and PA Cyber does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure installed by PA Cyber is prohibited.

PA Cyber shall not be held responsible when a student or other User knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

Viruses

Viruses can cause substantial damage to Technology Resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to PA Cyber's Technology Resources.

All material received on disk, flash drive, or other magnetic or optical medium, and all materials downloaded from the Internet, Technology Resources, or networks that do not belong to PA Cyber must be scanned for viruses and other destructive programs before being transferred to PA Cyber's Technology Resources. Any User receiving an email from a questionable source must contact the CEO before opening the email or any attachment included in the email.

To ensure security and avoid the spread of viruses, Users accessing the Internet through Technology Resources attached to PA Cyber's network must do so through an approved Internet firewall or Technology Protection Measure.

Encryption Software

Users shall not install or use encryption software on any PA Cyber Technology Resource without first obtaining written permission from the CEO. Users shall not use passwords or encryption keys that are unknown to the CEO.

The federal government has imposed restrictions on export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

Web Content Developed By Students

As part of class/course assignments, students may be developing and/or publishing content to the Internet via web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, or may be participating in video conferences.

The following guidelines must be adhered to when students develop and publish information to the Internet:

1. Personal information such as phone numbers, addresses, email addresses or other specific personal information shall not be published or shared to a public page or video conference.
2. All web content must comply with this policy.
3. All web content and video conferencing must be used under the direction and supervision of the teacher/administrator for educational purposes only.
4. All web content is subject to copyright law and fair use guidelines.
5. All web content shall only be posted to PA Cyber approved web pages, blogs, wikis, podcasts, webcasts, vodcasts and videoconferences.

Prohibitions

Students, staff, and all Users are expected to act in a responsible, ethical and legal manner in accordance with PA Cyber policies and federal and state laws. Specifically, the following is a non-exhaustive list of uses of PA Cyber's Technology Resources that are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking;
2. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized;
3. Non-work or non-school related work;
4. Product advertisement or political lobbying;
5. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication;

6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
7. To access or transmit material that is harmful to Minors and/or Users, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property;
8. Use of inappropriate language or profanity;
9. To transmit material likely to be offensive or objectionable to recipients;
10. To intentionally obtain or modify files, data and passwords belonging to other Users, or integral to system and network operations;
11. Impersonation of another User, anonymity and/or use of pseudonyms;
12. Loading or use of unauthorized games, programs, files, or other electronic media;
13. To disrupt the work of other Users;
14. Destruction, modification, or abuse of Technology Resources and peripheral hardware or software;
15. Relocation of PA Cyber hardware without prior administrative consent;
16. Quoting personal communications in a public forum without the original author's prior consent;
17. To access or use any form of electronic mail on PA Cyber Technology Resources unless authorized by the CEO or his designee;
18. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts or professionals for educational purposes;
19. Using a disk, removable storage device or CD/DVD brought into PA Cyber from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with PA Cyber established procedures;
20. To discriminate against, advocate violence against, harass, intimidate, bully or cyberbully others;
21. To send unsolicited ("spamming") or forwarded emails and chain letters to persons;
22. Using "spoofing" or other means to disguise User identities in sending email or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, email systems, chat groups, chat rooms, or through other Technology Resources;
23. To send, transmit or otherwise disseminate proprietary data, trade secrets, or other confidential information of PA Cyber;
24. Posting or allow the posting of personal information about themselves or other people on the Technology Resources unless authorized by the CEO. Personal information includes address, telephone number (including home, work and cell phone numbers), school address, work address, pictures or video bites, clips, etc.;
25. To refer to or attempt to refer to PA Cyber or its employees, agents, Board, parents or students in any electronic communication, posting, blog, website, email or social networking site, without written authorization of the CEO;
26. To access or transmit gambling, pools for money, or any other betting or games of chance;
27. To solicit information with the intent of using such information to cause personal harm or bodily injury to another or others;
28. Posting, sharing or attempting to post information that could endanger an individual, cause personal damage or a danger of service disruption; and
29. Indirectly or directly making connections that create "backdoors" to PA Cyber, other organizations, community groups, etc. that allow unauthorized access to the Technology Resources or PA Cyber.

Security

PA Cyber intends to strictly protect its Technology Resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm Technology Resources. Therefore, Users are required to comply fully with this Policy and immediately report any violations or suspicious activities to the CEO.

System security is protected in part by the use of passwords. All passwords must be at least eight (8) characters and include alphanumeric and special characters. Users will be required to change their passwords every THIRTY (30) days. PA Cyber will maintain a password history that prevents the use of a repetitive password. After three (3)

unsuccessful access attempts, an attempted User will be locked out and must contact the CEO or his designee to regain access. After SIXTY (60) minutes of inactivity, the User will be automatically logged off the system. Failure to adequately protect or update passwords could result in unauthorized access to personal or PA Cyber files. Users shall be responsible for safeguarding their passwords for access to PA Cyber's Technology Resources and for all transactions made using their passwords. To protect the integrity of PA Cyber Technology Resources and systems, the following guidelines shall be enforced:

1. Students and other Users shall not reveal their passwords to another unauthorized individual.
2. Passwords shall not be printed or stored online.
3. Students and other Users are required to log off from the network when they complete working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's or User's name.
5. Any User identified by the CEO or his designee as having a history of discipline problems involving Technology Resources may be denied access to any or all of PA Cyber's Technology Resources.
6. Students and other Users shall not alter a communication originally received from another person or computer with the intent to deceive.
7. Users shall not misrepresent the identity of a sender or source of communication.
8. Users shall not disable or circumvent any PA Cyber security; software or hardware.
9. Users shall not interfere with or disrupt PA Cyber's systems, network accounts, services, or equipment.
10. Files, system security software/hardware or any PA Cyber system shall not be altered or attempt to be altered without the written authorization of the CEO or his designee.
11. Unauthorized hardware and electronic devices shall not be connected to the PA Cyber system.
12. Users shall comply with requests from the CEO or his designee to discontinue activities that threaten the operation or integrity of the PA Cyber system.

Use of passwords to gain access to Technology Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on Technology Resources. PA Cyber retains access to all material stored on the Technology Resources regardless of whether that material has been encoded with a particular User's password, subject to limitations as set forth in PA Cyber's policy governing Remote Access and Monitoring of PA Cyber's Technology Resources, as well as applicable law.

Users shall not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users shall not use the Technology Resources to "snoop" or pry into the affairs of other Users by unnecessarily reviewing the files and emails of another.

A User's ability to connect to another computer's system through the network or by any other electronic means shall not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems and the CEO.

Safety

To the greatest extent possible, Users of the network will be protected from harassment or unwanted or unsolicited communication. Any network User who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member or an administrator.

Communications through PA Cyber Technology Resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, PA Cyber Users shall not reveal personal addresses or telephone numbers to other Users on PA Cyber networks or on the Internet.

The CEO or his designee shall be responsible for implementing protection measures to determine whether PA Cyber's computers, laptops, iPads, Kindles and other Technology Resources and technology related devices such as USB drives,

digital cameras and video cameras, PDAs, MP3 players, printers, etc. 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 technology protection measures that block or filter 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 a listing of all employees and Users with access to the room which contains PA Cyber's server.
3. Generate and maintain monitoring reports (including firewall logs) of User activity and remote access on PA Cyber's system by all Users, including but not limited to students, employees, contractors, consultants, and/or vendors. The report should include the date, time and reason for access, whether it was remote access, changes made and who made the changes.
4. Maintaining documentation that students no longer enrolled at PA Cyber, terminated employees, and contractors/vendors with expired contracts or who are terminated are properly removed from PA Cyber's system in a timely manner.
5. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.
6. Developing compensating controls to mitigate information technology (IT) weakness and alert PA Cyber to unauthorized changes to student data, i.e. reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

Vendors

If PA Cyber shares internally sensitive or legally/contractually restricted PA Cyber data with parties outside the PA Cyber community, PA Cyber shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect PA Cyber's proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants, and contractors. PA Cyber's legal counsel must review all Non-Disclosure Agreements before signing.

All vendors, consultants, and/or contractors shall only be granted access to PA Cyber's Technology Resources to make changes or updates with prior written authorization from the CEO or his designee. Once the vendor, consultant and/or contractor, completes its work, access to PA Cyber's Technology Resources will be removed.

Vendors, consultants and contractors are required to assign unique user IDs and passwords to each of their employees authorized to access PA Cyber's system. Vendors, consultants and/or contractors may be terminated for violating this Policy and/or violating any state or federal laws.

All vendors, consultants and/or contractors and their employees, who have direct contact with students, must comply with the mandatory background check requirements for federal and state criminal history and child abuse. As required by applicable law, an official child abuse clearance statement for each of the vendors', consultants', and/or contractors' employees shall be submitted to PA Cyber prior to beginning employment with PA Cyber. Failure to comply with the background check requirements shall lead to immediate termination.

Closed Forum

PA Cyber's Technology Resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving PA Cyber Technology Resources that students, parents/guardians and members of the public might reasonably perceive to bear the approval of PA Cyber and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of PA Cyber for legitimate educational reasons. All other expressive activities involving PA Cyber's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

PA Cyber personnel shall establish a retention schedule for the regular archiving or deletion of data stored on PA Cyber Technology Resources that complies with PA Cyber's Record Retention and Destruction Policy as well as all federal and state laws and regulations. It is the User's responsibility to know which records are subject to these conditions and to comply with these laws and regulations or to contact the CEO for clarification.

In the case of pending or threatened litigation, PA Cyber's attorney will issue a litigation hold directive to the CEO or his designee. A hold directive will direct all PA Cyber administration and staff not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, issue and/or for a specific time period. Failure to follow such a directive could result in negative legal consequences for the User and/or within the actual or

threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by PA Cyber's legal counsel.

Email and computer accounts of separated employees that have been placed on a litigation hold will be maintained by PA Cyber until the hold is released. No employee, who has been so notified of a litigation hold, may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Drafting Emails

Like any other document, an email message and other computer information is discoverable during litigation. An email may be used in litigation to indicate what a User knew or felt. It is important to keep this in mind when creating emails and other documents. Even after you delete an email message or close a computer session, it may still be recoverable and may remain on the system. Since email communications are discoverable during litigation, they will have to be turned over to the opposing party unless determined to be privileged by PA Cyber's legal counsel.

Privileged Attorney-Client Communications

Confidential email sent to or retained from counsel or an attorney representing PA Cyber shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

Damages

All damages incurred by PA Cyber due to a User's intentional or negligent misuse of PA Cyber's Technology Resources, including loss of property and staff time, may be charged to the User. PA Cyber administrators have the authority to sign any criminal complaint regarding damage to PA Cyber technology.

No Warranty/No Endorsement

PA Cyber makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by PA Cyber, with the exception of resources approved and adopted by the Board. Nor does PA Cyber guarantee the accuracy of information received using PA Cyber's Technology Resources.

PA Cyber is not and shall not be responsible for the loss of data, delays, non-deliveries, missed deliveries or service interruptions. PA Cyber is not and shall not be responsible for any information that may be damaged or unavailable when using PA Cyber Technology Resources or for any information that is retrieved via the Internet. PA Cyber is not and shall not be responsible for any damages incurred as the result of using PA Cyber's Technology Resources, including but not limited to, the loss of personal property used to access Technology Resources. Further, PA Cyber is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

Unauthorized Disclosure of Information of Minors

It is a violation of state laws, including, but not limited to Chapter 12 of Title 22 of the Pennsylvania Code, The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g) and all other federal laws and regulations, to access data of a student the User does not have a legitimate educational interest in or to disclosure information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded.

Questions regarding the disclosure of student information must be directed to the CEO prior to disclosure and must conform to PA Cyber's student records and confidentiality policies. Unauthorized disclosure, use and dissemination of personal information regarding Minors is prohibited.

Compliance with Applicable Laws and Licenses

In their use of Technology Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. Users shall not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the email system or by any other means unless it is confirmed in advance from appropriate sources that PA Cyber has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by PA Cyber, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the CEO or his designee.

Violations of Acceptable Technology Usage Policies and Procedures

Use of Technology Resources and equipment in a disruptive, manifestly inappropriate or illegal manner impairs PA Cyber's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all Users granted access to PA Cyber's Technology Resources. Any violation of PA Cyber policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of

User privileges. User privileges may be suspended pending investigation into the use of PA Cyber's Technology Resources and equipment.

Employees may be disciplined or terminated, and students suspended or expelled, for violating this Policy. Any attempted violation of PA Cyber's policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Consequences for Inappropriate Use

PA Cyber Users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of PA Cyber Technology Resources includes, but is not limited to: intentional copying, deletion or damage to files or data belonging to others; copyright violations; or theft of services. Any illegal usage of PA Cyber Technology Resources will be immediately reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet or any PA Cyber Technology Resource. Suspension of access, loss of access and other disciplinary actions may be consequences for inappropriate use.

Vandalism may result in cancellation of access privileges, discipline and possible criminal action.

Cessation of Access

Upon termination or ending of enrollment, employment or the termination of any contract with or from PA Cyber, no further access to or use of Technology Resources is permitted without the express authorization from the CEO.

Education of Technology Resource Users

PA Cyber shall implement a program which educates students and staff about acceptable use and internet safety associated with PA Cyber's Technology Resources. All students must complete a designated Technology Resources and Internet training prior to unsupervised use of PA Cyber's Technology Resources as required by the 2008 Broadband Data Improvement Act. This training includes, but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyberbullying awareness and response; proper use of Technology Resources; restricted activities with Technology Resources; and access and monitoring of school-issued Technology Resources to students.

June 1 - September 20th ticket data 2024.



Prepared for: PA Cyber Created on: Sep 20, 2024 Created by: Derek Ehrenberger

student tickets by month. last 3 months

MONTH	AVERAGE TIME TO RESOLVE BY HOURS	NUMBER OF TICKETS
Jun 2024	0.53	348
Jul 2024	1.27	346
Aug 2024	2.51	2,141
Sep 2024	2.32	1,684

THE PENNSYLVANIA CYBER CHARTER SCHOOL
Board of Trustees Policy

ANTI-BULLYING POLICY

Purpose

The Board of Trustees (“Board”) of The Pennsylvania Cyber Charter School (“PA Cyber”) recognizes the importance of providing all students and employees with a safe school and a safe learning environment in order to promote the educational process. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying and cyberbullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and PA Cyber’s ability to safely educate its students in a safe environment. Therefore, in order to ensure and promote a safe learning environment, it shall be the policy of PA Cyber to maintain an educational environment that is intolerant of bullying and cyberbullying in any form.

Since students learn by example, school administrators, faculty, staff and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect and to refuse to tolerate bullying and cyberbullying. This policy pertains to all students and staff, regardless of their status. This policy also applies to all students and staff whose conduct out of school materially and substantially interferes with the educational process at PA Cyber.

Definitions

Bullying and Cyberbullying are defined as an intentional electronic, written, verbal or physical act, or a series of acts:

- A) directed at another student or students, faculty, staff, or volunteers.
- B) which occurs in a “school setting,” or outside of school and PA Cyber reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational process or program in the school, and the outside-of-school conduct does in fact materially interfere with or substantially disrupt the educational process or program in the school.
- C) that is severe, persistent, or pervasive; and
- D) that 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 and cyberbullying shall encompass acts that occur outside a school setting if those acts meet the requirements found in (A), (C) and (D) listed above.

School Setting shall mean in PA Cyber, on PA Cyber grounds/property, in contracted transportation services, using PA Cyber equipment and technology, on PA Cyber's server or PA Cyber's electronic, web-based, Internet or online programs, in PA Cyber vehicles, at designated bus stops or at any activity sponsored, supervised, or sanctioned by PA Cyber and any time spent necessarily traveling to and from these locations. Additionally, any student whose out of school conduct materially interferes with or substantially disrupts the educational process in the school is also subject to this policy.

Cyberbullying

Cyberbullying is often seen by sending harmful or cruel material, text messages and/or images or engaging in other forms of social aggression and bullying using the Internet, cell phones, or other technology resources/devices.

All students, staff, volunteers, and contractors shall comply with PA Cyber's Acceptable Use and Internet Safety Policy, which is required under the Children's Internet Protection Act ("CIPA"), and review PA Cyber's Social Media and Networking Guidelines Policy when using any technology resources.

Cyberbullying via the Internet is seen through the use of one or more of a number of methods, including, but not limited to:

- A) Email sent to the intended victim.
- B) Blog entries regarding the intended victim.
- C) Posts on social networking websites.
- D) Posting victim's pictures on the Internet or networking websites with derogatory phrases or questions attached to them.
- E) Using instant messaging tools to harass victims.
- F) Creating an Internet parody of the intended victim.
- G) Creating fake Internet profiles for the victim on a public website.
- H) Creating or accessing an unauthorized website which harasses or bullies the victim.

:

- I) Using camera phones and/or cameras to take embarrassing photographs of students and/or staff and posting them online.
- J) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.
- K) Using cell phones for cyberbullying such as calling or texting a victim using harassing language.

The use of the Internet or PA Cyber email does not necessarily have to involve the creation of the offensive materials. Rather, the person creating the offensive material may do it on a home computer and then use PA Cyber's computers to take such actions as accessing it, viewing it, displaying it for others to see, disseminating copies of it to others or otherwise publicizing the contents.

PA Cyber strictly prohibits the above conduct and any conduct by any student or staff that creates or intends to create an intimidating, threatening, offensive or hostile learning environment.

Guidelines

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of PA Cyber, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Since bystander support of bullying and cyberbullying can bolster these types of behaviors, PA Cyber prohibits both active and passive support for acts of bullying and cyberbullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the CEO of PA Cyber.

Reporting Procedure

Any student who feels he or she has been bullied or cyberbullied shall have the right to file a complaint of such bullying. Complaints should be reported to PA Cyber's Anti-Bullying Liaison who will report to appropriate staff and CEO. Complaints may also be reported directly to a Teacher, an Academic Advisor, School Counselor, or

Administrator who will notify the PA Cyber Anti-Bullying Liaison.

Any staff who sees any incidents of bullying or cyberbullying must immediately report the incident(s) to the PA Cyber Anti-Bullying Liaison. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. It shall be the responsibility of PA Cyber to investigate promptly and thoroughly all bullying and cyberbullying complaints received or referred by other individuals and to make recommendations based upon the investigation. The investigation is to be commenced within three (3) school days after a report of any bullying is received.

The Board of Trustees requires the PA Cyber Anti-Bullying Liaison to be responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes bullying or cyberbullying, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the bullying, PA Cyber CEO shall take prompt corrective action to ensure the bullying and/or cyberbullying ceases and will not reoccur.

Reports to PA Cyber Staff may be made anonymously, but formal disciplinary action may not be based solely on the anonymous report.

The CEO shall immediately notify the parent or guardian of the perpetrator of the bullying and the parent or guardian of the victim of the bullying of the alleged incident.

Consequences for Violations

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or cyberbullying may range from positive behavioral interventions up to and including in school or out of school suspension from PA Cyber or expulsion or other disciplinary removal from PA Cyber, in the case of a student, or suspension or termination in the case of an employee, as set forth in PA Cyber's student Code of Conduct or Employee Handbook.

In some cases, bullying and/or cyberbullying may constitute criminal activity and the Police Department will be notified. This may lead to a criminal investigation and criminal charges against the student or staff.

Consequences for a student who commits an act of bullying and/or cyberbullying shall be unique to the individual incident and will vary in method and severity according to

the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with PA Cyber's student code of conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The following intervention strategies for protecting victims may be followed as needed:

- A) Supervise and discipline offending students fairly and consistently.
- B) Provide adult supervision at PA Cyber testing sites or other sites used by PA Cyber, at any activity sponsored, supervised, or sanctioned by PA Cyber during any breaks, lunch times, bathroom breaks and in the hallways during times of transition.
- C) Maintain contact with parents and guardians of all involved parties.
- D) Provide counseling for the victim if assessed that it is needed.
- E) Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, bullying and/or cyberbullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F) Check with the victim to ensure that there have been no incidents of retaliation from the offender or other parties.

Retaliation Prohibited

The Board strictly prohibits retaliation or reprisal against any person who reports bullying and/or cyberbullying incidents. Retaliation includes, but it is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying and/or cyberbullying. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for students and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

False Accusations

The Board prohibits any person from falsely accusing another of bullying and/or cyberbullying. The consequences and appropriate remedial action for a student found to have falsely accused another of bullying and/or cyberbullying may range from behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for an employee found to have falsely accused another of bullying and/or cyberbullying shall be disciplined in accordance with PA Cyber

policies, procedures, and agreements.

Annual Distribution of Information

The Board requires PA Cyber officials to annually disseminate the policy to all school staff, students, volunteers, independent contractors and parents along with a statement explaining that it applies to all applicable acts of bullying and cyberbullying that occur in PA Cyber, on PA Cyber grounds, on PA Cyber property, using PA Cyber equipment and/or technology, on PA Cyber's server or PA Cyber's electronic, web-based, Internet or online programs, in PA Cyber vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by PA Cyber and any time spent necessarily traveling to and from these locations. Additionally, any student or staff's out of school conduct that materially and substantially interferes with the educational process in PA Cyber is also subject to this policy.

PA Cyber is required to post this policy on its website and make the policy available for every student. This policy shall also be posted at a prominent location within every PA Cyber building where such notices are usually posted. PA Cyber shall ensure this policy and its procedures for reporting bullying and cyberbullying incidents are reviewed with students and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.

Compliance

As required by the Federal Broadband Data Improvement Act of 2008, PA Cyber shall educate elementary and secondary school aged students with computer access to the Internet about appropriate online behavior, including online interaction with other individuals on social networking websites and in chat rooms and educate them regarding cyberbullying awareness and response.

The Board directs the Administration to develop any procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying and cyberbullying.

Acts of bullying and cyberbullying are prohibited by and a violation of PA Cyber's Acceptable Use and Internet Safety Policy and its Child Internet Protection Act (CIPA) Policy.

PA Cyber will comply with all applicable federal and state laws relating to bullying and cyberbullying, including, but not limited to, the requirements delineated in the Pennsylvania Charter School Law, 24 P.S. § 1701-A, et seq., the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h) and (l), and the Neighborhood Children's Internet Protection Act (N-CIPA) and any applicable implementing regulations.

PA Cyber will also comply with Chapter 711 of Title 22 of the Pennsylvania Code, the Public School Code, the applicable House Bill 1067 Public School Code amendments relating to safe schools and bullying, and applicable provisions of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE PENNSYLVANIA CYBER CHARTER SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

APPROVED this day 20 of June, 2022.



STUDENT ATTENDANCE POLICY

All persons residing in the Commonwealth of Pennsylvania between the ages of six and twenty-one years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migrant, homeless, pregnant, married, or emancipated students.

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. All students enrolled in school must attend on a daily basis in accordance with the academic calendar. Parents and guardians are required by the compulsory attendance law to ensure their child attends an approved educational institution unless otherwise legally excused. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner which may be no later than at the age of 6 years, until the age of 18 or graduation from a high school, whichever occurs first. A beginner is a child who enters a school district's lowest elementary school grade that is above kindergarten.

PA Cyber requires all students to receive educational instruction for:

<i>Grade Level</i>	<i>Day Totals per Academic Year</i>	<i>Hour Totals per Academic Day</i>	<i>Hour Totals per Academic Year</i>
<i>Kindergarten through Sixth</i>	180	5	900
<i>Seventh through Twelfth</i>	180	5.5	990

PA Cyber students must attend school Monday – Friday according to our academic calendar. The School offers a degree of flexibility within the academic model permitting students to have access to the program outside of the traditional Monday through Friday academic week. Students may complete work on Saturday and Sunday; however, weekends do not replace weekday attendance according to our attendance requirements. Additionally, PA Cyber's academic calendar is independent from all local school districts and does not include snow days. PA Cyber students are required to be in attendance regardless of a local school district in-service day and/or snow day.

Students enrolled at PA Cyber will meet attendance requirements by logging into the MySchool portal each school day where this will take your child into his/her classes and have the opportunity to complete their coursework and maintain adequate and consistent progress in their classes.

"Adequate and consistent progress" is defined by completing all lessons and assignments in alignment with the recommended course pacing. Course pacing is determined by the teacher of each course.

Blended Classroom (BC) - Live Session Attendance

Attendance in the live component of the Blended Classroom is *mandatory* for all students unless otherwise exempt by the Blended Classroom Teacher. The criteria a student must meet in order to become exempt from mandatory attendance in a live, blended class is as follows:

- Kindergarten – Beginning November 1 if a student has a passing grade for the course, he/she will not be required to attend a live blended session unless otherwise noted by the classroom teacher.
- Grades First through Twelfth – Students with an overall grade of C or below and/or are not meeting adequate and consistent progress will be required to attend a live blended session unless otherwise noted by Blended Classroom Teacher. Students will receive an email on the 25th of each month to notify if attendance in the upcoming month is mandatory.

Attendance is strongly recommended for all live, blended sessions despite exemption status. Mandatory blended classroom attendance is typically determined on a monthly basis; however, the Blended Classroom Teacher reserves the right to determine attendance status at any time based on the individual student's needs for success. Failure to attend a blended class session for any given subject area will result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) school days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class at the teacher's discretion.

Virtual Classroom (VC) - Live Session Attendance

Attendance in all assigned live, virtual sessions is *mandatory* for any student enrolled in a VC course. Failure to attend a virtual class session for any given subject area may result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) school days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class at the teacher's discretion.

Absences

Parents/guardians are responsible for notifying the Attendance Department if their child is absent for a valid excusable reason on a scheduled school day during the year. An absence is only classified as excused if the absence meets the identified valid and lawful excuse criteria identified in this policy. Such valid reasons for missing school must be submitted to the Attendance Department either electronically or telephonically by a parent or guardian. All absences are treated as unexcused until a parent provides the school with a valid excuse.

Excused Absences

Excused or legal absences *must* be reported to the Attendance Department within three (3) school days of the return to school. If a valid excuse is not provided within this time frame, the absence will remain unexcused.

The following reasons are considered lawful and excused in accordance with the Pennsylvania State Attendance Laws:

- College Visit: An excused absence may be approved for any student in 11th and 12th grade for college visitations. No more than three (3) absences will be excused for college visitations per school year. Written notification should be provided no later than 48 hours prior to the visit and approved by the Director of Attendance [Title 22 PA CODE § 11.26].
- Court Ordered Hearing: An absence may be excused if resulting from the attendance of a student at the proceedings of a court or administrative hearing, if the student is a party to the action or under subpoena as a witness.
- Death of a Family Member: An absence may be excused for the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers and sisters.
- Family Educational Trip: An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity (non-PA Cyber related). Written notification should be provided at least fourteen (14) days prior to the trip and must be approved by the Director of Attendance. No more than five (5) total absences will be excused for family educational trips per school year [Title 22 PA CODE § 11.26].
- Family Emergency: An absence resulting from an urgent reason may be excused. PA Cyber shall strictly construe the term "urgent reason" as it applies to such absences and such excuse does not permit irregular attendance [Title 22 PA CODE § 11.25].
- Illness or injury: An absence may be excused in which either illness or injury prevents the student from being physically or mentally able to participate in school. A note from a Commonwealth licensed practitioner will be required for any student missing more than three (3) consecutive school days due to illness or injury [Title 22 PA CODE §11.25].
- Maternity Leave: Pregnancy itself does not exempt a student or parents from compulsory attendance laws. Documentation from a Commonwealth licensed practitioner is required to excuse a student who is prevented from attending school due to pregnancy related illness or complications. In cases of normal pregnancy, only a Commonwealth licensed practitioner's statement will be accepted for excusal to discontinue attendance prior to the birth of a child and resuming attendance after the birth.
- Medical or Dental Appointment: An absence resulting from a medical (health care or therapy) or dental appointment for the student may be excused. Students and parents should make every effort possible to schedule appointments outside of scheduled live classroom sessions. Notice should be given to the attendance department prior to the absence, except in the case of an emergency [Title 24 PA Code § 13-1329]
- Out-Of-School Program: Students are encouraged to participate in opportunities which provide real world exposure such as cooperative education, community service, job shadowing, and/or internships/apprenticeships; however, these opportunities should not interfere with any scheduled live sessions. Such absences shall be treated as education trips; therefore, no more than five (5) excused absences from a *live* classroom session will be approved for out-of-school opportunities. Approval from the Director of Attendance must be obtained seven (7) days prior to the activity. Non-virtual students attending an out-of-school program must still log attendance for the school day in the MySchool portal.

- ***Observance of a Religious Holiday:*** An absence may be considered excused if the tenets of a bona fide religion, to which the student or parent/guardian adheres, require observance of a religious event. Written notification should be provided at least fourteen (14) days prior to the holiday and must be approved by the Director of Attendance [Title 22 PA CODE § 11.21].

Reporting an Excused Absence

- **Electronic Form:** Submit the *Excusal Request Form* found in the Parent Portal and/or Buzz. ***Preferred***
Complete all required fields on electronic form.
- **E-mail:** Email attendance@pacyber.org
Provide the following information: Student's full name, student ID, grade level, date of absence, reason for absence, if the student missed a full school day or specific live classes, and your (parent) name.
- **Telephone:** Contact the Attendance Department at 1-888-722-9237, ext. 7718.
Provide the following information: Student's full name, student ID, grade level, date of absence, reason for absence, if the student missed a full school day or specific live classes, and your (parent) name.

Any supporting documentation such as, but not limited to, a physician note must be submitted to the school through an email attachment to attendance@pacyber.org or faxed to 717-558-0131. The student's name and student ID should be clearly communicated.

Students affected by chronic illness at any time during the school year must provide initial documentation of the diagnosis from a Commonwealth licensed practitioner with regard to school attendance. Additionally, parents are required to submit an excuse for all absences including absences affected by the illness and absences caused by other reasons.

Classification of Absences

- **Exempt:** An absence listed as *medical or illness/injury* when accompanied by the correct documentation is classified as exempt. Such absences are not counted when determining whether the student is out of compliance with state attendance laws, as long as verification is provided within the three (3) day limit.
- **Non-exempt:** An absence accompanied with a lawful excuse from a parent/guardian within three (3) school days of the return to school is classified as non-exempt. (*See Excused Absences section for listing of lawful excuses.*) Absences classified as non-exempt count toward the state attendance law (10 days maximum permitted in a school year).
- **Unexcused (unlawful):** An absence which no explanation is given within three (3) school days of the return to school and/or an absence which does not meet lawful criteria. (*See Unexcused Absences section for listing of unlawful absence reasons.*) Penalties through the magisterial district justice may be levied for excessive illegal absences (an accumulation of 6 or more, consecutive or non-consecutive).

A maximum of ten (10) non-exempt absences may be approved per school year through communicated documentation by the parent. Absences accumulating beyond ten (10) cumulative non-exempt school days or the equivalent will require documentation from a Commonwealth licensed practitioner. The Director of Attendance holds the right to approve atypical excuses if deemed appropriate and necessary.

Unexcused Absences

If a student has not met the attendance requirements and the school day is not determined to be excused, that day will be considered an unexcused/unlawful absence. The following reasons are considered to be unexcused in accordance with the Pennsylvania State Attendance Laws:

- *Babysitting / Caretaking*
- *Chores*
- *Gainful employment*
- *Hunting, fishing, or other unapproved sporting events*
- *Oversleeping*
- *Truancy*
- *Unapproved educational travel*
- *Any other reason not recognized as excused*

Any student who accumulates ten (10) consecutive unexcused absences will be removed from active membership if a valid excuse is not provided within three school days from the tenth absence. [Title 22 PA CODE § 11.24].

Notification of Unexcused Absences

Any and all unexcused absences will be reported to parents by means of an automated e-mail sent to the student and parent school issued email account. Such absences will be reported to parents/guardians and students the next scheduled school day via e-mail because of the ability for students to log in and submit coursework over a period of 24 hours in a given day.

<p><i>First / Second Unexcused Absence</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record.
<p><i>Third Unexcused Absence</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • A <i>Concern Letter Regarding Unexcused Absences</i> will be sent to the parent by US Postal mail to the primary mailing address on school record. • Parents may be asked to contact the school to set up a School Attendance Improvement Plan (SAIP).
<p><i>Fourth Unexcused Absence</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • A conference to develop a SAIP will be scheduled if one has not already been completed. The parents and student will be given written notice to attend the scheduled SAIP via our online meeting platform or telephone. The conference will be held even if the parents decline to participate or fail to attend the meeting. A copy of the completed SAIP will be provided to the parent and student. • If the student accrues unexcused absences after the completion of the SAIP, PA Cyber may pursue other legal action to address unexcused absences.
<p><i>Sixth Unexcused Absence</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • If the student is under fifteen (15) years of age, PA Cyber will refer the student to either a school-based or community-based attendance improvement program or make a report the child to the county children and youth agency. • PA Cyber may file a citation against the parents of a student who is under fifteen (15) years of age with the local Magisterial District Judge where the parent resides resulting in possible legal penalties after we consult with the child and youth agency if the case is still open. • If the student is fifteen (15) years of age or older, PA Cyber may refer the student to a school-based or community-based attendance improvement program or service; or if the child refuses to participate in this program or incurs additional unexcused absences after being referred, PA Cyber may refer the child to the county children and youth agency for possible disposition as a dependent child.
<p><i>Subsequent Unexcused Absences</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • Referrals to school-based or community-based attendance improvement program or services or child and youth agencies will be made. • Citations may be filed with the local Magisterial District Judge where the student’s parents reside for any or all subsequent truancy violations resulting in possible legal penalties. If a case with child and youth family services is open, the school must consult with child and youth family services prior to filing a citation with a local Magisterial District Judge where the student’s parents reside.

Special Education Considerations

PA Cyber shall give appropriate consideration to a student's needs under an existing or proposed IEP, 504 Plan, or other Special Education program when evaluating how to serve the student and facilitate student attendance under this policy.

State Testing Attendance

All students in grades 3-8 and high school are required to participate in PSSA's, Keystones, and/or other state assessments according to the laws outlined by The Pennsylvania Department of Education. An unexcused absence can be recorded for any student who is absent on a given testing day and does not participate in testing.

During designated state testing days, the State Testing Attendance Policy supersedes PA Cyber's traditional attendance policy. If a student is absent during an assigned testing day, the absence will be recorded as unexcused unless a valid excuse is provided. Completing curriculum coursework instead of the state testing is not considered meeting attendance requirements during that time unless otherwise approved by the CEO.

Post-secondary Institutions

Any student enrolled in college level courses at a community college, 2 - 4 year college, or university must still log attendance for the day in the MySchool portal.

PA Cyber Family Link Events / Field Trips / Clubs

Any student choosing to participate in a school sponsored event would be considered to be in attendance for the school day. Students are encouraged to log into the MySchool portal within the same day to log attendance. Otherwise, attendance would be updated upon confirmation from the authorized field trip supervisor that the student attended the event. Additionally, students will be excused from any live classroom sessions for participation in the school sponsored event. Students should notify their teacher prior to the absence; however, notification to the Attendance Department is not necessary. Students are responsible for watching the playback of the missed live session and meet all assignment deadlines.

No Internet Access, Power Outage, or Technology Failure

Internet access, computer access is essential for all cyber school students. In the event of internet failure, power outage, or computer failure, all students must have an alternative plan to go to a public library or public Wi-Fi enabled location with computer access to complete school work. If an alternate plan is not feasible due to extreme circumstances, notification to the Attendance Department must be made within 24 hours. All technology issues preventing daily attendance must be reported and documented with the PA Cyber Tech Help Desk in a timely manner.

TRUANCY OVERVIEW

Pennsylvania defines truancy as when a student of compulsory school age accumulates three or more unexcused absences in the current school year. Every parent, guardian, or person in a parental relationship who is responsible for a student age six to eighteen is responsible for making sure the student of compulsory age attends school on a regular basis. Students who have accumulated six or more unexcused absences are considered habitually truant by state law, Act 138 of 2016. Habitual truancy may be subject to legal penalties through the local Magisterial District Judge or county court system.

PA Cyber students outside compulsory age are required to meet all attendance requirements to be considered a full-time, active student at PA Cyber. Truant students outside of compulsory age will be addressed through PA Cyber's Code of Conduct requiring progressive disciplinary measures to be taken.

Preventing Truancy

Consistent attendance and progress in coursework are key factors in reaching academic success within our school. Every day a student is absent, he/she is missing critical instructional time, which may result in decreased academic performance. Once enrolled with PA Cyber, students and their parents will be held accountable for completing work in a manner consistent with the attendance policy and the specific requirements of their chosen academic curriculum.

PA Cyber is committed to developing comprehensive approaches to ensure our students and parents are active participants in the child's education. Attendance will be closely tracked by teachers, Principals, Assistant Principals, Special Education Coordinators, and the Attendance Department. PA Cyber understands children are truant for many reasons. We are dedicated to understanding and addressing such issues. Every effort will be made to keep youth in school and reduce referrals to county courts, child welfare, or juvenile justice systems in order to effectively intervene and eliminate truant behavior.

School Attendance Improvement Plan

A School Attendance Improvement Plan (SAIP) is a school-family conference used to address chronic absences and/or academic difficulties. Students can be recommended for a SAIP by the Attendance Officer, teacher or other school staff.

Issues addressed will include, but are not limited to:

1. Appropriateness of the student's educational environment
2. Possible elements of the school environment that inhibit student success
3. Student's current academic level and needs
4. Social, emotional, physical, mental and behavioral health issues
5. Issues concerning family and home environment
6. Any other issues affecting the student's success

SAIP meetings are an important step for the student's continued success; therefore, cooperation and participation by student and parent/guardian is mandatory.

Resulting Penalties of Truant Youth

The law of the Commonwealth of Pennsylvania states that a person may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 per offense, with court costs, for the second offense; and (3) up to \$750 per offense, with court costs, for a third and any and all subsequent offenses. The law allows the court to impose educational parenting classes and community service sentences upon parents of a truant student who do not show they took reasonable steps to ensure the student's school attendance. It provides that the parent and student must appear at a hearing before the Magisterial District Judge if pleading "not guilty." This law also provides that truant students can lose their driver's license for 90 days for a first offense and six months for a second offense. Additionally, students under the age of 15 shall be referred to a county children and youth agency for possible disposition as a dependent child. The Magisterial District Judge has the ability to suspend all or portions of a sentence if the child is no longer habitually truant.

DATE

Parent/Guardian

Address

City, State Zip

**OFFICIAL NOTICE OF POTENTIAL WITHDRAWAL
TEN CONSECUTIVE UNEXCUSED ABSENCES**

Dear Parent/Guardian,

Students who are enrolled with PA Cyber must be in compliance with mandatory state attendance laws and continuously show daily signs of progress in their course work. Choosing not to comply with these laws may result in your child's removal from our active membership rolls.

In accordance with Act 22 Section 11.24 of the Pennsylvania Code a district can act to remove a student who has accumulated ten consecutive unexcused absences from its active membership rolls. Unfortunately, your child has reached this threshold for unexcused, unlawful absences on the following dates: <<DATE>>.

Please contact us immediately if there is a valid reason for these absences. If we do not receive a response from you by <<DATE>> and **an official excuse provided by a physician**, we will proceed with the withdrawal process and notify <<School District>> that <<Student>> is no longer enrolled in PA Cyber. Also, we will issue return labels to have all books, materials, and equipment returned immediately.

****Please note: Responses to this letter *must* be directed to <<Staff>> at <<Phone>> <<Email>>. Please title the subject line of your email "*Responding to 10 consecutive absences*" to ensure priority of your response.**

Sincerely,

Director of Attendance

cc: Student File

DATE

PARENT/GUARDIAN
ADDRESS 1
CITY, PA ZIP

CONCERN REGARDING UNEXCUSED ABSENCES

Dear Parent/Guardian,

Your child was absent from school without a valid excuse provided to the Attendance Department on the following dates: **DATES**. If any of these absences are in discrepancy with your records, please contact us immediately. Absences accumulated without a valid excuse are considered unexcused and a violation of the compulsory attendance provision of the Pennsylvania Public School Code (24 P.S. 13-1327).

We are concerned with <<Student's>> attendance in school and would like to work with you to get <<student>> back on track and in daily attendance. I invite you and <<student>> to participate in an online family-school meeting where we will discuss tips and strategies to improve attendance. We will then outline these in a School Attendance Improvement Plan (SAIP) to help <<student>> better understand how to meet PA Cyber's attendance requirements. It is our goal to address any issues hindering daily attendance and academic success.

***** Please participate in the online conference scheduled on: *****

DATE

Session 1: 9:00 am -or- Session 2: 12:00 pm

Two session times are available. Please attend the online session that is best for your schedule. A link to join the session will be sent to your PA Cyber email account in an email titled *Attendance Meeting*. If you are unable to attend at either time on the above date and wish to reschedule, please contact Attendance Officer, by phone at <<number>>, or by email at <<email>>.

Regular daily attendance is important for all students enrolled in primary and secondary school. Failure to comply with the state compulsory attendance requirements may result in legal penalties imposed against a parent and/or student. Our goal is for your child to attend school every day. Let's work together to improve your child's attendance!

Sincerely,

Director of Attendance

cc: Student File



Main Office
652 Midland Avenue
Midland, PA 15059
p 724-643-1180
f 724-643-2845
www.pacyber.org

DATE

Parent/Guardian
Address
City, State Zip

Dear Parent/Guardian,

In accordance with Act 22 Section 11.24 of the Pennsylvania Public School Code, PA Cyber has removed <<Student>> of <<Address>> from active membership roles for ten consecutive unexcused absences. PA Cyber has determined that the above-named student has been unlawfully absent on the following dates:
2/18/2022-3/4/2022

Please contact your local school district immediately. Your child is required to be actively enrolled in a school until he/she is no longer of compulsory age. Your child may be considered truant for further unexcused absences accumulated while not actively enrolled in a school.

The Pennsylvania Cyber Charter School
Director of Attendance

cc: Student File
cc: School District:

DATE

Parent/Guardian

Address

City, State Zip

**OFFICIAL NOTICE OF POTENTIAL WITHDRAWAL
TEN CONSECUTIVE UNEXCUSED ABSENCES**

Dear Parent/Guardian,

Students who are enrolled with PA Cyber must be in compliance with mandatory state attendance laws and continuously show daily signs of progress in their course work. Choosing not to comply with these laws may result in your child's removal from our active membership rolls.

In accordance with Act 22 Section 11.24 of the Pennsylvania Code a district can act to remove a student who has accumulated ten consecutive unexcused absences from its active membership rolls. Unfortunately, your child has reached this threshold for unexcused, unlawful absences on the following dates: <<DATE>>.

Please contact us immediately if there is a valid reason for these absences. If we do not receive a response from you by <<DATE>> and **an official excuse provided by a physician**, we will proceed with the withdrawal process and notify <<School District>> that <<Student>> is no longer enrolled in PA Cyber. Also, we will issue return labels to have all books, materials, and equipment returned immediately.

****Please note: Responses to this letter *must* be directed to <<Staff>> at <<Phone>> <<Email>>. Please title the subject line of your email "*Responding to 10 consecutive absences*" to ensure priority of your response.**

Sincerely,

Director of Attendance

cc: Student File



Main Office
652 Midland Avenue
Midland, PA 15059
p 724-643-1180
f 724-643-2845
www.pacyber.org

DATE

School District

ATTN: ATTENDANCE OFFICE/CHILD ACCOUNTING

Address

City, State Zip Code

In accordance with Act 22 Section 11.24 of the Pennsylvania Public School Code, PA Cyber has removed <<Student>> (<<DOB>>) of <<Address>> from active membership roles for ten consecutive unexcused absences. PA Cyber has determined that the above named student has been unlawfully absent on the following dates: <<dates>>

The Pennsylvania Cyber Charter School
Director of Attendance

cc: Student File

cc: Parent/Guardian of the student:



STUDENT ATTENDANCE POLICY

All persons residing in the Commonwealth of Pennsylvania between the ages of six and twenty-one years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migrant, homeless, pregnant, married, or emancipated students.

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. All students enrolled in school must attend on a daily basis in accordance with the academic calendar. Parents and guardians are required by the compulsory attendance law to ensure their child attends an approved educational institution unless otherwise legally excused. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner which may be no later than at the age of 6 years, until the age of 18 or graduation from a high school, whichever occurs first. A beginner is a child who enters a school district's lowest elementary school grade that is above kindergarten.

PA Cyber requires all students to receive educational instruction for:

<i>Grade Level</i>	<i>Day Totals per Academic Year</i>	<i>Hour Totals per Academic Day</i>	<i>Hour Totals per Academic Year</i>
<i>Kindergarten through Sixth</i>	180	5	900
<i>Seventh through Twelfth</i>	180	5.5	990

PA Cyber students must attend school Monday – Friday according to our academic calendar. The School offers a degree of flexibility within the academic model permitting students to have access to the program outside of the traditional Monday through Friday academic week. Students may complete work on Saturday and Sunday; however, weekends do not replace weekday attendance according to our attendance requirements. Additionally, PA Cyber's academic calendar is independent from all local school districts and does not include snow days. PA Cyber students are required to be in attendance regardless of a local school district in-service day and/or snow day.

Students enrolled at PA Cyber will meet attendance requirements by logging into the MySchool portal each school day where this will take your child into his/her classes and have the opportunity to complete their coursework and maintain adequate and consistent progress in their classes.

"Adequate and consistent progress" is defined by completing all lessons and assignments in alignment with the recommended course pacing. Course pacing is determined by the teacher of each course.

Blended Classroom (BC) - Live Session Attendance

Attendance in the live component of the Blended Classroom is *mandatory* for all students unless otherwise exempt by the Blended Classroom Teacher. The criteria a student must meet in order to become exempt from mandatory attendance in a live, blended class is as follows:

- Kindergarten – Beginning November 1 if a student has a passing grade for the course, he/she will not be required to attend a live blended session unless otherwise noted by the classroom teacher.
- Grades First through Twelfth – Students with an overall grade of C or below and/or are not meeting adequate and consistent progress will be required to attend a live blended session unless otherwise noted by Blended Classroom Teacher. Students will receive an email on the 25th of each month to notify if attendance in the upcoming month is mandatory.

Attendance is strongly recommended for all live, blended sessions despite exemption status. Mandatory blended classroom attendance is typically determined on a monthly basis; however, the Blended Classroom Teacher reserves the right to determine attendance status at any time based on the individual student's needs for success. Failure to attend a blended class session for any given subject area will result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) school days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class at the teacher's discretion.

Virtual Classroom (VC) - Live Session Attendance

Attendance in all assigned live, virtual sessions is *mandatory* for any student enrolled in a VC course. Failure to attend a virtual class session for any given subject area may result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) school days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class at the teacher's discretion.

Absences

Parents/guardians are responsible for notifying the Attendance Department if their child is absent for a valid excusable reason on a scheduled school day during the year. An absence is only classified as excused if the absence meets the identified valid and lawful excuse criteria identified in this policy. Such valid reasons for missing school must be submitted to the Attendance Department either electronically or telephonically by a parent or guardian. All absences are treated as unexcused until a parent provides the school with a valid excuse.

Excused Absences

Excused or legal absences *must* be reported to the Attendance Department within three (3) school days of the return to school. If a valid excuse is not provided within this time frame, the absence will remain unexcused.

The following reasons are considered lawful and excused in accordance with the Pennsylvania State Attendance Laws:

- College Visit: An excused absence may be approved for any student in 11th and 12th grade for college visitations. No more than three (3) absences will be excused for college visitations per school year. Written notification should be provided no later than 48 hours prior to the visit and approved by the Director of Attendance [Title 22 PA CODE § 11.26].
- Court Ordered Hearing: An absence may be excused if resulting from the attendance of a student at the proceedings of a court or administrative hearing, if the student is a party to the action or under subpoena as a witness.
- Death of a Family Member: An absence may be excused for the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers and sisters.
- Family Educational Trip: An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity (non-PA Cyber related). Written notification should be provided at least fourteen (14) days prior to the trip and must be approved by the Director of Attendance. No more than five (5) total absences will be excused for family educational trips per school year [Title 22 PA CODE § 11.26].
- Family Emergency: An absence resulting from an urgent reason may be excused. PA Cyber shall strictly construe the term "urgent reason" as it applies to such absences and such excuse does not permit irregular attendance [Title 22 PA CODE § 11.25].
- Illness or injury: An absence may be excused in which either illness or injury prevents the student from being physically or mentally able to participate in school. A note from a Commonwealth licensed practitioner will be required for any student missing more than three (3) consecutive school days due to illness or injury [Title 22 PA CODE §11.25].
- Maternity Leave: Pregnancy itself does not exempt a student or parents from compulsory attendance laws. Documentation from a Commonwealth licensed practitioner is required to excuse a student who is prevented from attending school due to pregnancy related illness or complications. In cases of normal pregnancy, only a Commonwealth licensed practitioner's statement will be accepted for excusal to discontinue attendance prior to the birth of a child and resuming attendance after the birth.
- Medical or Dental Appointment: An absence resulting from a medical (health care or therapy) or dental appointment for the student may be excused. Students and parents should make every effort possible to schedule appointments outside of scheduled live classroom sessions. Notice should be given to the attendance department prior to the absence, except in the case of an emergency [Title 24 PA Code § 13-1329]
- Out-Of-School Program: Students are encouraged to participate in opportunities which provide real world exposure such as cooperative education, community service, job shadowing, and/or internships/apprenticeships; however, these opportunities should not interfere with any scheduled live sessions. Such absences shall be treated as education trips; therefore, no more than five (5) excused absences from a *live* classroom session will be approved for out-of-school opportunities. Approval from the Director of Attendance must be obtained seven (7) days prior to the activity. Non-virtual students attending an out-of-school program must still log attendance for the school day in the MySchool portal.

- ***Observance of a Religious Holiday:*** An absence may be considered excused if the tenets of a bona fide religion, to which the student or parent/guardian adheres, require observance of a religious event. Written notification should be provided at least fourteen (14) days prior to the holiday and must be approved by the Director of Attendance [Title 22 PA CODE § 11.21].

Reporting an Excused Absence

- **Electronic Form:** Submit the *Excusal Request Form* found in the Parent Portal and/or Buzz. ****Preferred****
Complete all required fields on electronic form.
- **E-mail:** Email attendance@pacyber.org
Provide the following information: Student's full name, student ID, grade level, date of absence, reason for absence, if the student missed a full school day or specific live classes, and your (parent) name.
- **Telephone:** Contact the Attendance Department at 1-888-722-9237, ext. 7718.
Provide the following information: Student's full name, student ID, grade level, date of absence, reason for absence, if the student missed a full school day or specific live classes, and your (parent) name.

Any supporting documentation such as, but not limited to, a physician note must be submitted to the school through an email attachment to attendance@pacyber.org or faxed to 717-558-0131. The student's name and student ID should be clearly communicated.

Students affected by chronic illness at any time during the school year must provide initial documentation of the diagnosis from a Commonwealth licensed practitioner with regard to school attendance. Additionally, parents are required to submit an excuse for all absences including absences affected by the illness and absences caused by other reasons.

Classification of Absences

- **Exempt:** An absence listed as *medical or illness/injury* when accompanied by the correct documentation is classified as exempt. Such absences are not counted when determining whether the student is out of compliance with state attendance laws, as long as verification is provided within the three (3) day limit.
- **Non-exempt:** An absence accompanied with a lawful excuse from a parent/guardian within three (3) school days of the return to school is classified as non-exempt. (*See Excused Absences section for listing of lawful excuses.*) Absences classified as non-exempt count toward the state attendance law (10 days maximum permitted in a school year).
- **Unexcused (unlawful):** An absence which no explanation is given within three (3) school days of the return to school and/or an absence which does not meet lawful criteria. (*See Unexcused Absences section for listing of unlawful absence reasons.*) Penalties through the magisterial district justice may be levied for excessive illegal absences (an accumulation of 6 or more, consecutive or non-consecutive).

A maximum of ten (10) non-exempt absences may be approved per school year through communicated documentation by the parent. Absences accumulating beyond ten (10) cumulative non-exempt school days or the equivalent will require documentation from a Commonwealth licensed practitioner. The Director of Attendance holds the right to approve atypical excuses if deemed appropriate and necessary.

Unexcused Absences

If a student has not met the attendance requirements and the school day is not determined to be excused, that day will be considered an unexcused/unlawful absence. The following reasons are considered to be unexcused in accordance with the Pennsylvania State Attendance Laws:

- *Babysitting / Caretaking*
- *Chores*
- *Gainful employment*
- *Hunting, fishing, or other unapproved sporting events*
- *Oversleeping*
- *Truancy*
- *Unapproved educational travel*
- *Any other reason not recognized as excused*

Any student who accumulates ten (10) consecutive unexcused absences will be removed from active membership if a valid excuse is not provided within three school days from the tenth absence. [Title 22 PA CODE § 11.24].

Notification of Unexcused Absences

Any and all unexcused absences will be reported to parents by means of an automated e-mail sent to the student and parent school issued email account. Such absences will be reported to parents/guardians and students the next scheduled school day via e-mail because of the ability for students to log in and submit coursework over a period of 24 hours in a given day.

<p><i>First / Second Unexcused Absence</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record.
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<p><i>Fourth Unexcused Absence</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • A conference to develop a SAIP will be scheduled if one has not already been completed. The parents and student will be given written notice to attend the scheduled SAIP via our online meeting platform or telephone. The conference will be held even if the parents decline to participate or fail to attend the meeting. A copy of the completed SAIP will be provided to the parent and student. • If the student accrues unexcused absences after the completion of the SAIP, PA Cyber may pursue other legal action to address unexcused absences.
<p><i>Sixth Unexcused Absence</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • If the student is under fifteen (15) years of age, PA Cyber will refer the student to either a school-based or community-based attendance improvement program or make a report the child to the county children and youth agency. • PA Cyber may file a citation against the parents of a student who is under fifteen (15) years of age with the local Magisterial District Judge where the parent resides resulting in possible legal penalties after we consult with the child and youth agency if the case is still open. • If the student is fifteen (15) years of age or older, PA Cyber may refer the student to a school-based or community-based attendance improvement program or service; or if the child refuses to participate in this program or incurs additional unexcused absences after being referred, PA Cyber may refer the child to the county children and youth agency for possible disposition as a dependent child.
<p><i>Subsequent Unexcused Absences</i></p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • Referrals to school-based or community-based attendance improvement program or services or child and youth agencies will be made. • Citations may be filed with the local Magisterial District Judge where the student’s parents reside for any or all subsequent truancy violations resulting in possible legal penalties. If a case with child and youth family services is open, the school must consult with child and youth family services prior to filing a citation with a local Magisterial District Judge where the student’s parents reside.

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PA Cyber shall give appropriate consideration to a student's needs under an existing or proposed IEP, 504 Plan, or other Special Education program when evaluating how to serve the student and facilitate student attendance under this policy.

State Testing Attendance

All students in grades 3-8 and high school are required to participate in PSSA's, Keystones, and/or other state assessments according to the laws outlined by The Pennsylvania Department of Education. An unexcused absence can be recorded for any student who is absent on a given testing day and does not participate in testing.

During designated state testing days, the State Testing Attendance Policy supersedes PA Cyber's traditional attendance policy. If a student is absent during an assigned testing day, the absence will be recorded as unexcused unless a valid excuse is provided. Completing curriculum coursework instead of the state testing is not considered meeting attendance requirements during that time unless otherwise approved by the CEO.

Post-secondary Institutions

Any student enrolled in college level courses at a community college, 2 - 4 year college, or university must still log attendance for the day in the MySchool portal.

PA Cyber Family Link Events / Field Trips / Clubs

Any student choosing to participate in a school sponsored event would be considered to be in attendance for the school day. Students are encouraged to log into the MySchool portal within the same day to log attendance. Otherwise, attendance would be updated upon confirmation from the authorized field trip supervisor that the student attended the event. Additionally, students will be excused from any live classroom sessions for participation in the school sponsored event. Students should notify their teacher prior to the absence; however, notification to the Attendance Department is not necessary. Students are responsible for watching the playback of the missed live session and meet all assignment deadlines.

No Internet Access, Power Outage, or Technology Failure

Internet access, computer access is essential for all cyber school students. In the event of internet failure, power outage, or computer failure, all students must have an alternative plan to go to a public library or public Wi-Fi enabled location with computer access to complete school work. If an alternate plan is not feasible due to extreme circumstances, notification to the Attendance Department must be made within 24 hours. All technology issues preventing daily attendance must be reported and documented with the PA Cyber Tech Help Desk in a timely manner.

TRUANCY OVERVIEW

Pennsylvania defines truancy as when a student of compulsory school age accumulates three or more unexcused absences in the current school year. Every parent, guardian, or person in a parental relationship who is responsible for a student age six to eighteen is responsible for making sure the student of compulsory age attends school on a regular basis. Students who have accumulated six or more unexcused absences are considered habitually truant by state law, Act 138 of 2016. Habitual truancy may be subject to legal penalties through the local Magisterial District Judge or county court system.

PA Cyber students outside compulsory age are required to meet all attendance requirements to be considered a full-time, active student at PA Cyber. Truant students outside of compulsory age will be addressed through PA Cyber's Code of Conduct requiring progressive disciplinary measures to be taken.

Preventing Truancy

Consistent attendance and progress in coursework are key factors in reaching academic success within our school. Every day a student is absent, he/she is missing critical instructional time, which may result in decreased academic performance. Once enrolled with PA Cyber, students and their parents will be held accountable for completing work in a manner consistent with the attendance policy and the specific requirements of their chosen academic curriculum.

PA Cyber is committed to developing comprehensive approaches to ensure our students and parents are active participants in the child's education. Attendance will be closely tracked by teachers, Principals, Assistant Principals, Special Education Coordinators, and the Attendance Department. PA Cyber understands children are truant for many reasons. We are dedicated to understanding and addressing such issues. Every effort will be made to keep youth in school and reduce referrals to county courts, child welfare, or juvenile justice systems in order to effectively intervene and eliminate truant behavior.

School Attendance Improvement Plan

A School Attendance Improvement Plan (SAIP) is a school-family conference used to address chronic absences and/or academic difficulties. Students can be recommended for a SAIP by the Attendance Officer, teacher or other school staff.

Issues addressed will include, but are not limited to:

1. Appropriateness of the student's educational environment
2. Possible elements of the school environment that inhibit student success
3. Student's current academic level and needs
4. Social, emotional, physical, mental and behavioral health issues
5. Issues concerning family and home environment
6. Any other issues affecting the student's success

SAIP meetings are an important step for the student's continued success; therefore, cooperation and participation by student and parent/guardian is mandatory.

Resulting Penalties of Truant Youth

The law of the Commonwealth of Pennsylvania states that a person may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 per offense, with court costs, for the second offense; and (3) up to \$750 per offense, with court costs, for a third and any and all subsequent offenses. The law allows the court to impose educational parenting classes and community service sentences upon parents of a truant student who do not show they took reasonable steps to ensure the student's school attendance. It provides that the parent and student must appear at a hearing before the Magisterial District Judge if pleading "not guilty." This law also provides that truant students can lose their driver's license for 90 days for a first offense and six months for a second offense. Additionally, students under the age of 15 shall be referred to a county children and youth agency for possible disposition as a dependent child. The Magisterial District Judge has the ability to suspend all or portions of a sentence if the child is no longer habitually truant.

Social Events for Enrolled Students
ArtReach Showcase Events
Back-to-School Regional Office Kickoff Events
Bingo Nights
Canoe Day at Shavers Creek
Crayola Experience
Dr. Seuss Day
End of School Field Day Celebrations
Erie Otter Hockey Game
Escape Rooms
Family Bingo Events
Family Bowling Events
Fighting Phils Baseball Game
Flying W Trail Ride
Fun Fore All
Fun Slides Carpet Park
Gingerbread House Contest
Harlem Globetrotters
Harrisburg Senators Baseball Game
Haunted Union Station Tour
Homecoming Dance
Horseback Riding 101
Ice Skating
iFly Indoor Skydiving
Indoor Sports Simulator
Kalahari Indoor Waterpark
Keystone Safari
Kick Off to Summer Amusement Parks
Kindergarten – 12 th Grade Park Days
Knocker Ball
Lancaster Barnstormers Baseball game
Lehigh Valley Phantoms Hockey Game
Living Treasures Animal Park
Maple Sugaring
Nerf Party Plus
Oasis Family Fun Center

One Hundredth Day of School Celebration
Outdoor Summer Camp: Canoe Creek State Park
Philadelphia 76ers Game
Philadelphia Phillies Baseball Game
Pinball PA
Pittsburgh Pirate Baseball game
Princess Party with The Little Mermaid
Proms
Regional Fall Festivals
Regional Office Dances
Rock Climbing
Santa Trolley
Santa's Workshop Party
Scallywags Pirate Cruise
Scranton/Wilkes Barre Penguins STEM Day Hockey Game
Scranton/Wilkes Railriders STEM Day - Baseball Game
Skiing and Snow Tubing Field Trips
Skirmish Paintball
Splash Lagoon Indoor Water Park
Spring Fling Blacklight Glow Dance
Teen Coffee House
Teen Murder Mystery Party
Teen Trivia Nights
The Hatchet House
Three Rivers Paintball
Trampoline Parks
Valentine Day Parties
Video and Board Gaming Day
Virtual Fun Fridays
Virtual Teen Scene Tuesday
Winter Blast Celebrations
Zoo Rendezvous Back to School Events

Our workplace safety program is a top priority at PA Cyber. We want PA Cyber to be a safe and healthy place for employees, customers, and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate PA Cyber safety standards, you may be subject to disciplinary action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

As an employee of PA Cyber you have certain rights regarding the use of hazardous materials in the workplace. PA Cyber will provide you with information regarding the following:

1. What chemicals are used in the workplace (MSD Sheets)?
2. Where the chemicals are located?
3. Physical and health hazards associated with the chemicals.
4. Protection measures that must be taken to prevent exposure.
5. What to do in case of exposure to the chemicals?

For additional information on hazardous materials in the workplace consult your supervisor.



Allentown Regional Office
974 Marcon Boulevard, Suite 200
Allentown, PA 18109

1-888-722-9237, Ext. 1428

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2022-2023 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	911
Fire and Medic Rescue.....	911
Children & Youth Services of Lehigh County.....	610-782-3064
Pennsylvania State Police.....	610-861-2026
Ambulance (Northampton Regional EMS).....	610-262-0800
Hospital (Lehigh Valley Hospital - Muhlenberg).....	484-884-5845
PA Cyber Main Office.....	888-722-9237

Allentown Team Members

Bill Haas - Coordinator of Allentown Regional Office
Karen Haas
Maria Goosley
Shawn Ghazanfari
Megan Zastko
Rebecca Steigerwalt

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Casie Colalella (casie.colalella@pacyber.org)

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to "STAY CALM - your attitude/actions will be mirrored by staff." This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the Allentown ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where your are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

In the Event of an Accident

Action to be taken:

1. Notify Allentown IC immediately.
2. Allow the Allentown IC to notify parents.

In the Event of a Lost Student

Action to be taken:

1. Notify official authority at the facility you are visiting.
2. If student is not found, notify the IC immediately.
3. Notify local police and security.
4. Allow the Allentown IC to notify parents.
5. Staff representative is to stay at facility until notification from Allentown IC.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

For all other emergency situations, follow guidelines for in-school incidents, and report to coordinator/director upon return.

“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout “Get on the floor” to your class.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell students to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until a recognizable school administrator tells you it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

SUICIDAL IDEATION

(Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the Allentown IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify Allentown ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

BOMB SCARE (Call comes to office/center)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Notify coordinator/director.
3. IC will notify police, fire and school officials.
4. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly in the lobby."
5. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
6. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
7. If students/staff are missing, report their names to IC.
8. If inclement weather, **do no take coats.** Students will be taken to a safe location/building.
9. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC **who will determine need for prosecution and restitution.**
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

KIDNAPPING OR CUSTODY ISSUES

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. If the non-custodial parent or unidentified adult comes to school, escort him/her to the coordinator/director/academy leader to await further instruction. All visitors must provide picture identification and sign in.
3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the students emergency care card.

Follow-up:

1. Provide adult supervision for the student until instructions are received from the IC.
2. The IC will inform the ICS team of the incident.
3. Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. Allentown Office/Center staff will be directed by the Allentown IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to students and staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the students/staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff and students.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the class.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many students as possible away.
11. Staff will be told room by room where to take students.

Follow-up:

Coordinator/director shall file a written report.



Erie Regional Office
1980 Edinboro Road
Erie PA 16509

724-643-1180

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2021-2022 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personnel

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IMPORTANT NUMBERS

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Fire and Medic Rescue.....	911
Children & Youth Services Erie County.....	814-451-6600
Pennsylvania Child Line, Open 24hrs	800-932-0313
Millcreek Police Department.....	814-833-7777
Hamot Hospital.....	814-877-6000
PA Cyber Main Office.....	724-643-1180
PA Cyber Main Office.....	724-643-1180

ESC ICS TEAM MEMBERS

Michael Bergstrom
Sharon Hunt
Shannon Sanders

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

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7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Casie Colalella (casie.colalella@pacyber.org)

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to "STAY CALM - your attitude/actions will be mirrored by staff." This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the Erie ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where you are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

In the Event of an Accident

Action to be taken:

1. Notify Erie IC immediately.
2. Allow the Erie IC to notify parents.

In the Event of a Lost Student

Action to be taken:

1. Notify official authority at the facility you are visiting.
2. If student is not found, notify the IC immediately.
3. Notify local police and security.
4. Allow the Erie IC to notify parents.
5. Staff representative is to stay at facility until notification from Erie IC.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

For all other emergency situations, follow guidelines for in-school incidents, and report to coordinator/director upon return.

“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout “**Get on the floor**” to your class.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell students to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until a recognizable school administrator tells you it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

SUICIDAL IDEATION

(Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

Follow-up:

1. Report any student in crisis to counselor, SAP, or nurse.
2. Coordinator/director shall file a written report.

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the Erie IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify Erie ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

BOMB SCARE (Call comes to office/center)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Notify director.
3. IC will notify police, fire and school officials.
4. IC will call for evacuation of the building by announcing, via word of mouth "Teachers, please organize your students for a special assembly."
5. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
6. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
7. If students/staff are missing, report their names to IC.
8. If inclement weather, **do not take coats.** Students will be taken to a safe location/building.
9. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC **who will determine need for prosecution and restitution.**
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

KIDNAPPING OR CUSTODY ISSUES

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. If the non-custodial parent or unidentified adult comes to school, escort him/her to the coordinator/director/academy leader to await further instruction. All visitors must provide picture identification and sign in.
3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the students emergency care card.

Follow-up:

1. Provide adult supervision for the student until instructions are received from the IC.
2. The IC will inform the ICS team of the incident.
3. Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. Erie staff will be directed by the Erie IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to students and staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the students/staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff and students.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the class.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many students as possible away.
11. Staff will be told room by room where to take students.

Follow-up:

Coordinator/director shall file a written report.



Greensburg Regional Office
1040 Towne Square Drive
Greensburg, PA 15601

1-888-722-9237 ext 1394

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2022-2023 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	911
Fire and Medic Rescue.....	911
Children & Youth Services Westmoreland County.....	724-830-3300
Greensburg Police Department.....	724-834-3800
Ambulance.....	911
Westmoreland Hospital.....	724-832-4000
PA Cyber Main Office.....	888-722-9237 ext 1394

Greensburg TEAM MEMBERS

Laurie Richards
Danielle Pityk
Tom Brambley

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Casie Colalella (casie.colalella@pacyber.org)

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to "STAY CALM - your attitude/actions will be mirrored by staff." This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

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In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the Greensburg ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

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FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
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5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

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Action to be taken:

1. Notify Greensburg IC immediately.
2. Allow the Greensburg IC to notify parents.

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Action to be taken:

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2. If student is not found, notify the IC immediately.
3. Notify local police and security.
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5. Staff representative is to stay at facility until notification from Greensburg IC.

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1. If you recognize immediate danger or hear what sounds like gunshots..... shout “Get on the floor” to your class.
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Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
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Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

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2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
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 - a. You're the professional.
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7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

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2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
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(Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

Follow-up:

1. Report any student in crisis to counselor, SAP, or nurse.
2. Coordinator/director shall file a written report.

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the Greensburg IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify Greensburg ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

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Action to be taken:

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Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct.
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

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1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC **who will determine need for prosecution and restitution.**
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

KIDNAPPING OR CUSTODY ISSUES

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. If the non-custodial parent or unidentified adult comes to school, escort him/her to the coordinator/director/academy leader to await further instruction. All visitors must provide picture identification and sign in.
3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the students emergency care card.

Follow-up:

1. Provide adult supervision for the student until instructions are received from the IC.
2. The IC will inform the ICS team of the incident.
3. Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. Greensburg Office/Center staff will be directed by the Greensburg IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to students and staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the students/staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff and students.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the class.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many students as possible away.
11. Staff will be told room by room where to take students.

Follow-up:

Coordinator/director shall file a written report.



**Harrisburg Regional Office
3721 Tecport Drive
Harrisburg, PA 17111
888-722-9237**

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2022-2023 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	911
Fire and Medic Rescue.....	911
Children & Youth Services Dauphin County.....	717-780-7200
Swatara Police Department.....	717-564-2550
Ambulance.....	911
Community General Osteopathic Hospital.....	717-652-3000
PA Cyber Main Office.....	888-722-9237

HARRISBURG TEAM MEMBERS

Howard Hiester
Linda Barry
Katie Hollinger
Hiedi Smith

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Casie Colalella (casie.colalella@pacyber.org)

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to "STAY CALM - your attitude/actions will be mirrored by staff." This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the Harrisburg ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where you are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

In the Event of an Accident

Action to be taken:

1. Notify Harrisburg IC immediately.
2. Allow the Harrisburg IC to notify parents.

In the Event of a Lost Student

Action to be taken:

1. Notify official authority at the facility you are visiting.
2. If student is not found, notify the IC immediately.
3. Notify local police and security.
4. Allow the Harrisburg IC to notify parents.
5. Staff representative is to stay at facility until notification from Harrisburg IC.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

For all other emergency situations, follow guidelines for in-school incidents, and report to coordinator/director upon return.

"HIT THE DECK" (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout "Get on the floor" to your class.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell students to cover their heads with their arms and hands, and don't move or get up.
4. Remain on the floor until a recognizable school administrator tells you it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don't physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone's reach.
10. If the individual flees, don't chase him or her. Observe the direction of the suspect's flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

SUICIDAL IDEATION

(Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

Follow-up:

1. Report any student in crisis to counselor, SAP, or nurse.
2. Coordinator/director shall file a written report.

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the Harrisburg IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify Harrisburg ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area if necessary, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

BOMB SCARE (Call comes to office/center)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Notify coordinator/director.
3. IC will notify police, fire and school officials.
4. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly at the front door"
5. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
6. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
7. If students/staff are missing, report their names to IC.
8. If inclement weather, **do no take coats.** Students will be taken to a safe location/building.
9. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct.
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC **who will determine need for prosecution and restitution.**
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
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HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
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3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the students emergency care card.

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Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

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If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
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Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

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If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
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To prevent an active shooter from entering your hiding place:

- Lock the door
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If the active shooter is nearby:

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- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
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Philadelphia Regional Office
825 Baltimore Pike
Springfield PA 19064

610-544-1720

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2022-2023 School Year

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Ambulance.....	610-833-2523
Taylor Hospital.....	610-595-6000
PA Cyber Main Office.....	724-643-1180

PHILADELPHIA TEAM MEMBERS

Barbara Gaines
Rebekah Chrisman
Katie Werner

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4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where you are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

In the Event of an Accident

Action to be taken:

1. Notify Philadelphia IC immediately.
2. Allow the Philadelphia IC to notify parents.

In the Event of a Lost Student

Action to be taken:

1. Notify official authority at the facility you are visiting.
2. If student is not found, notify the IC immediately.
3. Notify local police and security.
4. Allow the Philadelphia IC to notify parents.
5. Staff representative is to stay at facility until notification from Philadelphia IC.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

For all other emergency situations, follow guidelines for in-school incidents, and report to coordinator/director upon return.

“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout “**Get on the floor**” to your class.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell students to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until a recognizable school administrator tells you it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

SUICIDAL IDEATION

(Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

Follow-up:

1. Report any student in crisis to counselor, SAP, or nurse.
2. Coordinator/director shall file a written report.

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the Philadelphia IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify Philadelphia ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to a safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

BOMB SCARE (Call comes to office/center)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Notify director.
3. IC will notify police, fire and school officials.
4. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly at Stargate."
5. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
6. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
7. If students/staff are missing, report their names to IC.
8. If inclement weather, **do not take coats.** Students will be taken to a safe location/building.
9. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct.
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC **who will determine need for prosecution and restitution.**
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

KIDNAPPING OR CUSTODY ISSUES

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. If the non-custodial parent or unidentified adult comes to school, escort him/her to the coordinator/director/academy leader to await further instruction. All visitors must provide picture identification and sign in.
3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the students emergency care card.

Follow-up:

1. Provide adult supervision for the student until instructions are received from the IC.
2. The IC will inform the ICS team of the incident.
3. Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. Philadelphia staff will be directed by the Philadelphia IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to students and staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the students/staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff and students.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the class.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many students as possible away.
11. Staff will be told room by room where to take students.

Follow-up:

Coordinator/director shall file a written report.



Pittsburgh-South Side Regional Office
The Brix at 26
2600 East Carson St.
Pittsburgh, PA 15203

724.643.1180
Extension 7638—Jacqueline Laffey
Mobile—724.462.3367

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2022-2023 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	.911
Fire and Medic Rescue.....	911
Children & Youth Services Allegheny County.....	412.473.2000
Ambulance.....	911
PA Cyber Main Office.....	724.643.1180

The Brix ICS TEAM MEMBERS

Jacqueline Laffey - Coordinator (Director) of The Brix
Brandon Tenbrink
Lacey Twigg

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Casie Colalella (casie.colalella@pacyber.org)

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to "STAY CALM - your attitude/actions will be mirrored by students." This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, The Brix ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

In the Event of an Accident

Action to be taken:

1. Notify The Brix IC immediately.
2. Allow the Brix IC to notify parents.

In the Event of a Lost Student

Action to be taken:

1. Notify official authority at the facility you are visiting.
2. If student is not found, notify the IC immediately.
3. Notify local police and security.
4. Allow the Brix IC to notify parents.
5. Staff representative is to stay at facility until notification from The Brix IC.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

For all other emergency situations, follow guidelines for in-school incidents, and report to coordinator/director upon return.

“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout “Get on the floor” to your class.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell students to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until a recognizable school administrator tells you it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

SUICIDAL IDEATION

(Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

Follow-up:

1. Report any student in crisis to counselor, SAP, or nurse.
2. Coordinator/director shall file a written report.

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and The Brix IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify The Brix ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area if necessary, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to a safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

BOMB SCARE (Call comes to office/center)

Action to be taken:

1. Whoever receives the call is to trace it if possible. Jackie Laffey will trace call
2. Notify coordinator/director.
3. IC will notify police, fire and school officials.
4. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly in the lobby area.
5. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
6. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
7. If students/staff are missing, report their names to IC.
8. If inclement weather, **do no take coats.** Students will be taken to a safe location/building.
9. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

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Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct.
 - a. Parental Contact
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3. Referral to guidance counselor and SAP.

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Action to be taken:

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Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
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Follow-up:

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2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

KIDNAPPING OR CUSTODY ISSUES

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. If the non-custodial parent or unidentified adult comes to school, escort him/her to the coordinator/director to await further instruction. All visitors must provide picture identification and sign in.
3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the student's emergency care card.

Follow-up:

1. Provide adult supervision for the student until instructions are received from the IC.
2. The IC will inform the ICS team of the incident.
3. Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. The Brix Office/Center staff will be directed by the Brix IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to students and staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the students/staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff and students.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the class.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many students as possible away.
11. Staff will be told room by room where to take students.

Follow-up:

Coordinator/director shall file a written report.



Pittsburgh-Warrendale Regional Office
200 Pinewood Drive
Warrendale PA 15086

1-888-722-9237 ext. 7800

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2022-2023 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	911
Fire and Medic Rescue.....	911
Children & Youth Services Allegheny County.....	800-932-0313
Northern Regional Police Department.....	724-625-3156
Ambulance	911
UPMC Passavant Hospital Cranberry.....	724-772-5300
PA Cyber Main Office.....	1-888-722-9237

Warrendale TEAM MEMBERS

Elizabeth McCoy
Brandy Faltenovich
Mary Crapis

An **EMERGENCY** is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Casie Colalella (casie.colalella@pacyber.org)

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to "STAY CALM - your attitude/actions will be mirrored by students." This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the Warrendale Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where your are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

In the Event of an Accident

Action to be taken:

1. Notify Warrendale IC immediately.
2. Allow the Warrendale IC to notify parents.

In the Event of a Lost Student

Action to be taken:

1. Notify official authority at the facility you are visiting.
2. If student is not found, notify the IC immediately.
3. Notify local police and security.
4. Allow the Warrendale IC to notify parents.
5. Staff representative is to stay at facility until notification from Warrendale IC.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

For all other emergency situations, follow guidelines for in-school incidents, and report to coordinator/director upon return.

“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots..... shout “Get on the floor” to your class.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell students to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until a recognizable school administrator tells you it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible.
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

SUICIDAL IDEATION

(Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

Follow-up:

1. Report any student in crisis to counselor, SAP, or nurse.
2. Coordinator/director shall file a written report.

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the Warrendale IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify WarrendaleTeam for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area if necessary, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to a safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

BOMB SCARE (Call comes to office/center)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Notify coordinator/director.
3. IC will notify police, fire and school officials.
4. IC will call for evacuation of the building "Teachers, please organize your students for a special assembly at Pizza Hut."
5. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
6. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
7. If students/staff are missing, report their names to IC.
8. If inclement weather, **do not take coats.** Students will be taken to a safe location/building.
9. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct.
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC who will determine need for prosecution and restitution.
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
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2. If the non-custodial parent or unidentified adult comes to school, escort him/her to the coordinator/director/academy leader to await further instruction. All visitors must provide picture identification and sign in.
3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the students emergency care card.

Follow-up:

1. Provide adult supervision for the student until instructions are received from the IC.
2. The IC will inform the ICS team of the incident.
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Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

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If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
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Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

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- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
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State College Regional Office
Creekside Plaza
1700 South Atherton St.
State College, PA 16801

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2022-2023 School Year

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PA Cyber Main Office.....	888-PA CYBER

State College Regional Office ICS TEAM MEMBERS

Jolene Frazell
Rebecca Horner

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a student to notify the coordinator/director of crisis.
3. Send another staff/student to closest classroom for help with crowd control.
4. Trained staff will administer first aid and the coordinator/director will call family.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

TRIPS (Field trips, class trips, etc.)

In the Event of an Accident

Action to be taken:

1. Notify **State College Office** IC immediately.
2. Allow the **State College Office** IC to notify parents.

In the Event of a Lost Student

Action to be taken:

1. Notify official authority at the facility you are visiting.
2. If student is not found, notify the IC immediately.
3. Notify local police and security.
4. Allow the **State College Office** IC to notify parents.
5. Staff representative is to stay at facility until notification from State College Office IC.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots..... shout “Get on the floor” to your class.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell students to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until a recognizable school administrator tells you it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon away from a student.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor/SAP for referrals.

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

SUICIDAL IDEATION (Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members.

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the State College IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify State College ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to a safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

BOMB SCARE (Call comes to office/center)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Notify coordinator/director.
3. IC will notify police, fire and school officials.
4. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly at Santander"
5. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
6. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
7. If students/staff are missing, report their names to IC.
8. If inclement weather, **do no take coats.** Students will be taken to a safe location/building.
9. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct.
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC **who will determine need for prosecution and restitution.**
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

KIDNAPPING OR CUSTODY ISSUES

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. If the non-custodial parent or unidentified adult comes to school, escort him/her to the coordinator/director/academy leader to await further instruction. All visitors must provide picture identification and sign in.
3. Arrange for the child to be supervised by an adult in your room.
4. Inform the IC of the situation and wait for instructions from the IC before the release of a student to any person not designated on the students emergency care card.

Follow-up:

1. Provide adult supervision for the student until instructions are received from the IC.
2. The IC will inform the ICS team of the incident.
3. Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “Green” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. State College Office staff will be directed by the State College Office IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to students and staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the students/staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff and students.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the class.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many students as possible away.
11. Staff will be told room by room where to take students.

Follow-up:

Coordinator/director shall file a written report.



The Pennsylvania Cyber Charter School

**EMERGENCY
EVACUATION
PLAN
652 BUILDING**

7/17/2013

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

PA Cyber Emergency Evacuation Plan is designed to direct all staff of PA Cyber to safe areas in the event of an emergency. The emergency includes fire and any other type of emergency that would put staff in harm's way. Detailed routes are posted in all areas throughout the 652 Building to direct staff to designated safe meeting point.

EVACUATION AND MEETING POINTS

In the event of an evacuation at the 652 Building the exit routes are split into sections accommodating staff in all areas to exit quickly to their respective meeting point. The 652 Building Evacuation Routes and Meeting Point are described below:

1. 652 Building

Evacuation by Sections:

Basement
First Floor
Second Floor

Instructions: All are to exit as described in the area (YOU) are in to the designated meeting point.

All evacuation routes are fixed fixtures on the building. All signs are attached to the wall permanently. We did not have to make up signs. When the building was built the signs were installed.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

MEETING LOCATIONS AFTER EVACUATION

To all concerned in case of a fire alarm evacuation. This being a fire drill or a real alarm incident the MEETING POINT is always the same. The safety department has put in all areas signs with the instructions on fire evacuation. Please make a point to check the sign and clearly understand the means of egress and the MEETING POINT.

652 Building: All areas will evacuate out the front doors, back doors. On the second floor there are two stairwells to evacuate. The meeting point is the far end of the parking lot behind the building.

If any supervisor feels that they are not sure where to go The Safety Department will be more than glad to come to your location and do a walk through of a fire drill with your staff.

Reminder to all supervisors you must take accountability of your staff at the meeting point.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

EVACUATION PROCEDURES

1. When the fire alarm sounds staff shall immediately assemble and prepare to evacuate promptly and orderly. Staff must be aware of their evacuation exit routes and meeting point according to their location.
2. Staff should not take any personal belongings with them upon exiting the building.
3. All doors should be closed to isolate or slow down the spread of the fire.
4. Do not use elevators in the event of a fire.
5. Once at the meeting point all supervisors take accountability of all staff.
6. Receptionist desk needs to take accountability of all visitors.
7. In case someone is not accounted for notify a supervisor and fire personal immediately
8. Staff will wait for authorization from school officials before re-entry to the building.

COMMUNICATION AND COMMAND DURING THE EVACUATION

The PA Cyber officials will take full command during the evacuation, and maintain order with staff.

Staff will follow their detailed instructions once exiting the building.

PA Cyber officials will check the meeting point to confirm that all staff exited the building.

Communication between PA Cyber officials and supervisors will let employees' know when it is safe to re-enter the building.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

POST EVACUATION PROCEDURES

Upon returning to your designated area supervisors shall conduct a head count immediately to ensure that all staff returned safely. Should any one be missing, report to PA Cyber officials for immediate action. To maintain that all procedures were followed and carried out effectively, corrections or concerns should be addressed to PA Cyber officials.

All drills and evacuations will be recorded.



The Pennsylvania Cyber Charter School

**EMERGENCY
EVACUATION
PLAN
722
BUILDING**

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

PA Cyber Emergency Evacuation Plan is designed to direct all staff of PA Cyber to safe areas in the event of an emergency. The emergency includes fire and any other type of emergency that would put staff in harms way. Detailed routes are posted in all areas throughout the 722 Building to direct staff to designated safe meeting point.

EVACUATION AND MEETING POINTS

In the event of an evacuation at the 722 Building the exit routes are split into sections accommodating staff in all areas to exit quickly to their respective meeting point. The 722 Building Evacuation Routes and Meeting Point are described below:

1. 722 Building

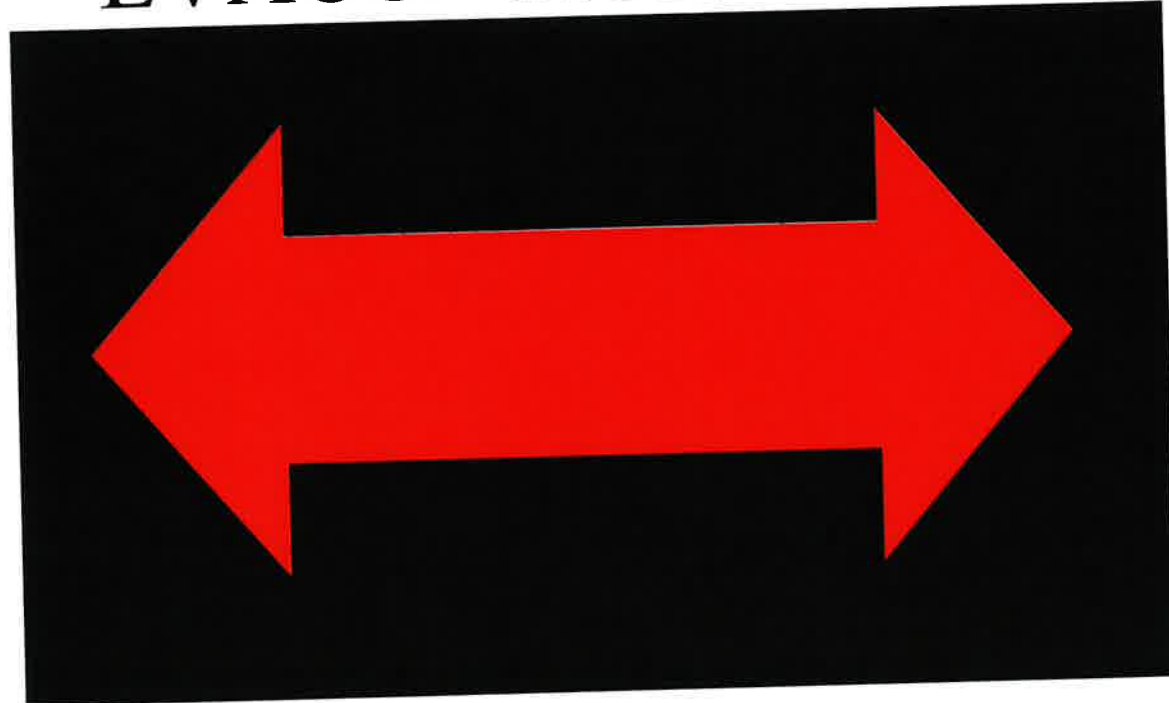
Evacuation by Sections:

Basement
1st Floor
2nd Floor

Instructions: All are to exit as described in the area (YOU) are in to the designated meeting point.

All evacuation routes are attached.

EMERGENCY EVACUATION ROUTE



1ST Floor

**EVACUATE TO THE
NEAREST EMERGENCY
EXIT**

Meeting Point:
The Parking Lot across from the 735
Building

Emergency Evacuation Route

1st Floor

**Exit out the door and make your
way to the meeting point**

MEETING POINT:
The Parking Lot across from the 735
Building

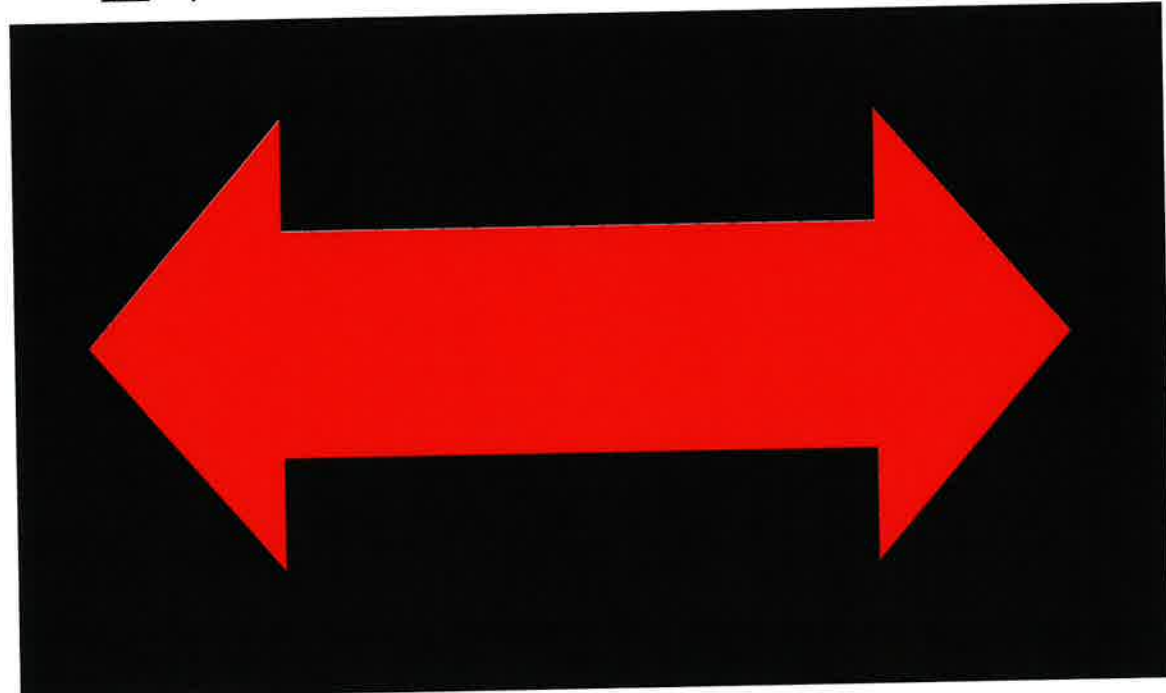
Emergency Evacuation Route

2nd Floor

**FOLLOW EXIT SIGNS TO THE
BOTTOM OF THE STEPS. THEN
EXIT OUT EMERGENCY EXIT
DOOR**

MEETING POINT:
The Parking Lot across from the 735
Building

**EMERGENCY
EVACUATION ROUTE**



2nd Floor

**EVACUATE TO THE
NEAREST EMERGENCY
EXIT**

Meeting Point:
The Parking Lot across from the 735
Building

Emergency Evacuation Route

Basement Back Door

**FOLLOW EXIT SIGNS TO THE
NEAREST EMERGENCY EXIT
DOOR**

MEETING POINT:
The Parking Lot across from the 735
Building

Emergency Evacuation Route

Basement Front Door

**FOLLOW EXIT SIGNS TO THE
NEAREST EMERGENCY EXIT
DOOR**

MEETING POINT:
The Parking Lot across from the 735
Building

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

MEETING LOCATIONS AFTER EVACUATION

To all concerned in case of a fire alarm evacuation. This being a fire drill or a real alarm incident the MEETING POINT is always the same. The safety department has put in all areas signs with the instructions on fire evacuation. Please make a point to check the sign and clearly understand the means of egress and the MEETING POINT.

722 Building: All areas will evacuate out the front doors, back door 1st floor and back door 2nd floor. The meeting point is the parking lot across from the 735 building.

If any supervisor feels that they are not sure where to go The Safety Department will be more than glad to come to your location and do a walk through of a fire drill with your staff.

Reminder to make sure that you take accountability at the meeting point.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

EVACUATION PROCEDURES

1. When the fire alarm sounds staff shall immediately assemble and prepare to evacuate promptly and orderly. Staff must be aware of their evacuation exit routes and meeting point according to their location.
2. Staff should not take any personal belongings with them upon exiting the building.
3. All doors should be closed to isolate or slow down the spread of the fire.
4. Do not use elevators in the event of a fire.
5. Once at the meeting point all supervisors take accountability of all staff.
6. Receptionist desk needs to take accountability of all visitors.
7. In case someone is not accounted for notify a supervisor and fire personal immediately
8. Staff will wait for authorization from school officials before re-entry to the building.

COMMUNICATION AND COMMAND DURING THE EVACUATION

The PA Cyber officials will take full command during the evacuation, and maintain order with staff.

Staff will follow their detailed instructions once exiting the building.

PA Cyber officials will check the meeting point to confirm that all staff exited the building.

Communication between PA Cyber officials and supervisors will let employees' know when it is safe to re-enter the building.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

POST EVACUATION PROCEDURES

Upon returning to your designated area supervisors shall conduct a head count immediately to ensure that all staff returned safely. Should any one be missing, report to PA Cyber officials for immediate action. To maintain that all procedures were followed and carried out effectively, corrections or concerns should be addressed to PA Cyber officials.

All drills and evacuations will be recorded.



**EMERGENCY
EVACUATION
PLAN
735
BUILDING**

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

PA Cyber Emergency Evacuation Plan is designed to direct all staff of PA Cyber to safe areas in the event of an emergency. The emergency includes fire and any other type of emergency that would put staff in harms way. Detailed routes are posted in all areas throughout the 735 Building to direct staff to a designated safe meeting point.

EVACUATION AND MEETING POINTS

In the event of an evacuation at the 735 Building the exit routes are split into sections accommodating staff in all areas to exit quickly to their respective meeting point. The 735 Building Evacuation Routes and Meeting Point are described below:

1. 735 Building

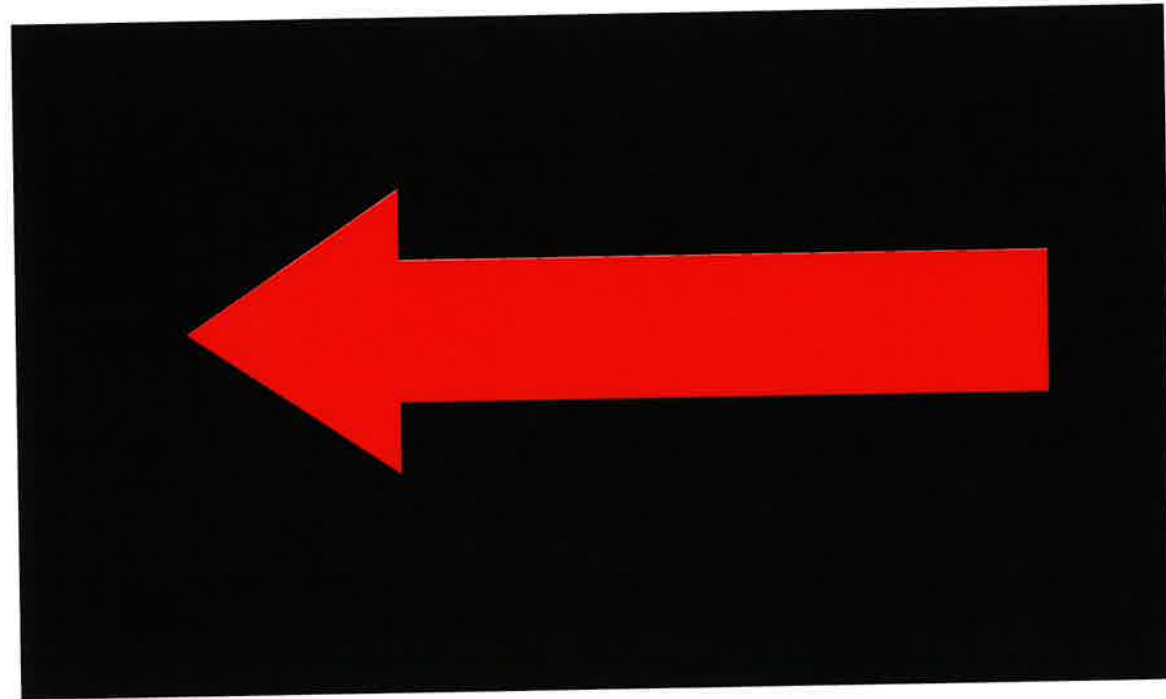
Evacuation by Sections:

Basement
1st Floor
2nd Floor
3rd Floor

Instructions: All are to exit as described in the area (YOU) are in to the designated meeting point.

All evacuation routes are attached.

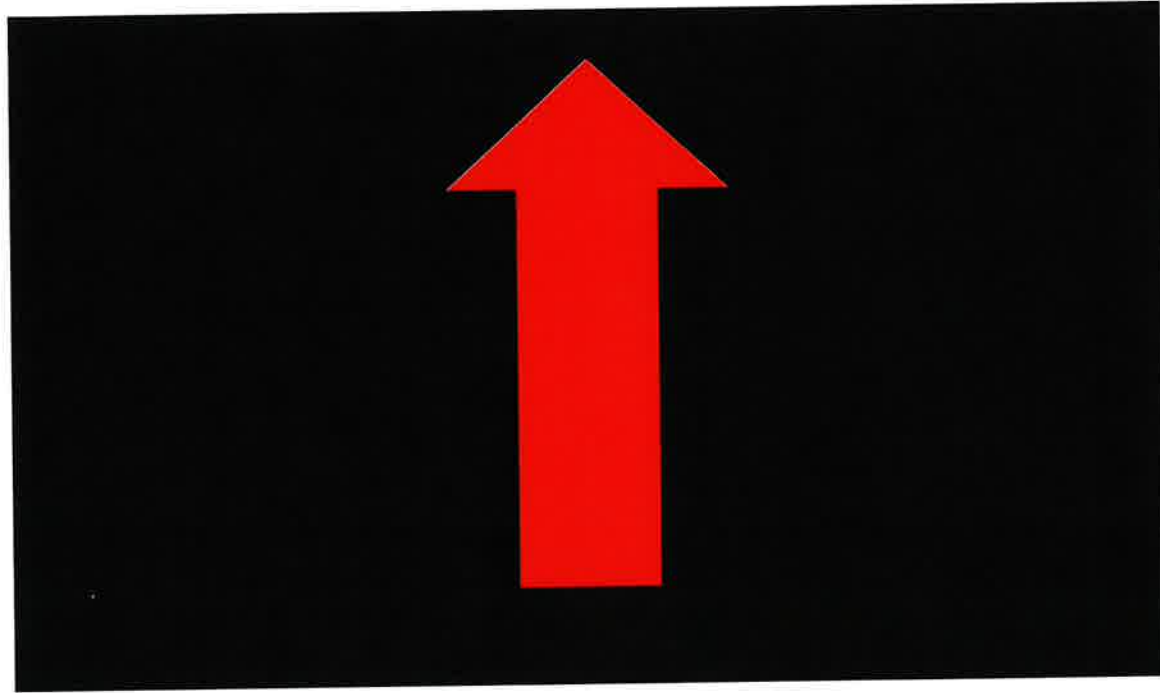
EMERGENCY EVACUATION ROUTE



Exit Left: Towards Back Stairway,
Exit Out Back Door

Meeting Point:
Family Dollar Parking Lot

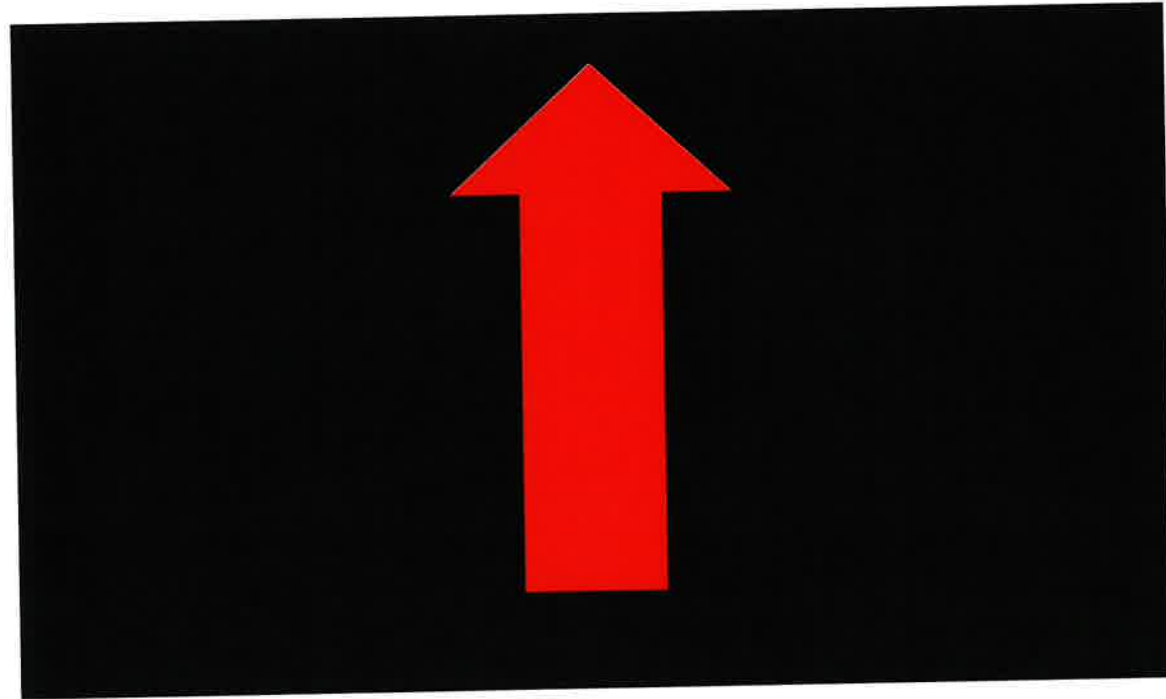
EMERGENCY EVACUATION ROUTE



Exit Straight: Through Main Doors

Meeting Point:
Family Dollar Parking Lot

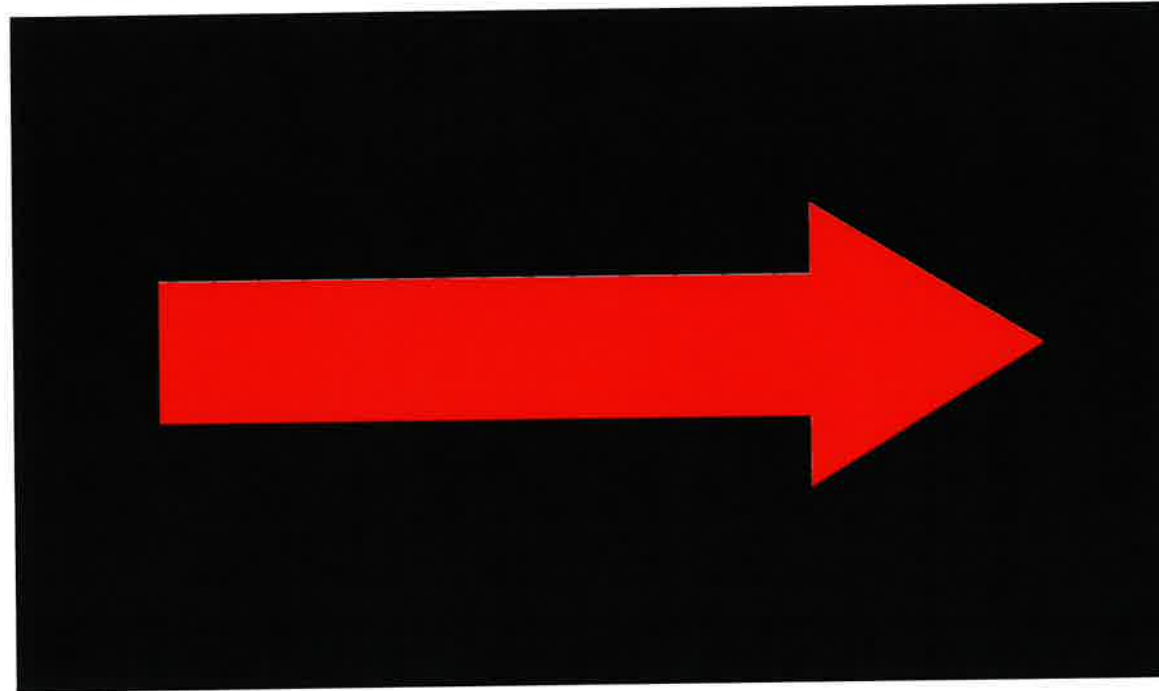
EMERGENCY EVACUATION ROUTE



Exit Straight: Through Main Doors

Meeting Point:
Family Dollar Parking Lot

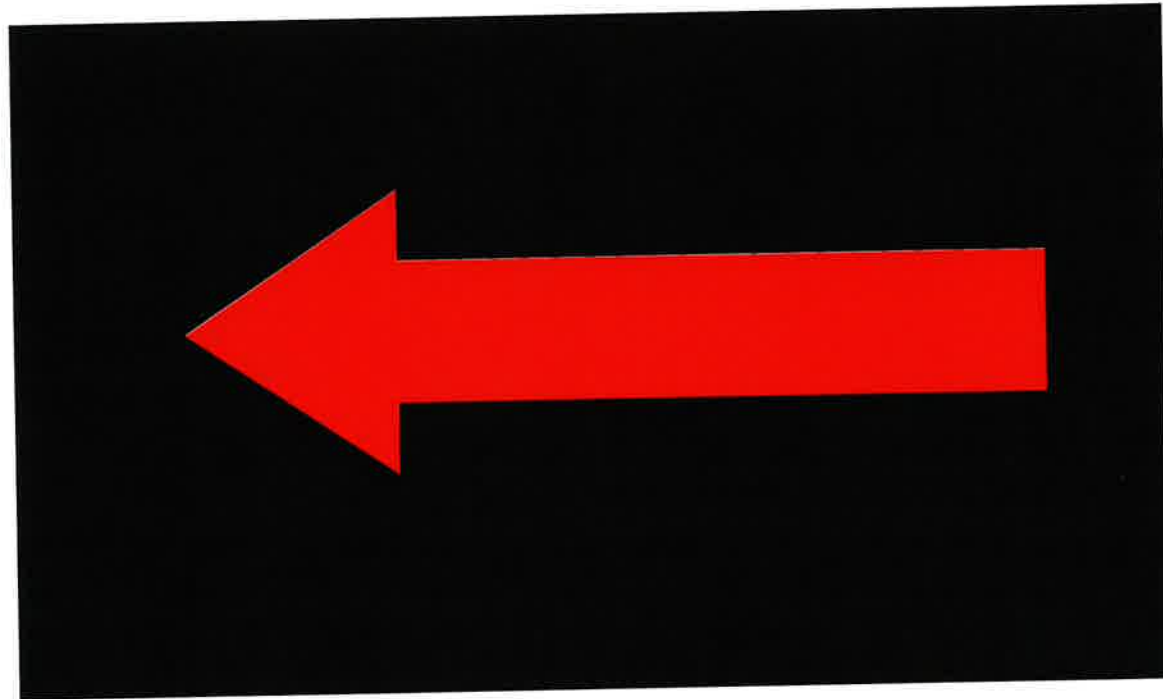
EMERGENCY EVACUATION ROUTE



Exit Right: Towards Back Stairway,
Exit Out Back Door

Meeting Point:
Family Dollar Parking Lot

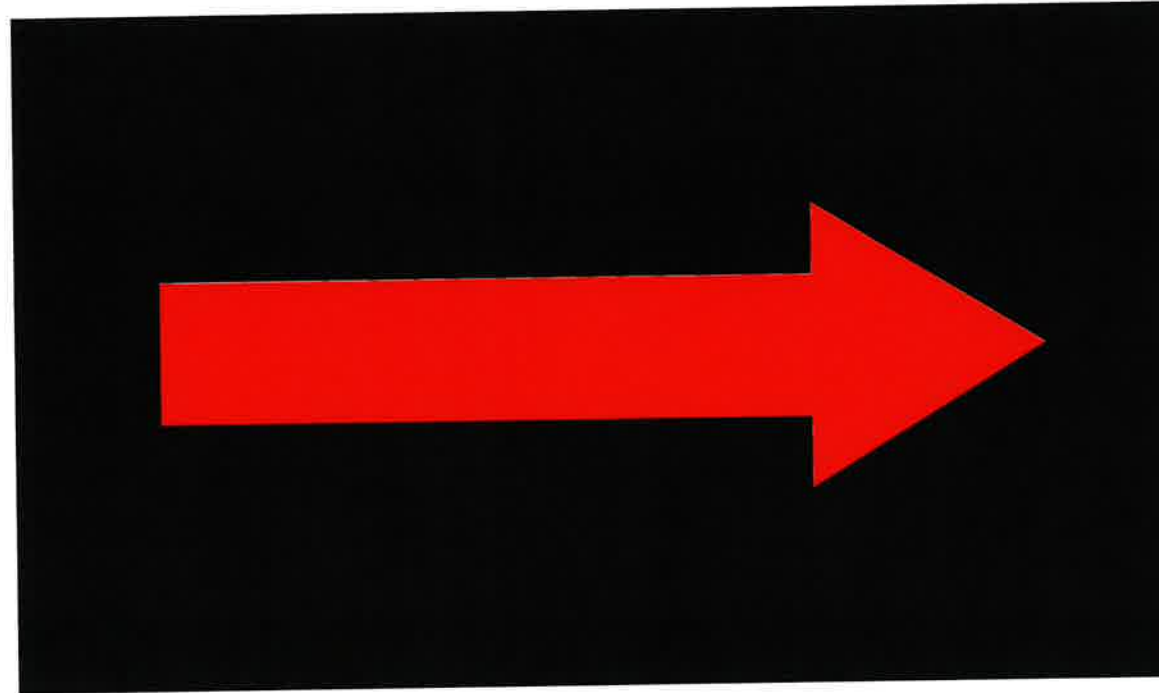
EMERGENCY EVACUATION ROUTE



Exit Left: Towards Back Stairway,
Go Down Stairs to First Floor and
Exit Out Back Door

Meeting Point:
Family Dollar Parking Lot

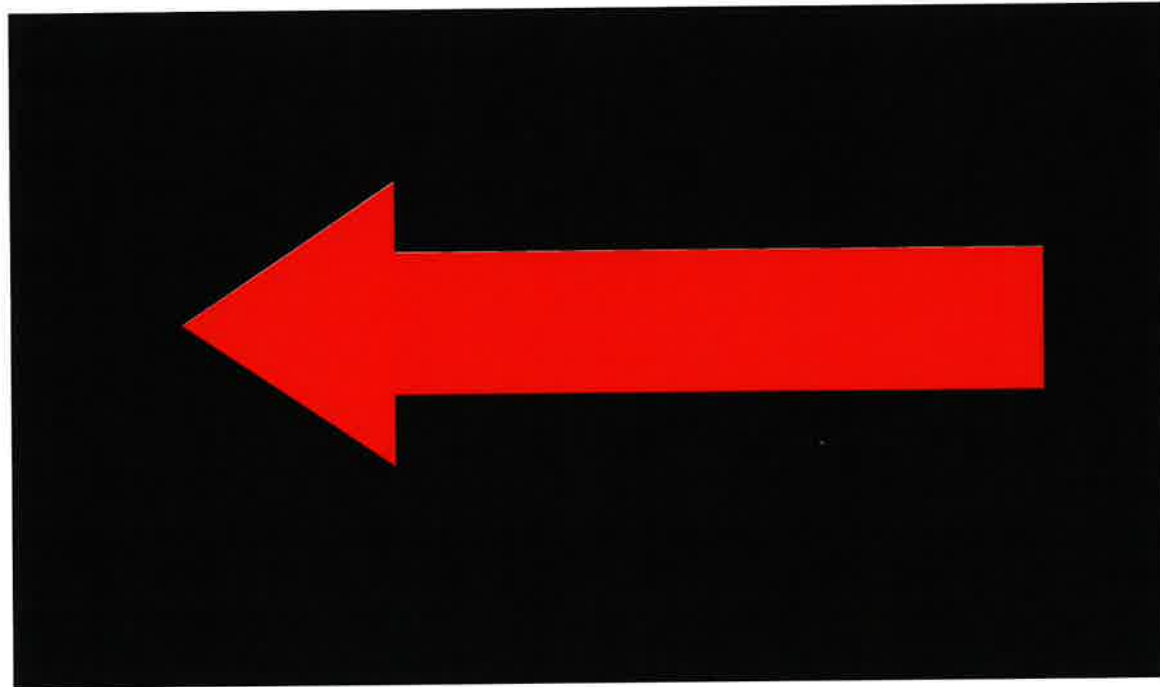
EMERGENCY EVACUATION ROUTE



Exit Right: Towards Back Stairway,
Go Down Stairs to First Floor and
Exit Out Back Door

Meeting Point:
Family Dollar Parking Lot

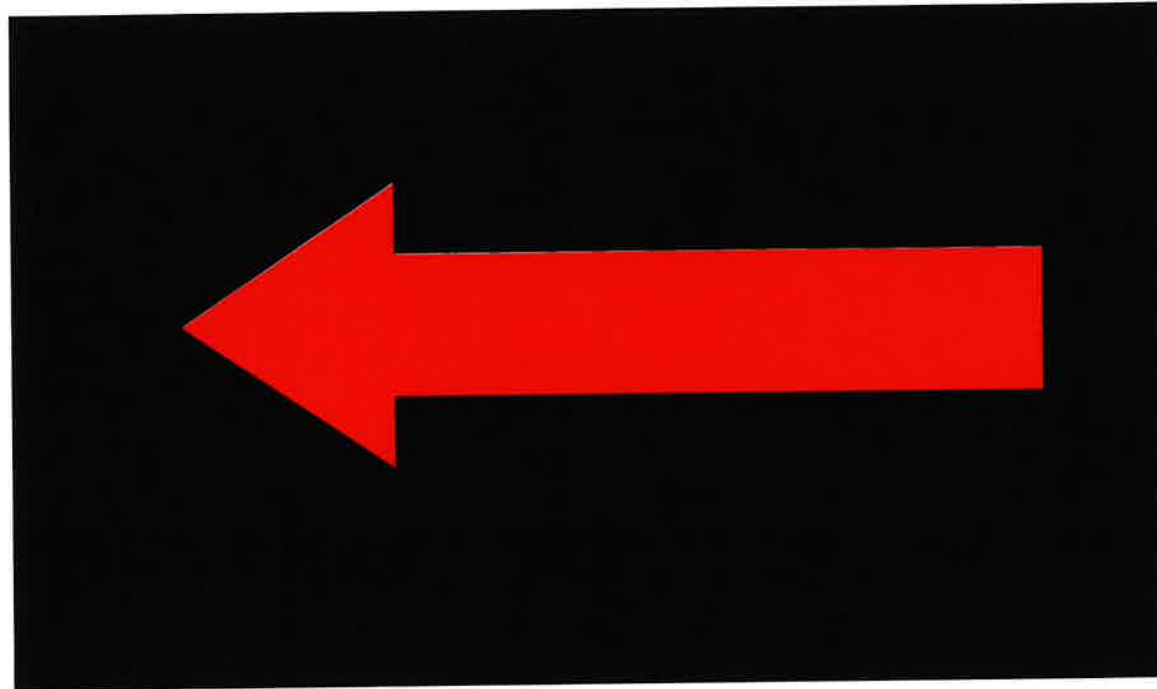
EMERGENCY EVACUATION ROUTE



Exit Left: Towards Back Stairway,
Go Down Stairs to First Floor and
Exit Out Back Door

Meeting Point:
Family Dollar Parking Lot

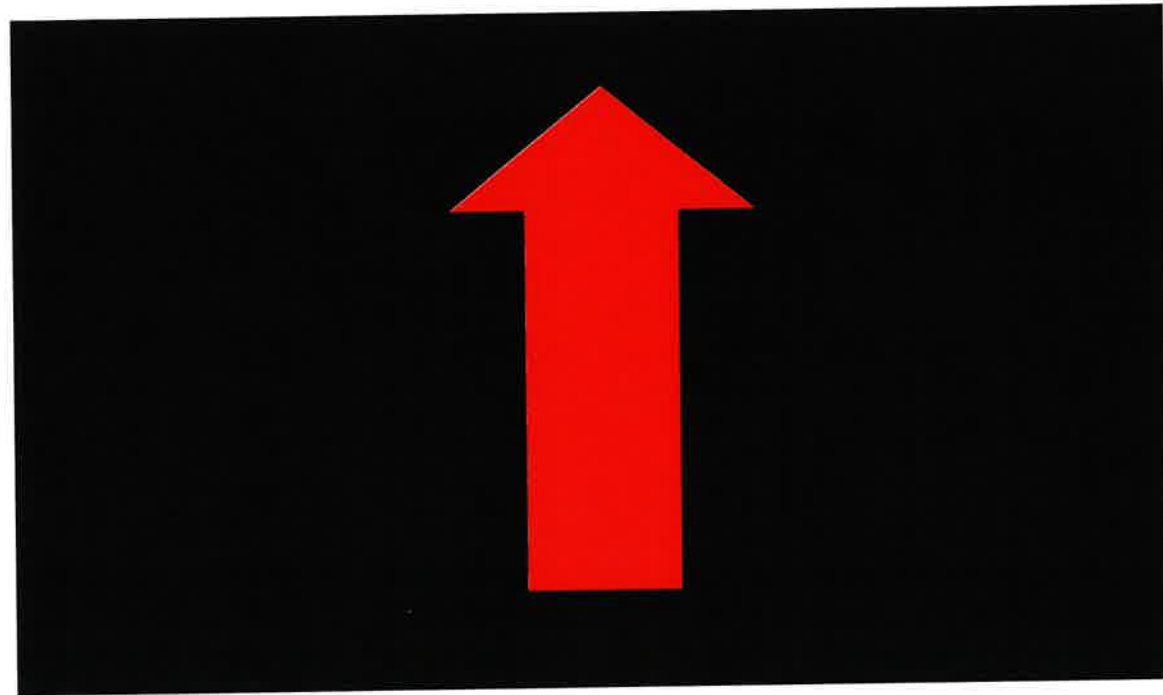
EMERGENCY EVACUATION ROUTE



Exit Left: Towards Back Stairway,
Go Down Stairs to First Floor and
Exit Out Back Door.

Meeting Point:
Family Dollar Parking Lot

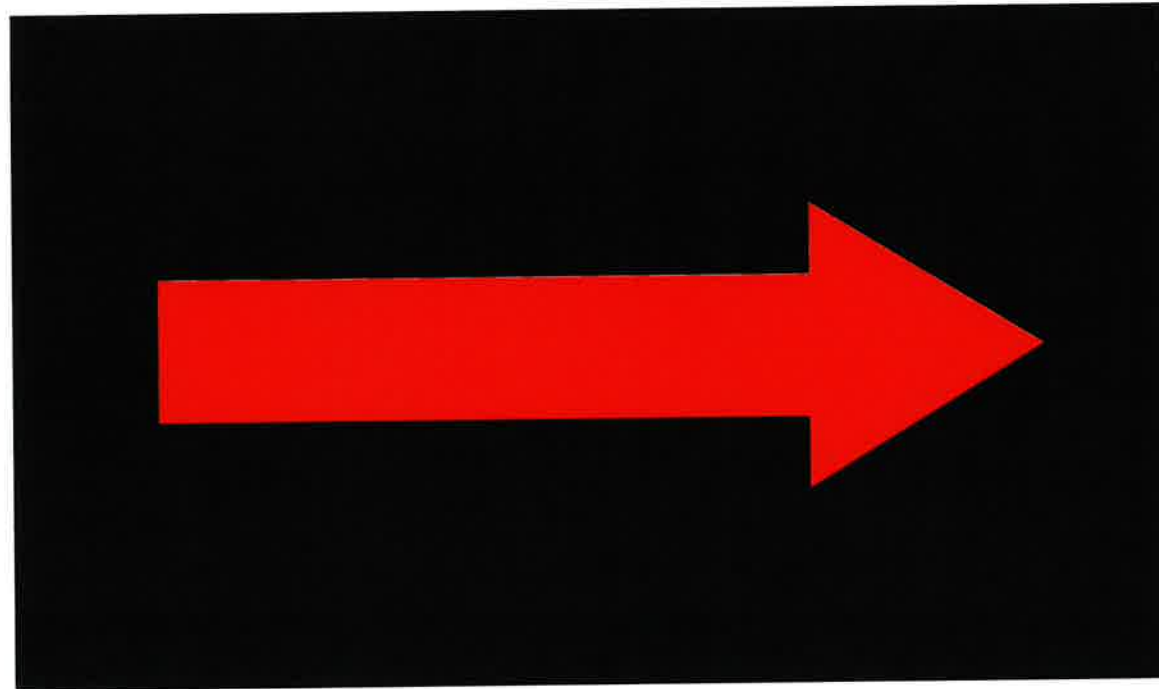
EMERGENCY EVACUATION ROUTE



Exit Straight: Towards Back
Stairway, Go Down Stairs to First
Floor and Exit Out Back Door

Meeting Point:
Family Dollar Parking Lot

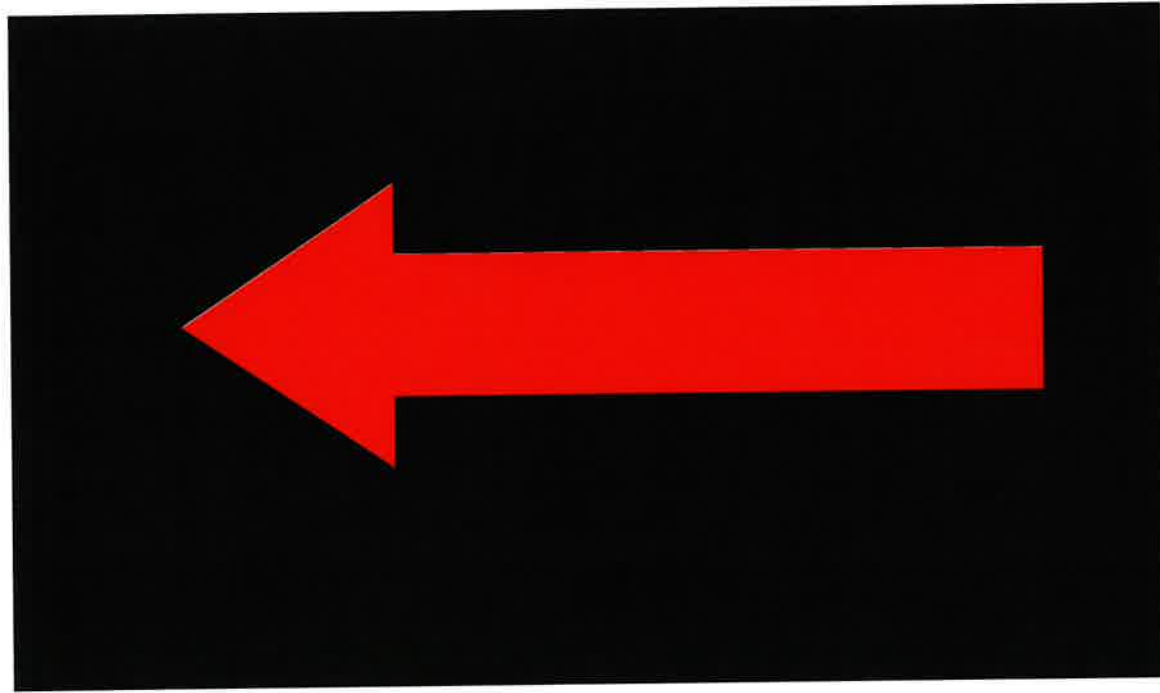
EMERGENCY EVACUATION ROUTE



Exit Right: Towards Back Stairway,
Go Down Stairs to First Floor and
Exit Out Back Door

Meeting Point:
Family Dollar Parking Lot

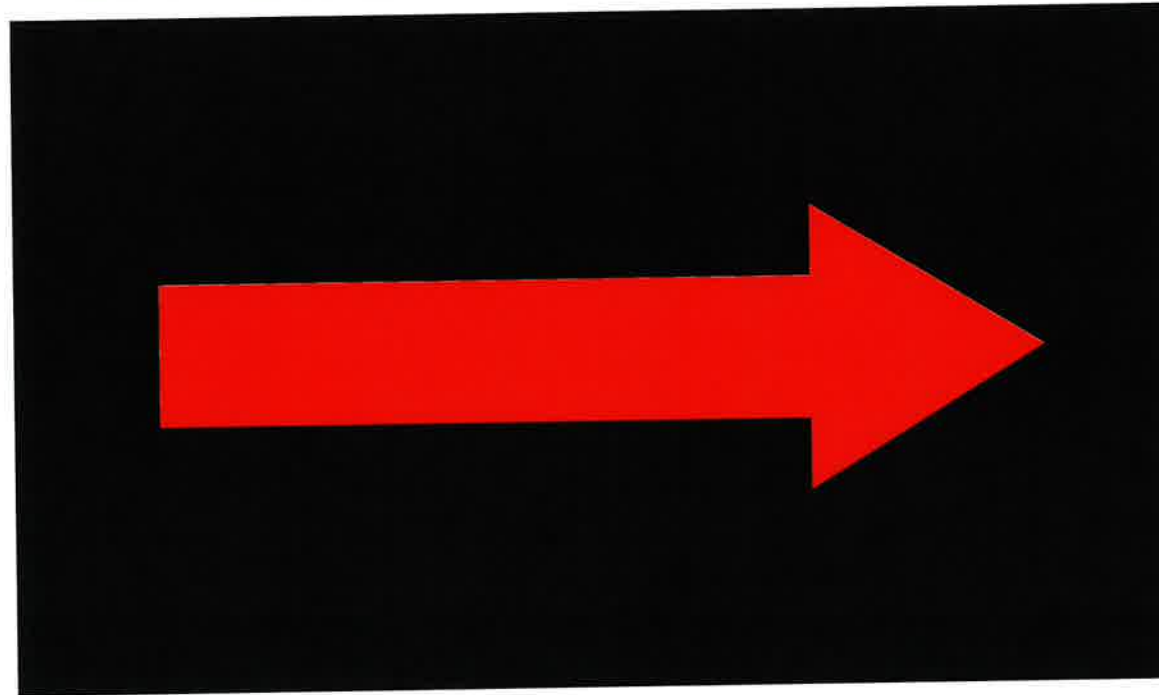
EMERGENCY EVACUATION ROUTE



Exit Left: Towards Back Stairway,
Go Up Stairs to First Floor and Exit
Out Back Door

Meeting Point:
Family Dollar Parking Lot

EMERGENCY EVACUATION ROUTE



Exit Right: Towards Back Stairway,
Go Up Stairs to First Floor and Exit
Out Back Door

Meeting Point:
Family Dollar Parking Lot

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

MEETING LOCATIONS AFTER EVACUATION

To all concerned in case of a fire alarm evacuation. This being a fire drill or a real alarm incident the MEETING POINT is always the same. The safety department has put in all areas signs with the instructions on fire evacuation. Please make a point to check the sign and clearly understand the means of egress and the MEETING POINT.

735 Building: All areas will evacuate out the front door or the back door. The buildings meeting point is on the corner in the Family Dollar parking lot

If any supervisor feels that they are not sure where to go The Safety Department will be more than glad to conduct a walk through of a fire drill with your staff.
Reminder to all supervisors you must keep accountability during an alarm.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

EVACUATION PROCEDURES

1. When the fire alarm sounds staff shall immediately assemble and prepare to evacuate promptly and orderly. Staff must be aware of their evacuation exit routes and meeting point according to their location.
2. Staff should not take any personal belongings with them upon exiting the building.
3. All doors should be closed to isolate or slow down the spread of the fire.
4. Do not use elevators in the event of a fire.
5. Once at the meeting point supervisors shall take accountability of all.
6. Receptionist desk needs to take accountability of all visitors.
7. In case someone is not accounted for notify a supervisor and fire personal immediately
8. Staff will wait for authorization from school officials before re-entry to the building.

COMMUNICATION AND COMMAND DURING THE EVACUATION

School officials will take full command during the evacuation, and maintain order with staff.

Staff will follow their detailed instructions once exiting the building.

School officials will check each meeting point to confirm that all staff exited the building.

Communication between school officials will let staff know when it is safe to re-enter the building.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

POST EVACUATION PROCEDURES

Upon returning to your designated area supervisors shall conduct a head count immediately to ensure that all staff returned safely. Should any one be missing, report to school officials for immediate action. To maintain that all procedures were followed and carried out effectively, corrections or concerns should be addressed to school officials.

All drills and evacuations will be recorded.



The Pennsylvania Cyber Charter School

**EMERGENCY
EVACUATION
PLAN
1200
BUILDING**

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

PA Cyber Emergency Evacuation Plan is designed to direct all staff of PA Cyber to safe areas in the event of an emergency. The emergency includes fire and any other type of emergency that would put staff in harm's way. Detailed routes are posted in all areas throughout the 1200 Building to direct staff to designated safe meeting point.

EVACUATION AND MEETING POINTS

In the event of an evacuation at the 1200 Building the exit routes are split into sections accommodating staff in all areas to exit quickly to their respective meeting point. The 1200 Building Evacuation Routes and Meeting Point are described below:

1. 1200 Building

Evacuation by Sections:

Basement
1st Floor
2nd Floor

Instructions: All are to exit as described in the area (YOU) are in to the designated meeting point.

All evacuation routes are attached.



Emergency Evacuation Route

Basement Hallway



Exit Straight:

Up the Stairs, Make a Right to the Lobby Door
Proceed to The Meeting Point

Meeting Point

Far End of the Parking Lot

Emergency Evacuation Route



Emergency Evacuation Route

Basement Hallway



Exit Straight:

Up the Stairs, Make a Left Out the Door
Proceed to The Meeting Point

Meeting Point

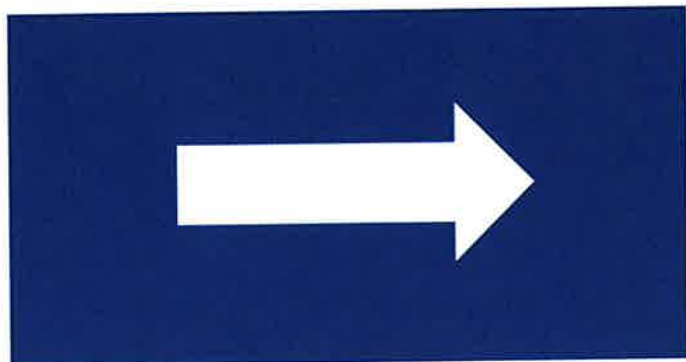
Far End of the Parking Lot

Emergency Evacuation Route



Emergency Evacuation Route

Enrollment



Exit Right:

Down the Hallway and Out the Door
Proceed to The Meeting Point

Meeting Point

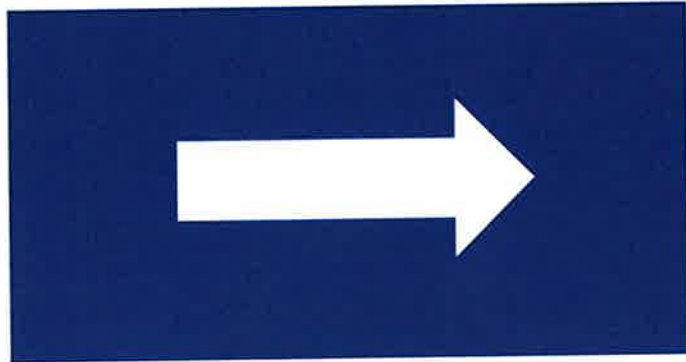
Far End of the Parking Lot

Emergency Evacuation Route



Emergency Evacuation Route

Human Resource



Exit Right:

Down the Hallway and Out the Door
Proceed to The Meeting Point

Meeting Point

Far End of the Parking Lot

Emergency Evacuation Route



Emergency Evacuation Route

Office Hallway



Exit Right:

Down the Hallway and Out the Door
Proceed to The Meeting Point

Meeting Point

Far End of the Parking Lot

Emergency Evacuation Route



Emergency Evacuation Route

Hallway



Exit Straight:

Out the Door and
Proceed to The Meeting Point

Meeting Point

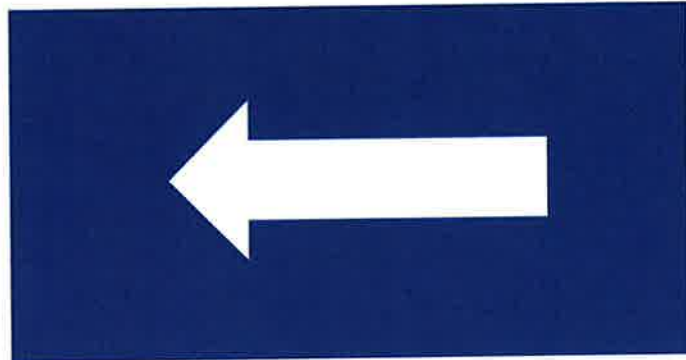
Far End of the Parking Lot

Emergency Evacuation Route



Emergency Evacuation Route

Training Room



Exit Left:

Into the Lobby and Proceed Down the Stairs.

Exit Out the Door

Proceed to The Meeting Point

Meeting Point

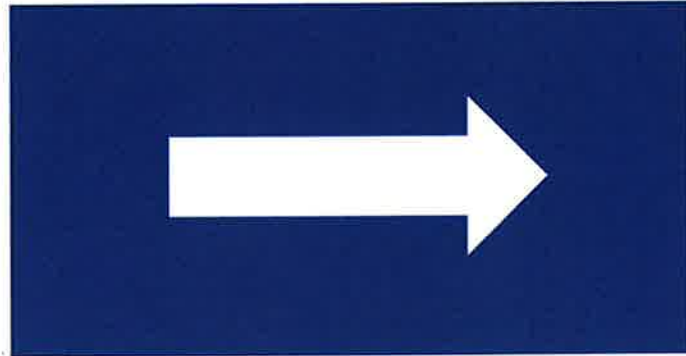
Far End of the Parking Lot

Emergency Evacuation Route



Emergency Evacuation Route

Training Room



Exit Right:

Into the Lobby and Proceed Down the Stairs.

Exit Out the Door

Proceed to The Meeting Point

Meeting Point

Far End of the Parking Lot

Emergency Evacuation Route

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

MEETING LOCATIONS AFTER EVACUATION

To all concerned in case of a fire alarm evacuation. This being a fire drill or a real alarm incident the MEETING POINT is always the same. The safety department has put in all areas signs with the instructions on fire evacuation. Please make a point to check the sign and clearly understand the means of egress and the MEETING POINT.

1200 Building: All areas will evacuate out the front doors, back doors and the side doors. The meeting point is the far end of the parking lot.

If any supervisor feels that they are not sure where to go The Safety Department will be more than glad to come to your location and do a walk through of a fire drill with your staff.

Reminder to all supervisors you must take accountability of your staff at the meeting point.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

EVACUATION PROCEDURES

1. When the fire alarm sounds staff shall immediately assemble and prepare to evacuate promptly and orderly. Staff must be aware of their evacuation exit routes and meeting point according to their location.
2. Staff should not take any personal belongings with them upon exiting the building.
3. All doors should be closed to isolate or slow down the spread of the fire.
4. Do not use elevators in the event of a fire.
5. Once at the meeting point take accountability of all staff.
6. Receptionist desk needs to take accountability of all visitors.
7. In case someone is not accounted for notify a supervisor and fire personal immediately
8. Staff will wait for authorization from school officials before re-entry to the building.

COMMUNICATION AND COMMAND DURING THE EVACUATION

The PA Cyber officials will take full command during the evacuation, and maintain order with staff.

Staff will follow their detailed instructions once exiting the building.

PA Cyber officials will check the meeting point to confirm that all staff exited the building.

Communication between PA Cyber officials and supervisors will let employees' know when it is safe to re-enter the building.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

POST EVACUATION PROCEDURES

Upon returning to your designated area supervisors shall conduct a head count immediately to ensure that all staff returned safely. Should any one be missing, report to PA Cyber officials for immediate action. To maintain that all procedures were followed and carried out effectively, corrections or concerns should be addressed to PA Cyber officials.

All drills and evacuations will be recorded.



The Pennsylvania Cyber Charter School

**EMERGENCY
EVACUATION
PLAN
522 Railroad Ave**

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

PA Cyber Emergency Evacuation Plan is designed to direct all staff of PA Cyber to safe areas in the event of an emergency. The emergency includes fire and any other type of emergency that would put staff in harm's way. Detailed routes are posted in all areas throughout the Train Station to direct staff to designated safe meeting point.

EVACUATION AND MEETING POINTS

In the event of an evacuation at the Train Station the exit routes are split into sections accommodating staff in all areas to exit quickly to their respective meeting point. The Train Station Evacuation Routes and Meeting Point are described below:

1. Train Station

Evacuation by Sections:

Main Floor

Instructions: All are to exit as described in the area (YOU) are in to the designated meeting point.

All evacuation routes are attached.

EMERGENCY EVACUATION ROUTE

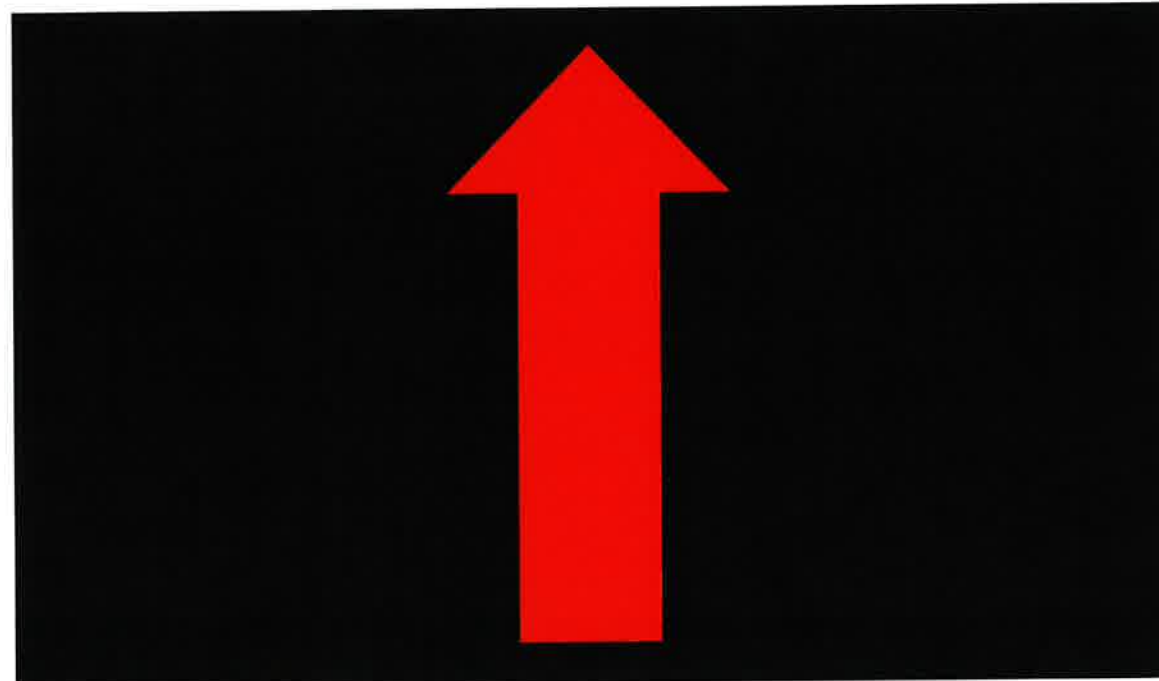


Back Room 1

Exit Straight:
Out Back Door and Proceed to the
Meeting Point

Meeting Point:
Maintenance Building

EMERGENCY EVACUATION ROUTE



Back Room 2

Exit Straight:
Out Back Door and Proceed to the
Meeting Point

Meeting Point:
Maintenance Building

EMERGENCY EVACUATION ROUTE

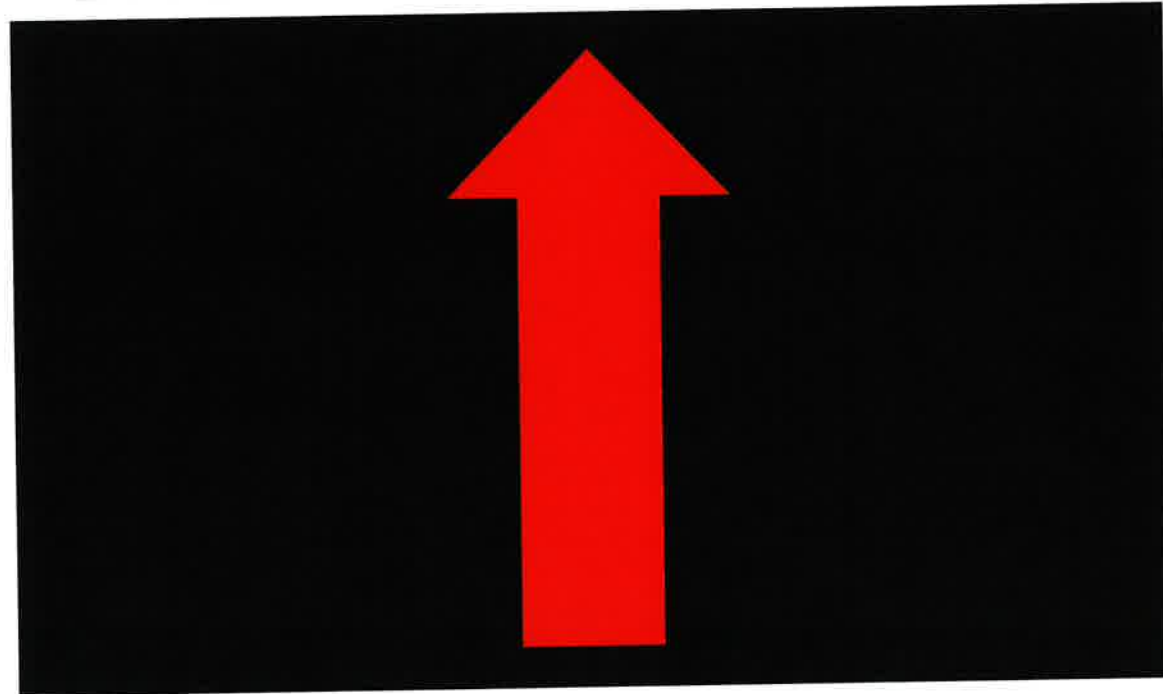


Back Room

Exit Straight:
Out Back Door and Proceed to the
Meeting Point

Meeting Point:
Maintenance Building

EMERGENCY EVACUATION ROUTE



Break Room

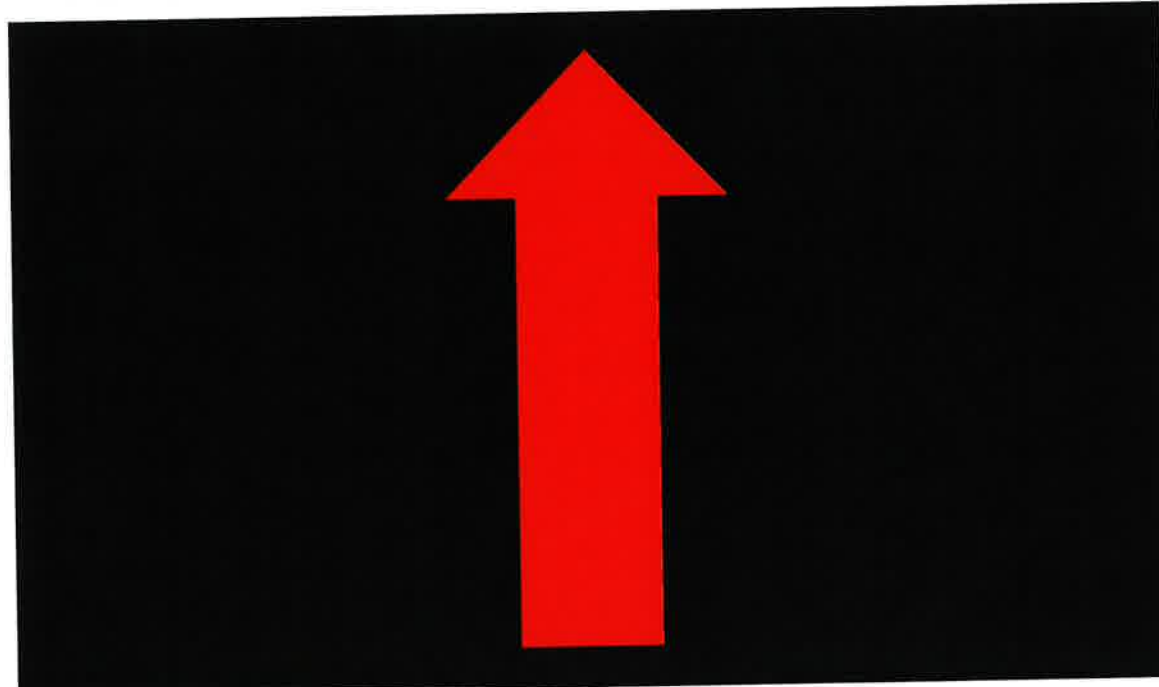
Exit Straight:

Down the Hallway and Exit Out the
Front Door and Proceed to the
Meeting Point

Meeting Point:

Maintenance Building

EMERGENCY EVACUATION ROUTE



Conference Room

Exit Straight:

Out of Room and Take a Left Out
Front Door and Proceed to the
Meeting Point

Meeting Point:

Maintenance Building

EMERGENCY EVACUATION ROUTE

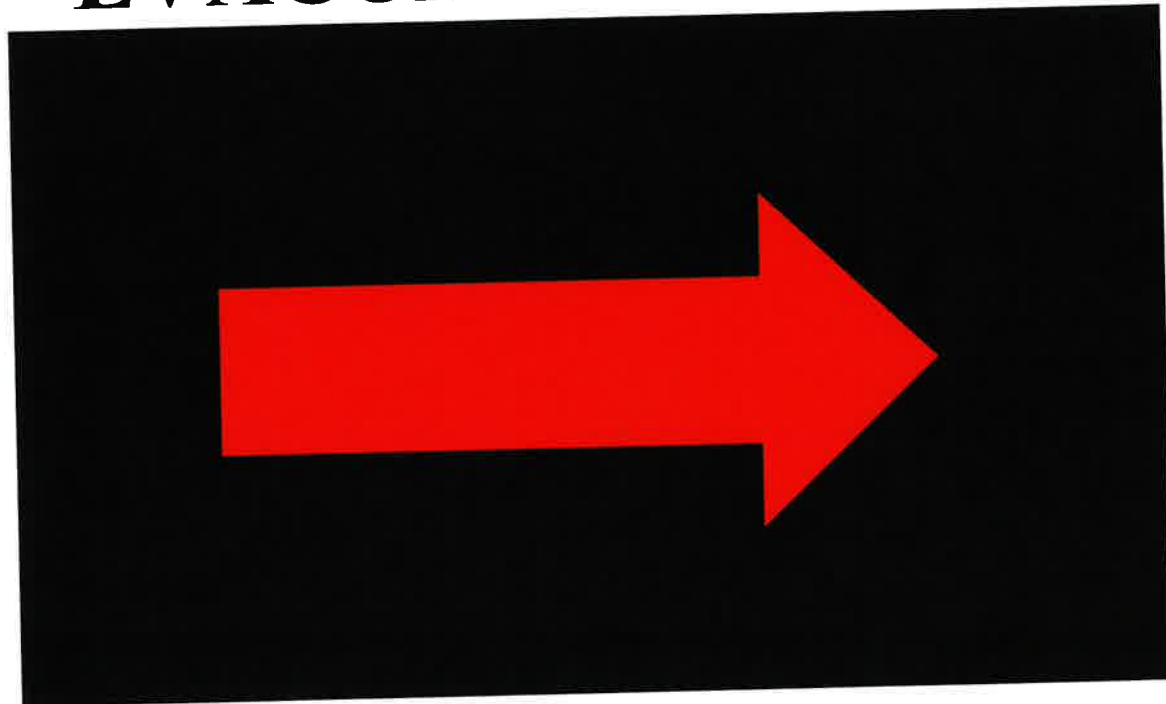


Front Door

Exit Straight:
Out Front Door and Proceed to the
Meeting Point

Meeting Point:
Maintenance Building

EMERGENCY EVACUATION ROUTE



Middle Room

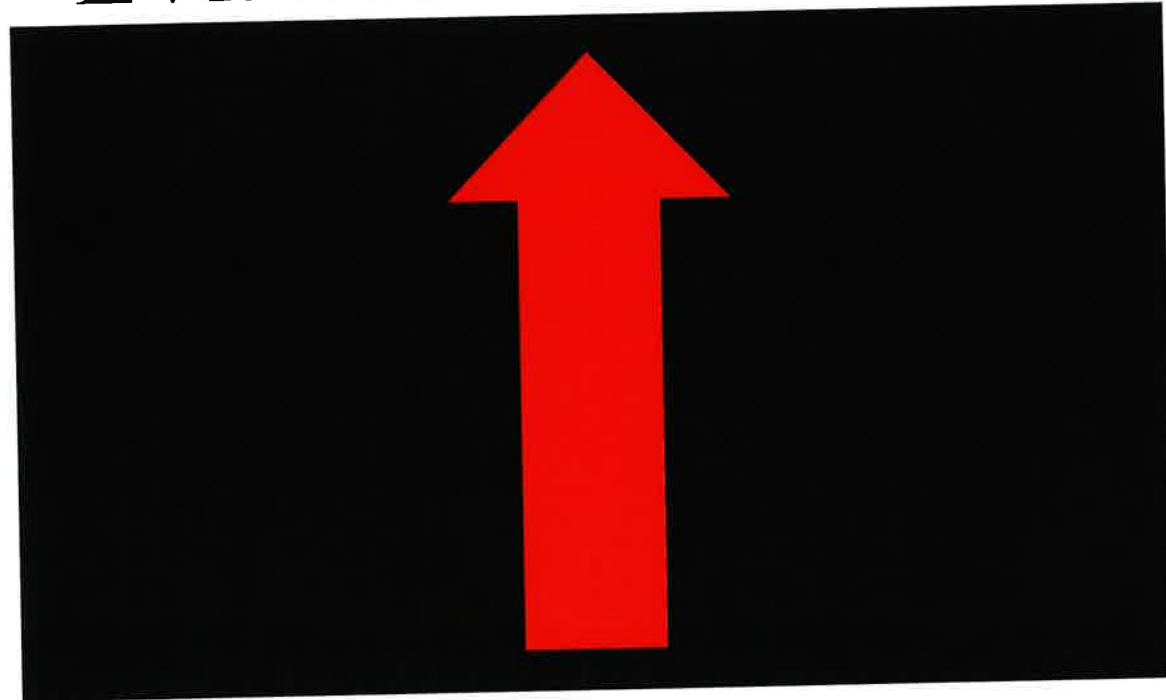
Exit Right:

And Proceed to the Front Door.
Proceed to the Meeting Point

Meeting Point:

Maintenance Building

EMERGENCY EVACUATION ROUTE



Middle Room

Exit Straight:

Out Side Door and Proceed to the
Meeting Point

Meeting Point:

Maintenance Building

EMERGENCY EVACUATION ROUTE



Side Door

Exit Straight:

Out Side Door and Proceed to the
Meeting Point

Meeting Point:

Maintenance Building

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

MEETING LOCATIONS AFTER EVACUATION

To all concerned in case of a fire alarm evacuation. This being a fire drill or a real alarm incident the MEETING POINT is always the same. The safety department has put in all areas signs with the instructions on fire evacuation. Please make a point to check the sign and clearly understand the means of egress and the MEETING POINT.

Train station: All areas will evacuate out the front doors, back door and the side door. The meeting point is the Maintenance Building.

If any supervisor feels that they are not sure where to go The Safety Department will be more than glad to come to your location and do a walk through of a fire drill with your staff.

Reminder to all supervisors you must take accountability of your staff at the meeting point.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

EVACUATION PROCEDURES

1. When the fire alarm sounds staff shall immediately assemble and prepare to evacuate promptly and orderly. Staff must be aware of their evacuation exit routes and meeting point according to their location.
2. Staff should not take any personal belongings with them upon exiting the building.
3. All doors should be closed to isolate or slow down the spread of the fire.
4. Do not use elevators in the event of a fire.
5. Once at the meeting point all supervisors take accountability of all staff.
6. Receptionist desk needs to take accountability of all visitors.
7. In case someone is not accounted for notify a supervisor and fire personal immediately
8. Staff will wait for authorization from school officials before re-entry to the building.

COMMUNICATION AND COMMAND DURING THE EVACUATION

School officials will take full command during the evacuation and maintain order with staff.

Staff will follow their detailed instructions once exiting the building.

School officials will check the meeting point to confirm that all staff exited the building.

Communication with PA Cyber officials and supervisors will let employees' know when it is safe to re-enter the building.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

POST EVACUATION PROCEDURES

Upon returning to your designated area supervisors shall conduct a head count immediately to ensure that all staff returned safely. Should any one be missing, report to school officials for immediate action. To maintain that all procedures were followed and carried out effectively, corrections or concerns should be addressed to school officials.

All drills and evacuations will be recorded.



The Pennsylvania Cyber Charter School

EMERGENCY EVACUATION PLAN

617 Midland Ave

7/17/2013

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

PA Cyber Emergency Evacuation Plan is designed to direct all staff of PA Cyber to safe areas in the event of an emergency. The emergency includes fire and any other type of emergency that would put staff in harm's way. Detailed routes are posted in all areas throughout the Union Hall to direct staff to designated safe meeting point.

EVACUATION AND MEETING POINTS

In the event of an evacuation at the Union Hall the exit routes are split into sections accommodating staff in all areas to exit quickly to their respective meeting point. The Union Hall Evacuation Routes and Meeting Point are described below:

1. Union Hall

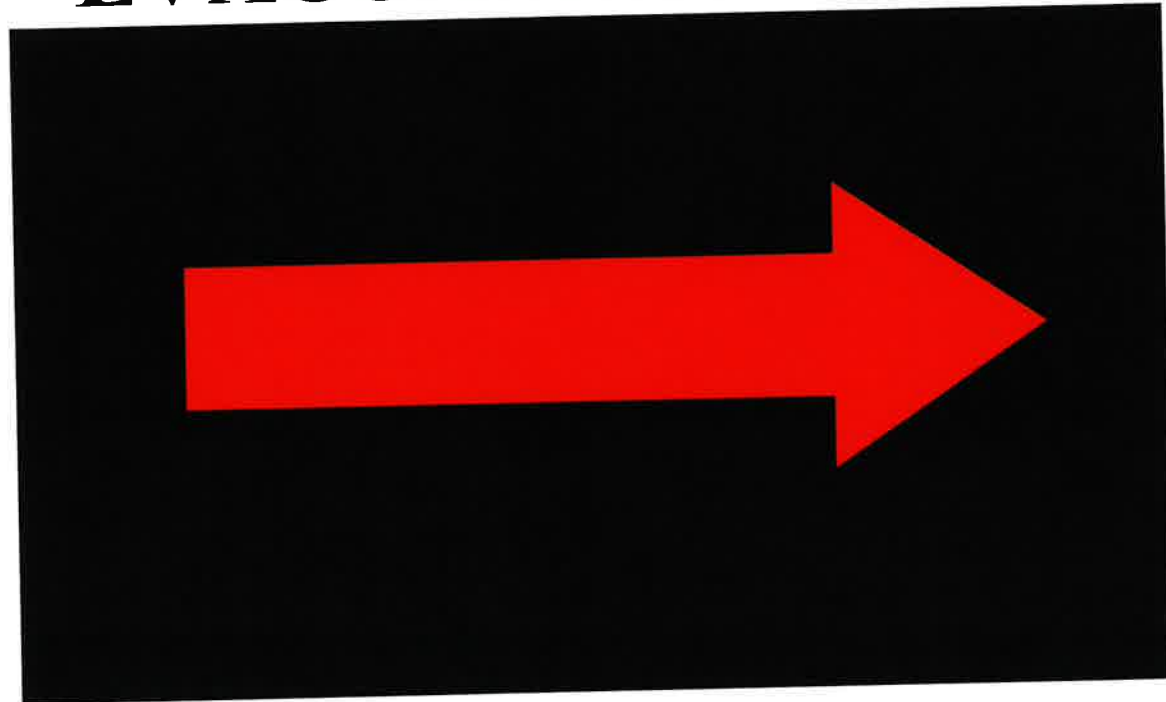
Evacuation by Sections:

Basement
First Floor
Mezzanine
Second Floor

Instructions: All are to exit as described in the area (YOU) are in to the designated meeting point.

All evacuation routes are attached.

EMERGENCY EVACUATION ROUTE



1st Floor

Exit Right:

To the stairs, go up the stairs and exit
out of the building

Meeting Point:

Josephine's Parking Lot



The Pennsylvania Cyber Charter School

617 Building

617 Midland Ave, Midland PA 15059

724-643-1180

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2023-2024 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	.911
Fire and Medic Rescue.....	911
Children & Youth Services Beaver County.....	724-891-5800
Midland Borough Police Department.....	911
Ambulance.....	911
Heritage Valley Hospital.....	724-728-7000
PA Cyber Main Office.....	724-643-1180

617 BUILDING ICS TEAM MEMBERS

Shawn Lanious
Dean Phillips

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Scot Rutledge scot.rutledge@pacyber.org Director of Marketing and Communications

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to “STAY CALM - your attitude/actions will be mirrored by staff.” This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the 617 Building ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where you are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a staff member to notify the coordinator/director of crisis.
3. Send another staff member to help with crowd control.
4. Trained staff will administer first aid.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

NUCLEAR EMERGENCY EVENT

How will you learn of a serious nuclear incident

1. The signal is a steady three-minute signal– not a wailing or warbling signal
2. When the alert signal is sounded tune your radio or TV to receive the alert message.
Radio: WBVP 1230 AM, KDKA 1020AM, WMBA 460AM
TV: WPXI channel 11, WTAE Channel 4, KDKA channel 2

IF YOU ARE TOLD TO TAKE SHELTER

1. Close all windows and outside doors
2. Shut all vents; turn off air conditioning units or turn down heaters
3. Continue to listen to the EAS radio/TV stations
4. Remain inside until you are told it's safe to go out.
5. Don't use telephone, leave lines open for emergencies.

IF YOU ARE TOLD TO EVACUATE

1. Follow instruction promptly and carefully. The main evacuation routes are listed below. This is where you should go for temporary accommodations.

Recommended Routes

North on Rte. 168 to Rt. 60 North Exit Rt.108, Rt. 108 West to Rts. 317W/551N, Rt. 317 West to Mohawk High School.

Reception Center: Mohawk High School, Lawrence County

NATURAL DISASTERS

SEVERE WEATHER (TORNADO)

1. Upon Notification of Severe Weather. Administration will notify the staff/ students of impending weather.
2. All staff/students will go to the basement. If you don't have a basement take staff/students to the inner walls of the building.
3. Stay away from glass windows or doors.
4. Assume the protective position



5. Wait for further instructions from administration.

EARTH QUAKES

1. Wherever you are, drop down to your hands and knees and hold onto something sturdy until the shaking stops.
2. Cover your head and neck with your arms. If a sturdy desk or table is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl to an interior wall away from windows. Stay on your knees and bent over to protect vital organs.
3. If you are under a table or desk hold on with one hand and be ready to move with it if it moves.



HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout **“Get on the floor”** to your surrounding staff members.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell staff to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor for referrals.

SUICIDAL IDEATION (Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student’s family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

Example

- Fire alarm goes off
- Get your students ready to evacuate the building
- Start evacuating the students out of the building. Make sure you don't leave anybody behind
- Once outside start accountability of your students
 - Make sure to say all the students names for accountability purposes.
- If you have all your students, then Great Job!!! Wait on the fire department
- If you are missing a student, make sure the following people are aware
 - 911 Operator/ if the fire fighters haven't arrived yet.
 - Fire Fighters
 - Staff of Facility (ONLY AT TESTING SITES)
- Do not re-enter the building until the fire fighters give the okay

Area of Rescue Assistance

An area of rescue assistance, is for individuals with mobility challenges. For varying reasons they require assistance in the event of an emergency and may include:

- Person's with disabilities
- The elderly
- The blind
- Sick people
- Anyone who can't access an emergency exit

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC who will determine need for prosecution and restitution.
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.



Fire Extinguisher

What to do before you use a fire extinguisher

- Pull the fire alarm and Call 911. Make sure everyone is evacuated out of the area. You want to make sure the fire department is on the way.
- Position yourself accordingly. Always have your back facing an exit in case the fire gets out of control. You will still have a way out of the room
- Make sure you are 6 to 8 feet away from the flames before discharging the extinguisher. You can move closer as you extinguish the flames.

How to Operate a Fire Extinguisher

- **Pull** the pin. This will also break the tamper seal
- **Aim** low, point the extinguisher nozzle at the base of the fire
- **Squeeze** the handle to release the extinguisher agent.
- **Sweep** side to side at the base of the fire until it appears to be out

BOMB SCARE (Call comes to office/staff)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Complete the Bomb Threat Checklist.
3. Notify coordinator/director.
4. IC will notify police, fire and school officials.
5. IC will call for evacuation of the building by announcing “Teachers, please organize your students for a special assembly in the lobby.”
6. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
7. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
8. If students/staff are missing, report their names to IC.
9. If inclement weather, **do no take coats**. Students will be taken to a safe location/ building.
10. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
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CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

BE AWARE OF YOUR SURROUNDINGS

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. Report all suspicious person to the IC immediately.
3. Report all suspicious packages to the IC immediately
4. IC should follow up with the local police.

Follow-up:

1. The IC will inform the ICS team of the incident.
2. Coordinator/director shall file a written report.

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. 617 Building staff will be directed by the 617 IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the staff.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many staff as possible away.
11. Staff will be told room by room where to evacuate to.

Follow-up:

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DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “**Green**” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HARD LOCKDOWN VS SOFT LOCKDOWN

Hard Lockdown

- Nobody goes in or out of the building
- All Staff and Students are in their designated lockdown rooms

Soft Lockdown

- Staff and Students can move freely in the building
- No visitors are allowed in the building
- Students arriving for class at the Regional Offices are allowed in. Students are allowed to leave once class has finished.
- Staff are not allowed to leave



The Pennsylvania Cyber Charter School

652 Building

652 Midland Ave, Midland PA 15059

724-643-1180



**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**

2023-2024 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	.911
Fire and Medic Rescue.....	911
Children & Youth Services Beaver County.....	724-891-5800
Midland Borough Police Department.....	911
Ambulance.....	911
Heritage Valley Hospital.....	724-728-7000
PA Cyber Main Office.....	724-643-1180

652 BUILDING ICS TEAM MEMBERS

Eric Woelfel
Alan Fritz

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Scot Rutledge scot.rutledge@pacyber.org Director of Marketing and Communications

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to “STAY CALM - your attitude/actions will be mirrored by staff.” This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the 652 Building ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where your are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a staff member to notify the coordinator/director of crisis.
3. Send another staff member to help with crowd control.
4. Trained staff will administer first aid.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

NUCLEAR EMERGENCY EVENT

How will you learn of a serious nuclear incident

1. The signal is a steady three-minute signal– not a wailing or warbling signal
2. When the alert signal is sounded tune your radio or TV to receive the alert message.
Radio: WBVP 1230 AM, KDKA 1020AM, WMBA 460AM
TV: WPXI channel 11, WTAE Channel 4, KDKA channel 2

IF YOU ARE TOLD TO TAKE SHELTER

1. Close all windows and outside doors
2. Shut all vents; turn off air conditioning units or turn down heaters
3. Continue to listen to the EAS radio/TV stations
4. Remain inside until you are told it's safe to go out.
5. Don't use telephone, leave lines open for emergencies.

IF YOU ARE TOLD TO EVACUATE

1. Follow instruction promptly and carefully. The main evacuation routes are listed below. This is where you should go for temporary accommodations.

Recommended Routes

North on Rte. 168 to Rt. 60 North Exit Rt.108, Rt. 108 West to Rts. 317W/551N, Rt. 317 West to Mohawk High School.

Reception Center: Mohawk High School, Lawrence County

NATURAL DISASTERS

SEVERE WEATHER (TORNADO)

1. Upon Notification of Severe Weather. Administration will notify the staff/students of impending weather.
2. All staff/students will go to the basement. If you don't have a basement take staff/students to the inner walls of the building.
3. Stay away from glass windows or doors.
4. Assume the protective position



5. Wait for further instructions from administration.

EARTH QUAKES

1. Wherever you are, drop down to your hands and knees and hold onto something sturdy until the shaking stops.
2. Cover your head and neck with your arms. If a sturdy desk or table is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl to an interior wall away from windows. Stay on your knees and bent over to protect vital organs.
3. If you are under a table or desk hold on with one hand and be ready to move with it if it moves.



“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout **“Get on the floor”** to your surrounding staff members.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell staff to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor for referrals.

SUICIDAL IDEATION (Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student’s family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/ building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

Example

- Fire alarm goes off
- Get your students ready to evacuate the building
- Start evacuating the students out of the building. Make sure you don't leave anybody behind
- Once outside start accountability of your students
 - Make sure to say all the students names for accountability purposes.
- If you have all your students, then Great Job!!! Wait on the fire department
- If you are missing a student, make sure the following people are aware
 - 911 Operator/ if the fire fighters haven't arrived yet.
 - Fire Fighters
 - Staff of Facility (ONLY AT TESTING SITES)
- Do not re-enter the building until the fire fighters give the okay

Area of Rescue Assistance

An area of rescue assistance, is for individuals with mobility challenges. For varying reason's they require assistance in the event of an emergency and may include:

- Person's with disabilities
- The elderly
- The blind
- Sick people
- Anyone who can't access an emergency exit

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
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DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct
 - a. Parental Contact
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2. Notify the IC **who will determine need for prosecution and restitution.**
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(Call comes to office/staff)

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- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
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- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

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If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “**Green**” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HARD LOCKDOWN VS SOFT LOCKDOWN

Hard Lockdown

- Nobody goes in or out of the building
- All Staff and Students are in their designated lockdown rooms

Soft Lockdown

- Staff and Students can move freely in the building
- No visitors are allowed in the building
- Students arriving for class at the Regional Offices are allowed in. Students are allowed to leave once class has finished.
- Staff are not allowed to leave



The Pennsylvania Cyber Charter School

722 Building

722 Midland Ave, Midland PA 15059

724-643-1180



**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**

2023-2024 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended.

IMPORTANT NUMBERS

Police.....	.911
Fire and Medic Rescue.....	911
Children & Youth Services Beaver County.....	724-891-5800
Midland Borough Police Department.....	911
Ambulance.....	911
Heritage Valley Hospital.....	724-728-7000
PA Cyber Main Office.....	724-643-1180

722 BUILDING ICS TEAM MEMBERS

Eric Winters
Ryan Miller

An EMERGENCY is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Scot Rutledge scot.rutledge@pacyber.org Director of Marketing and Communications

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to “STAY CALM - your attitude/actions will be mirrored by staff. ” This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the 722 Building ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where you are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a staff member to notify the coordinator/director of crisis.
3. Send another staff member to help with crowd control.
4. Trained staff will administer first aid.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

NUCLEAR EMERGENCY EVENT

How will you learn of a serious nuclear incident

1. The signal is a steady three-minute signal– not a wailing or warbling signal
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Radio: WBVP 1230 AM, KDKA 1020AM, WMBA 460AM
TV: WPXI channel 11, WTAE Channel 4, KDKA channel 2

IF YOU ARE TOLD TO TAKE SHELTER

1. Close all windows and outside doors
2. Shut all vents; turn off air conditioning units or turn down heaters
3. Continue to listen to the EAS radio/TV stations
4. Remain inside until you are told it's safe to go out.
5. Don't use telephone, leave lines open for emergencies.

IF YOU ARE TOLD TO EVACUATE

1. Follow instruction promptly and carefully. The main evacuation routes are listed below. This is where you should go for temporary accommodations.

Recommended Routes

North on Rte. 168 to Rt. 60 North Exit Rt.108, Rt. 108 West to Rts. 317W/551N, Rt. 317 West to Mohawk High School.

Reception Center: Mohawk High School, Lawrence County

NATURAL DISASTERS

SEVERE WEATHER (TORNADO)

1. Upon Notification of Severe Weather. Administration will notify the staff/students of impending weather.
2. All staff/students will go to the basement. If you don't have a basement take staff/students to the inner walls of the building.
3. Stay away from glass windows or doors.
4. Assume the protective position



5. Wait for further instructions from administration.

EARTH QUAKES

1. Wherever you are, drop down to your hands and knees and hold onto something sturdy until the shaking stops.
2. Cover your head and neck with your arms. If a sturdy desk or table is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl to an interior wall away from windows. Stay on your knees and bent over to protect vital organs.
3. If you are under a table or desk hold on with one hand and be ready to move with it if it moves.



“HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout **“Get on the floor”** to your surrounding staff members.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell staff to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor for referrals.

SUICIDAL IDEATION (Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student’s family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/ building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

Example

- Fire alarm goes off
- Get your students ready to evacuate the building
- Start evacuating the students out of the building. Make sure you don't leave anybody behind
- Once outside start accountability of your students
 - Make sure to say all the students names for accountability purposes.
- If you have all your students, then Great Job!!! Wait on the fire department
- If you are missing a student, make sure the following people are aware
 - 911 Operator/ if the fire fighters haven't arrived yet.
 - Fire Fighters
 - Staff of Facility (ONLY AT TESTING SITES)
- Do not re-enter the building until the fire fighters give the okay

Area of Rescue Assistance

An area of rescue assistance, is for individuals with mobility challenges. For varying reasons they require assistance in the event of an emergency and may include:

- Person's with disabilities
- The elderly
- The blind
- Sick people
- Anyone who can't access an emergency exit

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC who will determine need for prosecution and restitution.
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.



Fire Extinguisher

What to do before you use a fire extinguisher

- Pull the fire alarm and Call 911. Make sure everyone is evacuated out of the area. You want to make sure the fire department is on the way.
- Position yourself accordingly. Always have your back facing an exit in case the fire gets out of control. You will still have a way out of the room
- Make sure you are 6 to 8 feet away from the flames before discharging the extinguisher. You can move closer as you extinguish the flames.

How to Operate a Fire Extinguisher

- **Pull** the pin. This will also break the tamper seal
- **Aim** low, point the extinguisher nozzle at the base of the fire
- **Squeeze** the handle to release the extinguisher agent.
- **Sweep** side to side at the base of the fire until it appears to be out

BOMB SCARE

(Call comes to office/staff)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Complete the Bomb Threat Checklist.
3. Notify coordinator/director.
4. IC will notify police, fire and school officials.
5. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly in the lobby."
6. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
7. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
8. If students/staff are missing, report their names to IC.
9. If inclement weather, **do no take coats**. Students will be taken to a safe location/building.
10. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

BE AWARE OF YOUR SURROUNDINGS

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. Report all suspicious person to the IC immediately.
3. Report all suspicious packages to the IC immediately
4. IC should follow up with the local police.

Follow-up:

1. The IC will inform the ICS team of the incident.
2. Coordinator/director shall file a written report.

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. 722 Building staff will be directed by the 722 IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the staff.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many staff as possible away.
11. Staff will be told room by room where to evacuate to.

Follow-up:

Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “**Green**” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
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To prevent an active shooter from entering your hiding place:

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- Hide behind large items (cabinets, desks)
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735 Building

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Sean Snowden
Chad Francis

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3. Continue to listen to the EAS radio/TV stations
4. Remain inside until you are told it's safe to go out.
5. Don't use telephone, leave lines open for emergencies.

IF YOU ARE TOLD TO EVACUATE

1. Follow instruction promptly and carefully. The main evacuation routes are listed below. This is where you should go for temporary accommodations.

Recommended Routes

North on Rte. 168 to Rt. 60 North Exit Rt.108, Rt. 108 West to Rts. 317W/551N, Rt. 317 West to Mohawk High School.

Reception Center: Mohawk High School, Lawrence County

NATURAL DISASTERS

SEVERE WEATHER (TORNADO)

1. Upon Notification of Severe Weather. Administration will notify the staff/students of impending weather.
2. All staff/students will go to the basement. If you don't have a basement take staff/students to the inner walls of the building.
3. Stay away from glass windows or doors.
4. Assume the protective position



5. Wait for further instructions from administration.

EARTH QUAKES

1. Wherever you are, drop down to your hands and knees and hold onto something sturdy until the shaking stops.
2. Cover your head and neck with your arms. If a sturdy desk or table is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl to an interior wall away from windows. Stay on your knees and bent over to protect vital organs.
3. If you are under a table or desk hold on with one hand and be ready to move with it if it moves.



HIT THE DECK” (Explosion, gunfire is heard)

1. If you recognize immediate danger or hear what sounds like gunshots.....shout **“Get on the floor”** to your surrounding staff members.
2. Ensure everyone immediately drops to the ground and lies flat.
3. Tell staff to cover their heads with their arms and hands, and don’t move or get up.
4. Remain on the floor until it is safe to move.

WEAPONS

Action to be taken:

1. Stay calm. **DO NOT** try to be heroic!
2. Position self at a 90 degree angle to person.
3. Don’t physically attempt to take the weapon.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
10. If the individual flees, don’t chase him or her. Observe the direction of the suspect’s flight to provide police with name, description and if applicable, license plate.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.
3. Debrief with ICS Team.
4. Contact counselor for referrals.

SUICIDAL IDEATION (Hopeless, despairing, helpless, despondent ideas and feelings gesture, note, self-mutilation)

Action to be taken when a student expresses suicidal thoughts:

1. Contact the school counselor
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student’s family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

During School Hours

Action to be taken:

1. Stay with person.
2. Send someone to notify coordinator/director and the IC.
3. IC or designee to call 911 immediately and ask for ambulance and police.
4. Notify ICS Team for assistance.
5. Have nearest adult help with crowd control.
6. The IC or designee or coordinator/director will notify parents.

FIRE

Action to be taken:

1. If fire is minor (i.e. trash can) - extinguish, evacuate area **if necessary**, and notify coordinator/director immediately.
2. Pull fire alarm, **when** the health and safety of students and staff in the building is jeopardized.
3. Coordinator/director to call police and fire departments.
4. **Lights off and doors shut.** Follow the designated evacuation routes.
5. Account for 100% of students. Check and take your grade book, attendance cards, student roster, and sign out sheets with you. Report any missing students and staff to coordinator/director immediately.
6. Do not re-enter until the IC says it is safe.
7. If inclement weather, **do not take coats.** Students will be taken to safe location/building.

Follow-up:

1. Keep an accurate record of circumstances, actions taken, and people involved.
2. Coordinator/director shall file a report.

Example

- Fire alarm goes off
- Get your students ready to evacuate the building
- Start evacuating the students out of the building. Make sure you don't leave anybody behind
- Once outside start accountability of your students
 - Make sure to say all the students names for accountability purposes.
- If you have all your students, then Great Job!!! Wait on the fire department
- If you are missing a student, make sure the following people are aware
 - 911 Operator/ if the fire fighters haven't arrived yet.
 - Fire Fighters
 - Staff of Facility (ONLY AT TESTING SITES)
- Do not re-enter the building until the fire fighters give the okay

Area of Rescue Assistance

An area of rescue assistance, is for individuals with mobility challenges. For varying reason's they require assistance in the event of an emergency and may include:

- Person's with disabilities
- The elderly
- The blind
- Sick people
- Anyone who can't access an emergency exit

STUDENT OUTBURSTS

Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

Action to be taken:

1. Remain calm and non-threatening, ignore their challenges.
2. Use a soft voice to defuse the situation.
3. Isolate student, remove audience.
4. Allow student to vent.
5. Avoid power struggles.
 - a. Don't defend your authority.
 - b. Ignore personal attacks.
 - c. Don't discuss irrelevant issues.
 - d. Stick to the facts.
6. Depersonalize the situation.
 - a. You're the professional.
 - b. Don't challenge them.
 - c. Remember precipitating factors.
7. Give the student the power to choose.
8. Escort student to coordinator/director if necessary.

Physical (Fights/bullying)

Action to be taken:

1. Remain calm.
2. Get help. Call the trained nonviolent crisis intervener. Do not leave the area. Send a student to notify the closest adult and, if applicable, security.
3. Remove any audience.
4. Use a loud directive to get the attention of the fighters. Direct the fighter who makes eye contact with you to another area. The goal is to get separation between fighters **without** stepping in between them. (Your safety is just as important as the safety of the fighters.)
5. If no cooperation, remove any object that can be used as a weapon in the fight.
6. Assess the energy level of the fighters.
 - a. Wait for a lull in the fighting before stepping between the fighters.
 - b. Who is the aggressor?
 - c. The loser will be more willing to comply.
7. Escort the fighters, separately to the coordinator/director. If anyone is injured, call 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken.
2. Coordinator/director shall file a written report.

DRUG AND ALCOHOL ABUSE (Observed behavior raises suspicion of use)

Action to be taken:

1. Contact IC. Escort student to, or send for the guidance counselor, coordinator/director or SAP.
2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

Follow-up:

1. Keep an accurate record of the circumstances and action taken.
2. Coordinator/director shall file a written report.

ILLEGAL BEHAVIOR (Stealing, selling illegal materials, vandalism, etc.)

Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC who will determine need for prosecution and restitution.
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS

(Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.



Fire Extinguisher

What to do before you use a fire extinguisher

- Pull the fire alarm and Call 911. Make sure everyone is evacuated out of the area. You want to make sure the fire department is on the way.
- Position yourself accordingly. Always have your back facing an exit in case the fire gets out of control. You will still have a way out of the room
- Make sure you are 6 to 8 feet away from the flames before discharging the extinguisher. You can move closer as you extinguish the flames.

How to Operate a Fire Extinguisher

- **Pull** the pin. This will also break the tamper seal
- **Aim** low, point the extinguisher nozzle at the base of the fire
- **Squeeze** the handle to release the extinguisher agent.
- **Sweep** side to side at the base of the fire until it appears to be out

BOMB SCARE

(Call comes to office/staff)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Complete the Bomb Threat Checklist.
3. Notify coordinator/director.
4. IC will notify police, fire and school officials.
5. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly in the lobby."
6. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
7. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
8. If students/staff are missing, report their names to IC.
9. If inclement weather, **do no take coats**. Students will be taken to a safe location/building.
10. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

BE AWARE OF YOUR SURROUNDINGS

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. Report all suspicious person to the IC immediately.
3. Report all suspicious packages to the IC immediately
4. IC should follow up with the local police.

Follow-up:

1. The IC will inform the ICS team of the incident.
2. Coordinator/director shall file a written report.

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. 735 Building staff will be directed by the 735 IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the staff.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many staff as possible away.
11. Staff will be told room by room where to evacuate to.

Follow-up:

Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “**Green**” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HARD LOCKDOWN VS SOFT LOCKDOWN

Hard Lockdown

- Nobody goes in or out of the building
- All Staff and Students are in their designated lockdown rooms

Soft Lockdown

- Staff and Students can move freely in the building
- No visitors are allowed in the building
- Students arriving for class at the Regional Offices are allowed in. Students are allowed to leave once class has finished.
- Staff are not allowed to leave



The Pennsylvania Cyber Charter School

1200 Building

1200 Midland Ave, Midland PA 15059

724-643-1180

**TRAUMATIC EVENTS
EMERGENCY SITUATIONS
GENERAL GUIDELINES**



2023-2024 School Year

GENERAL GUIDELINES

School Policies and Procedures

School policies and procedures are established to protect both employees and students. Employees are responsible to be aware of these policies and to apply them consistently. This booklet describes some of the most critical emergencies you may face as an employee and the specific action to take whenever possible. The goal is to obtain immediate help for all school personal.

Some terminology in this chart is NIMS (National Incident Management System) compliant such as INCIDENT COMMANDER (IC) or INCIDENT COMMAND SYSTEM (ICS). What is important to remember about NIMS during moments of crisis is that it is designed to be so flexible that an IC can be the first person that deals with a crisis. That authority may be relinquished upon the notification of an administrator or when a crisis has ended. .

IMPORTANT NUMBERS

Police.....	.911
Fire and Medic Rescue.....	911
Children & Youth Services Beaver County.....	724-891-5800
Midland Borough Police Department.....	911
Ambulance.....	911
Heritage Valley Hospital.....	724-728-7000
PA Cyber Main Office.....	724-643-1180

1200 BUILDING ICS TEAM MEMBERS

Alan Friedman
Jay Barris

An **EMERGENCY** is a situation that must be handled immediately to avoid danger or to avoid a serious problem. Identify by: observable behavior, reports by a credible witness, or clues by the person.

GENERAL GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue usual activities. Avoid crowds and excitement.
3. Evaluate the situation in terms of
 - a. Immediate risks or danger.
 - b. Who is best to handle this situation? Send for them immediately.
 - c. What is the most appropriate immediate action to take? Comfort? First Aid?
4. Inform building administration to notify IC as soon as possible.
5. Remain at the scene until relieved.
6. Keep accurate written records of all pertinent facts and actions taken relative to the emergency. Keep a copy of the report you submit.
 - a. Enter the time, duration and date.
 - b. List the names of witnesses.
 - c. Describe the condition of the physical location; oily, wet, etc.
 - d. Describe the emergency situation and condition of persons involved.
 - e. Include relevant comments verbatim, if possible.
7. Direct outside inquiries to the coordinator/director and refer all media inquiries to Scot Rutledge scot.rutledge@pacyber.org Director of Marketing and Communications

FEAR MANAGEMENT

In this guide there are many things our staff can do when confronted by school crisis. The most crucial thing you can remember about this guide is to “STAY CALM - your attitude/actions will be mirrored by staff.” This is referred to as *Fear Management* or remaining calm in the middle of class. *Fear Management* can minimize harm and even save lives in such an instance.

ICS TEAM

In case of a major traumatic event such as an accident, serious injury or death, which affects a number of students or staff, the 1200 Building ICS Team will be activated. If a staff member becomes aware of such an event, he/she should contact coordinator/director who will notify the IC and activate the ICS Team.

WINTER SAFETY TIPS

FOOTWEAR IS IMPORTANT

1. Rubber soled shoes or boots are less likely to slip on icy surfaces than leather soled shoes or high heels.
2. Worn out soles increase the hazard of slips. Wear footwear with maximum traction.
3. Carry your dress shoes; wear your boots!! Think safety before fashion.
4. Watch your footing when getting out of your vehicle. Walk slowly and defensively.

Prevention of winter related slips, trips and falls

1. Put safety before fashion by wearing shoes or boots with slip resistant soles and carry your work shoes with you.
2. Remove as much snow as possible off your shoes before entering the buildings.
3. Watch for wet floors. If you encounter a wet surface, shorten your stride, point your feet out, and don't cut corners, so you can make wider turns.
4. Walk! Don't run
5. Bending your knees a little and taking slower steps can greatly reduce your chances of falling.
6. Watch where your are walking.
7. Use handrails on stairs.
8. Long, loose pant cuffs present a tripping hazard.
9. Use designated sidewalks and walkways.

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MEDICAL EMERGENCY

Immediate Action to be taken:

1. Stay with injured person. **DO NOT MOVE PERSON.**
2. Send a staff member to notify the coordinator/director of crisis.
3. Send another staff member to help with crowd control.
4. Trained staff will administer first aid.
5. If an ambulance is needed, request from 911.

Follow-up:

1. Keep an accurate record of circumstances and actions taken. Nurse or IC may need it for further investigation.
2. Coordinator/director shall file a written report.

NUCLEAR EMERGENCY EVENT

How will you learn of a serious nuclear incident

1. The signal is a steady three-minute signal– not a wailing or warbling signal
2. When the alert signal is sounded tune your radio or TV to receive the alert message.
Radio: WBVP 1230 AM, KDKA 1020AM, WMBA 460AM
TV: WPXI channel 11, WTAE Channel 4, KDKA channel 2

IF YOU ARE TOLD TO TAKE SHELTER

1. Close all windows and outside doors
2. Shut all vents; turn off air conditioning units or turn down heaters
3. Continue to listen to the EAS radio/TV stations
4. Remain inside until you are told it's safe to go out.
5. Don't use telephone, leave lines open for emergencies.

IF YOU ARE TOLD TO EVACUATE

1. Follow instruction promptly and carefully. The main evacuation routes are listed below. This is where you should go for temporary accommodations.

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3. Stay away from glass windows or doors.
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5. Wait for further instructions from administration.

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1. Wherever you are, drop down to your hands and knees and hold onto something sturdy until the shaking stops.
2. Cover your head and neck with your arms. If a sturdy desk or table is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl to an interior wall away from windows. Stay on your knees and bent over to protect vital organs.
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3. Don’t physically attempt to take the weapon.
4. Contact coordinator/director immediately if possible.
5. Separate the individual from the group, if possible
6. Keep yourself and others away from the weapon.
7. **DO NOT TRY TO CONFISCATE THE WEAPON.**
8. Attempt to reason with the individual but do not threaten or blame.
9. Ask the person to put the weapon down, out of everyone’s reach.
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2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student’s family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

DEATH/SUICIDE

Outside of School Hours

Action to be taken:

1. The IC will notify the appropriate staff members

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Action to be taken:

1. Stay with person.
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3. IC or designee to call 911 immediately and ask for ambulance and police.
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Example

- Fire alarm goes off
- Get your students ready to evacuate the building
- Start evacuating the students out of the building. Make sure you don't leave anybody behind
- Once outside start accountability of your students
 - Make sure to say all the students names for accountability purposes.
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 - Fire Fighters
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- The blind
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Verbal Escalation (Student becomes belligerent, challenges authority, loses sight of consequences)

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1. Remain calm and non-threatening, ignore their challenges.
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 - a. You're the professional.
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8. Escort student to coordinator/director if necessary.

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Action to be taken:

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2. Administrative investigation according to PA Cyber Charter School's Student Code of Conduct
 - a. Parental Contact
 - b. Police Notified
3. Referral to guidance counselor and SAP.

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Action to be taken:

1. Document observed behavior. Coordinator/director shall file a written report.
 - a. Date, time, location, type of behavior.
 - b. Description of people involved or near incident.
2. Notify the IC who will determine need for prosecution and restitution.
3. If vandalism, the staff shall notify coordinator/director who will immediately handle cleanup to discourage further acts.
4. Coordinator/director shall file a written report.

HATE ACTS (Including racial slurs, drawings)

Action to be taken:

1. Immediately remove any visible drawings, pictures, etc. and give to coordinator/director.
2. Notify IC, who will decide whether or not to contact police.
3. Notify psychologist, counselor or SAP who will set up a sensitivity program for students involved.

Follow-up:

1. Keep an accurate record of the circumstances and actions.
2. Coordinator/director shall file a written report.



Fire Extinguisher

What to do before you use a fire extinguisher

- Pull the fire alarm and Call 911. Make sure everyone is evacuated out of the area. You want to make sure the fire department is on the way.
- Position yourself accordingly. Always have your back facing an exit in case the fire gets out of control. You will still have a way out of the room
- Make sure you are 6 to 8 feet away from the flames before discharging the extinguisher. You can move closer as you extinguish the flames.

How to Operate a Fire Extinguisher

- **Pull** the pin. This will also break the tamper seal
- **Aim** low, point the extinguisher nozzle at the base of the fire
- **Squeeze** the handle to release the extinguisher agent.
- **Sweep** side to side at the base of the fire until it appears to be out

BOMB SCARE

(Call comes to office/staff)

Action to be taken:

1. Whoever receives the call is to trace it if possible.
2. Complete the Bomb Threat Checklist.
3. Notify coordinator/director.
4. IC will notify police, fire and school officials.
5. IC will call for evacuation of the building by announcing "Teachers, please organize your students for a special assembly in the lobby."
6. Follow the designated evacuation routes, unless you are notified otherwise.
Stay Calm!
7. Take grade book, attendance cards, student rosters, and sign out sheets to account for 100% of the students/staff outside of the building.
8. If students/staff are missing, report their names to IC.
9. If inclement weather, **do no take coats**. Students will be taken to a safe location/building.
10. Notify IC of any students who are extremely upset.

**IF ANY STAFF MEMBER IS INFORMED OF A BOMB OR THREAT:
NOTIFY THE IC AND FOLLOW #2 THROUGH #9 LISTED ABOVE.**

Follow-up:

1. Keep an accurate record of the circumstances and actions taken. Send copy to the IC.
2. Coordinator/director shall file a written report.

CHILD ABUSE AND NEGLECT

If child abuse is suspected, the law **requires** you to immediately make an oral report of suspected child abuse via the Statewide toll-free telephone number ChildLine at 1-800-932-0313. If you make an oral report to ChildLine you must follow-up with a written report, which may be submitted electronically, within 48 hours. Your supervisor may assist you in making the report as long as they don't interfere in any way with the making of the report. Afterward, you should inform your supervisor about the report.

ChildLine will forward the report to the appropriate county child welfare agency, who will investigate the circumstances and proceed with whatever action is needed to insure the safety of the child. You will be told the final status of the case and any services provided to the child/family.

BE AWARE OF YOUR SURROUNDINGS

Action to be taken:

1. Report all strange vehicles to IC immediately.
2. Report all suspicious person to the IC immediately.
3. Report all suspicious packages to the IC immediately
4. IC should follow up with the local police.

Follow-up:

1. The IC will inform the ICS team of the incident.
2. Coordinator/director shall file a written report.

HOSTAGE SITUATION

GUIDELINES

Handling a hostage situation will be coordinated with police personnel. 1200 Building staff will be directed by the 1200 IC who will be cooperating with the police. At times, police authorities cannot always be waited upon to take prudent action. Use discretion and “Fear Management” techniques to minimize harm to staff. **DO NOT USE THE FIRE ALARM.**

IF YOU ARE THE HOSTAGE

1. Do not agitate the captor (s).
2. Do not provide more aid and support to the captor (s) than is essential to the survival of the staff and yourself.
3. Use prudent judgment in following the directions of the captor (s).
4. Try to establish a person-to-person relationship with the captor (s).

IF YOU OBSERVE A HOSTAGE BEING TAKEN

1. Immediately notify IC/coordinator/director and security, if applicable.
2. The IC should take whatever action is necessary to stabilize the incident and provide for the safety of the staff.
3. **STOP: DO NOT APPROACH THE PERSON - DO NOT TRY TO CONFISCATE A WEAPON.**
4. **Ask the person in a calm voice for permission to evacuate the rest of the staff.**
5. Evacuate calmly and quietly if permitted.
6. **If evacuation is not allowed,** keep talking with the person until police arrive.
7. Ask, “What is wrong?” or “What do you want?”
8. When police arrive do as they advise.
9. Report as many details as you observe.
 - a. Location of the abduction.
 - b. Number of captors.
 - c. Appearance of captors.
 - d. Weapons: types, numbers.
 - e. Number of hostages.
 - f. Demands of the captors.
10. In an open area, use the evacuation plan to get as many staff as possible away.
11. Staff will be told room by room where to evacuate to.

Follow-up:

Coordinator/director shall file a written report.

DANGEROUS INTRUDER/ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over with in 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. Put yourself into RUN HIDE FIGHT MODE.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during and active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

Getting out is by far the best option if you believe you can escape safely. This is why it is a good idea to make mental notes of means of escape wherever you may be in the building. If you hear something that could be gunshots, don't wait: evacuate.

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. A pre-determined code phrase such as “**Green**” will assure the authenticity of the lifting of the lockdown procedures.

Your hiding place should:

- Be out of the active shooter’s view
- Provide protection if shots are fired in your direction (example: an office with a closed and locked door)
- Don’t trap yourself or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone
- Turn off lights
- Hide behind large items (cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter’s location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

4. Police Actions

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises

HARD LOCKDOWN VS SOFT LOCKDOWN

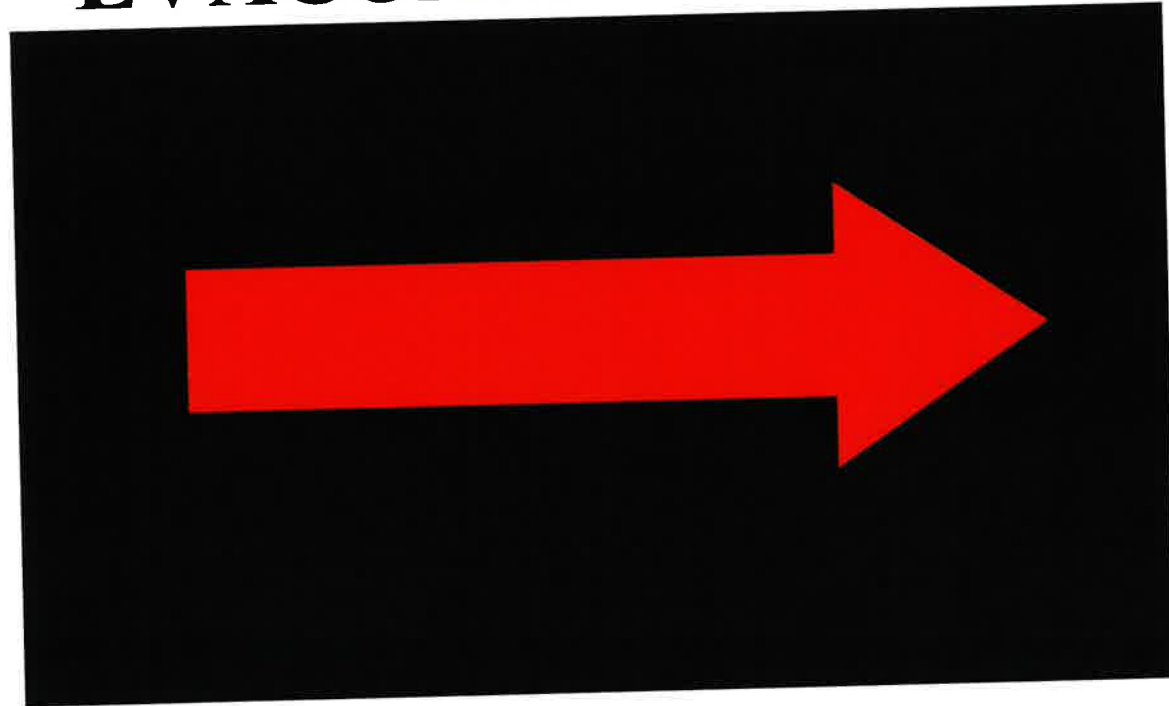
Hard Lockdown

- Nobody goes in or out of the building
- All Staff and Students are in their designated lockdown rooms

Soft Lockdown

- Staff and Students can move freely in the building
- No visitors are allowed in the building
- Students arriving for class at the Regional Offices are allowed in. Students are allowed to leave once class has finished.
- Staff are not allowed to leave

EMERGENCY EVACUATION ROUTE



1st Floor

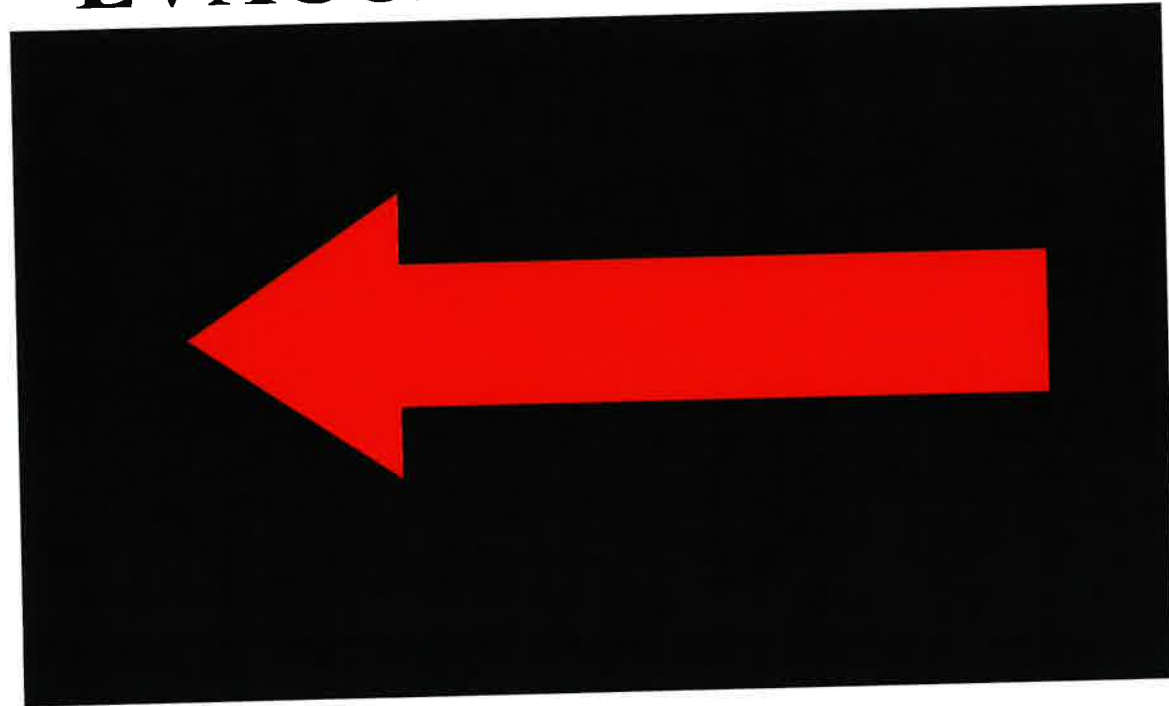
Exit Right:

To the stairs, go up the stairs and exit
out of the building

Meeting Point:

Josephine's Parking Lot

EMERGENCY EVACUATION ROUTE

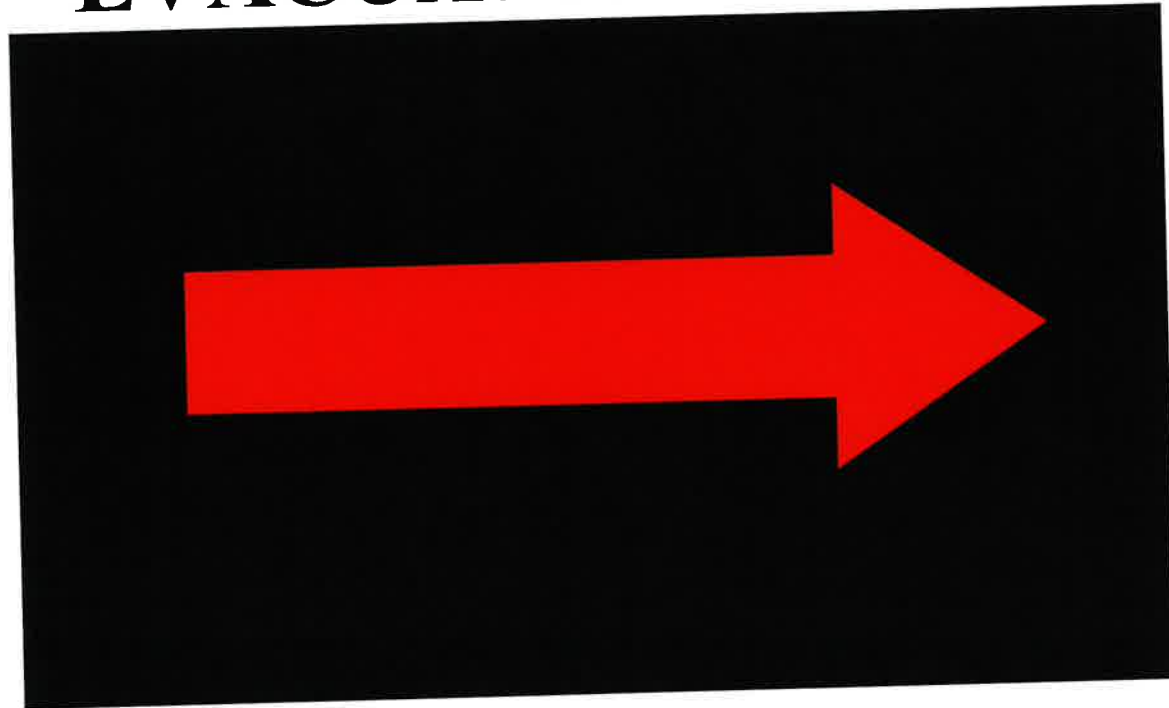


1st Floor

Exit Left:
Through Front Doors

Meeting Point:
Josephine's Parking Lot

EMERGENCY EVACUATION ROUTE

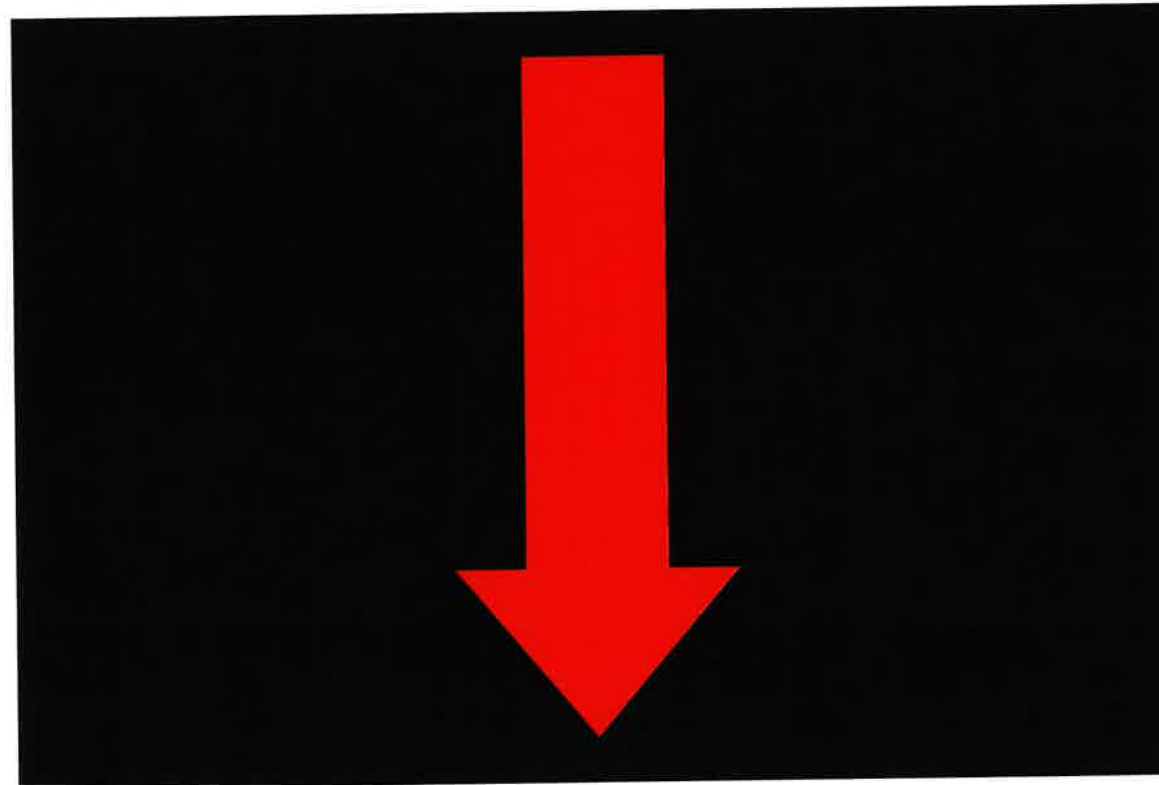


1st Floor

Exit Right:
Through Main Doors

Meeting Point:
Josephine's Parking Lot

EMERGENCY EVACUATION ROUTE



2nd Floor

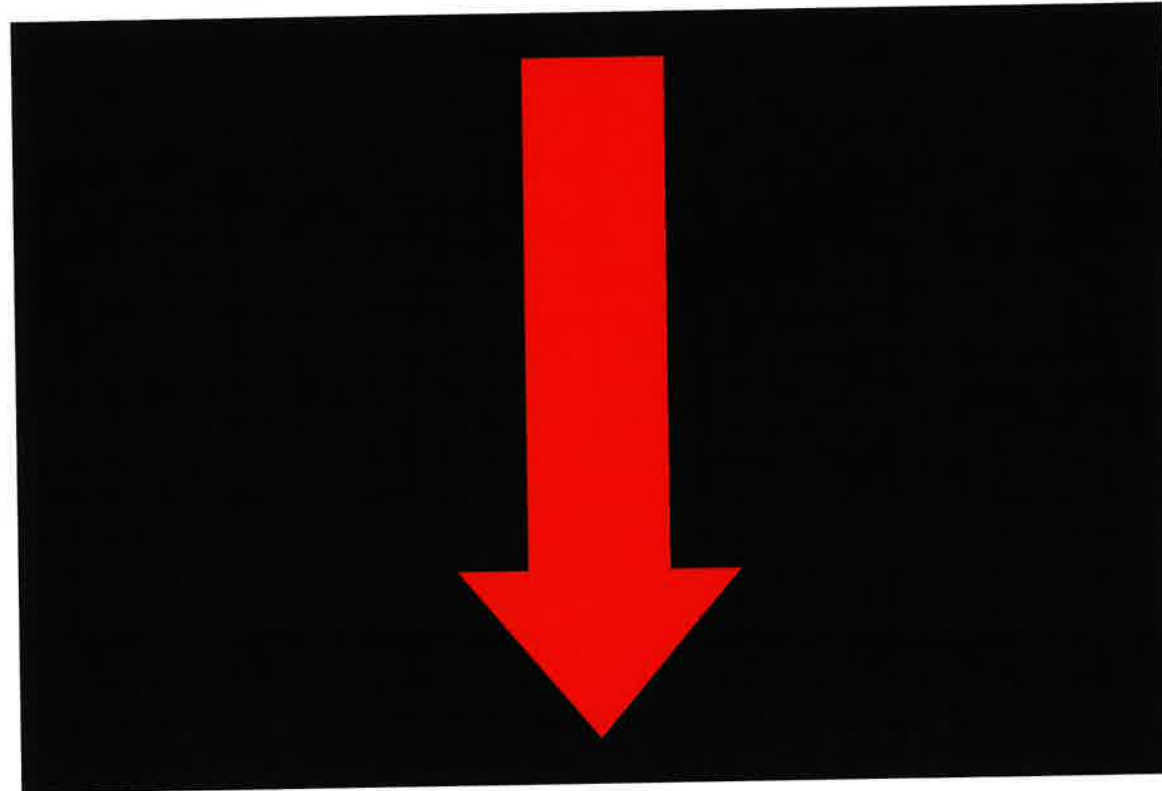
Exit Down:

Stairs to Main Floor and
Exit Out Front Doors

Meeting Point:

Josephine's Parking Lot

EMERGENCY EVACUATION ROUTE



3rd Floor

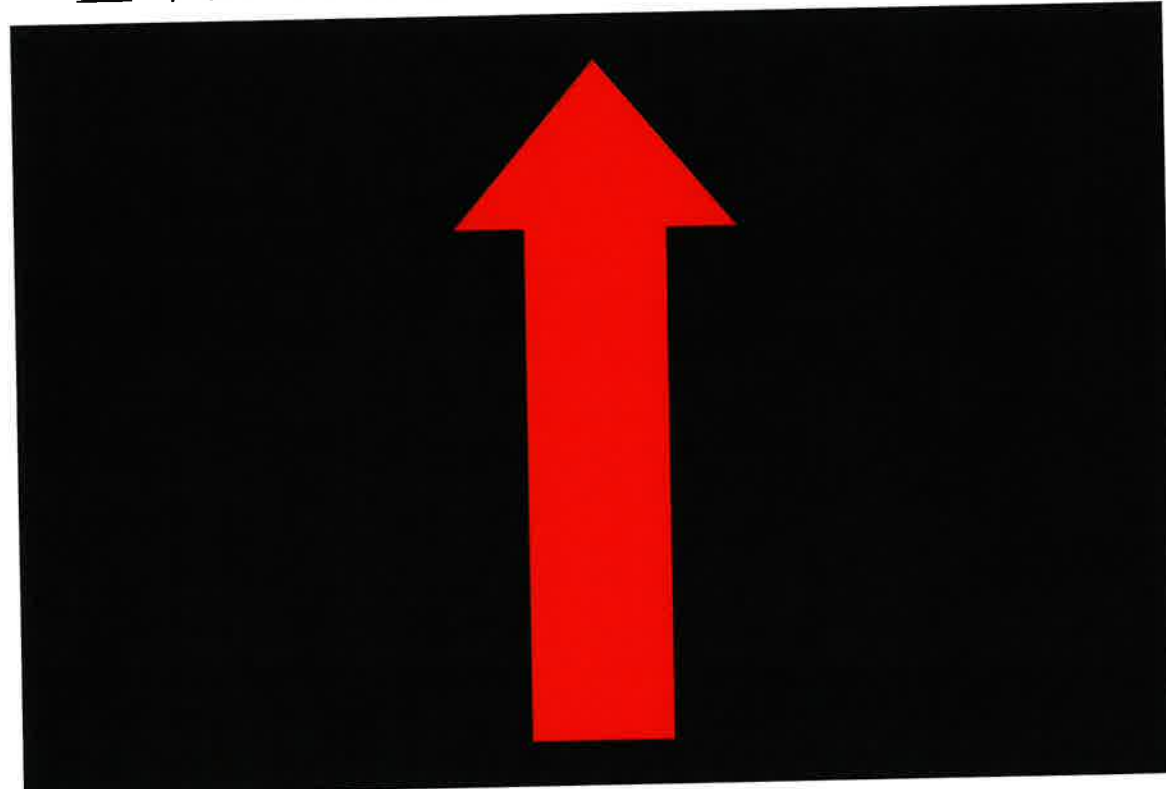
Exit Down:

Stairs to Main Floor and
Exit out Back Doors

Meeting Point:

Josephine's Parking Lot

EMERGENCY EVACUATION ROUTE

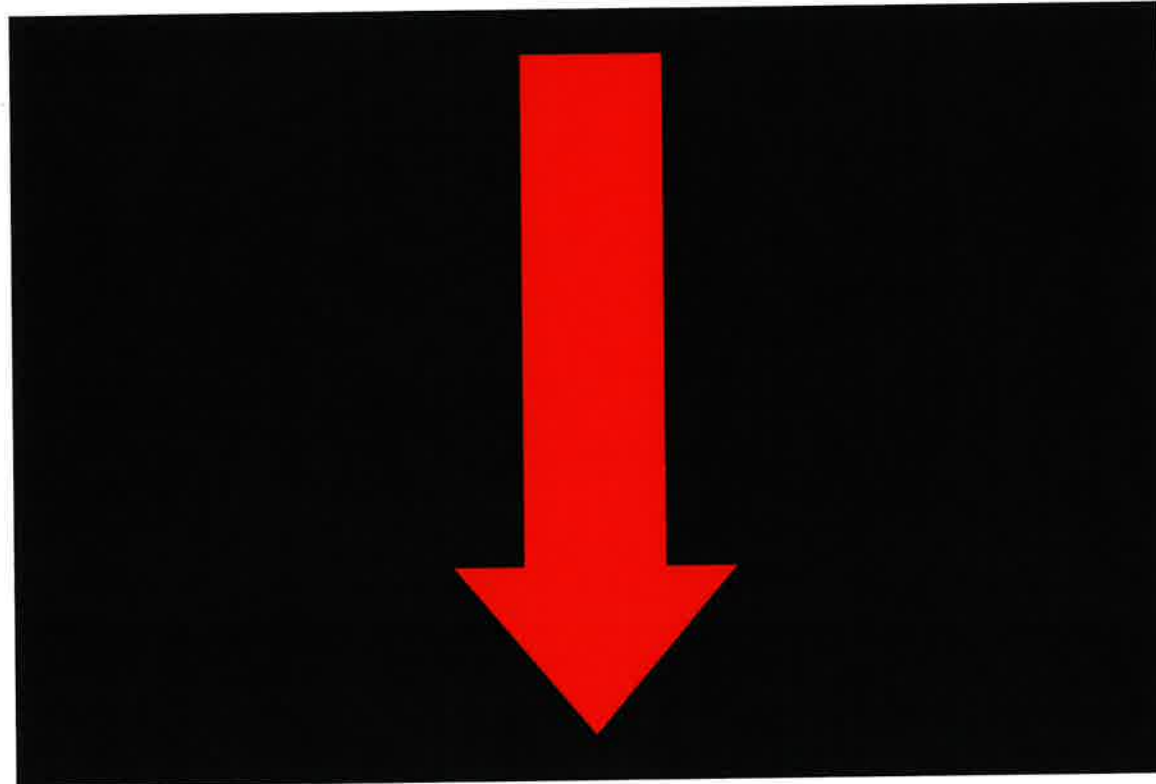


3rd Floor

Exit Down:
Stairs to Main Floor and
Exit Out Front Doors

Meeting Point:
Josephine's Parking Lot

EMERGENCY EVACUATION ROUTE



3rd Floor

Exit Down:

Stairs to Main Floor and
Exit Out Front Doors

Meeting Point:

Josephine's Parking Lot

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

MEETING LOCATIONS AFTER EVACUATION

To all concerned in case of a fire alarm evacuation. This being a fire drill or a real alarm incident the MEETING POINT is always the same. The safety department has put in all areas signs with the instructions on fire evacuation. Please make a point to check the sign and clearly understand the means of egress and the MEETING POINT.

Union Hall: All areas will evacuate out the front doors and the back door. The meeting point is Josephine's Parking lot.

If any supervisor feels that they are not sure where to go The Safety Department will be more than glad to come to your location and do a walk through of a fire drill with your staff.

Reminder to all supervisors you must take accountability of your staff at the meeting point.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

EVACUATION PROCEDURES

1. When the fire alarm sounds staff shall immediately assemble and prepare to evacuate promptly and orderly. Staff must be aware of their evacuation exit routes and meeting point according to their location.
2. Staff should not take any personal belongings with them upon exiting the building.
3. All doors should be closed to isolate or slow down the spread of the fire.
4. Do not use elevators in the event of a fire.
5. Once at the meeting point all supervisors take accountability of all staff.
6. Receptionist desk needs to take accountability of all visitors.
7. In case someone is not accounted for notify a supervisor and fire personal immediately
8. Staff will wait for authorization from school officials before re-entry to the building.

COMMUNICATION AND COMMAND DURING THE EVACUATION

School officials will take full command during the evacuation, and maintain order with staff.

Staff will follow their detailed instructions once exiting the building.

School officials will check the meeting point to confirm that all staff exited the building.

Communication between school officials and supervisors will let employees' know when it is safe to re-enter the building.

EMERGENCY EVACUATION PLAN

THE PENNSYLVANIA CYBER CHARTER SCHOOL

POST EVACUATION PROCEDURES

Upon returning to your designated area supervisors shall conduct a head count immediately to ensure that all staff returned safely. Should any one be missing, report to school officials for immediate action. To maintain that all procedures were followed and carried out effectively, corrections or concerns should be addressed to school officials.

All drills and evacuations will be recorded.

Student Assistance Program

Letter of Agreement

This Letter of Agreement is between The Prevention Network and the The Pennsylvania Cyber Charter School. Both parties agree to cooperate in providing services for the Pennsylvania Student Assistance Program.

SECTION A: The Prevention Network Responsibilities

The Prevention Network agrees to adhere to all related federal, state and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services and any other statutory or regulatory provisions pertaining to the Student Assistance Program. Additional responsibilities of the SAP liaison provider agency include:

1. The Prevention Network contact: The Prevention Network Director can be contacted at 724-869-2222 should the need arise.
2. The Prevention Network agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team/and or SAP District Council Meetings that will be held periodically throughout the year.
3. The Prevention Network agrees to designate a qualified liaison to provide SAP services to the district as outlined in Section A of this Letter of Agreement. The SAP liaison will act as a member of the building Student Assistance Program core team (hereafter referred to as the SAP team).
The SAP liaison will attend scheduled core team meetings for the purpose of consultation, recommendations, referrals, case management, and follow-up services.
4. The SAP liaison will provide site-based or remote student pre-screens for Mental Health and/or Drug and Alcohol treatment if recommended by the SAP team and parent/guardian permission is secured. The SAP liaison can arrange for an assessment if recommended by the SAP team and parent/guardian permission is secured. The Prevention Network will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral. Mental Health and/or Drug and Alcohol pre-screens will be completed within a reasonable timeframe of referral notification based on students/liaison need/availability.
5. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that could serve the needs of identified students and their families. The provider agency liaison may assist the identified student and/or family in linking up with the appropriate services.
6. The SAP liaison will provide follow-up with parents and students as permitted through the MH/ID and SCA contracts with the county.
7. The SAP liaison will provide Critical Incident Stress Management (CISM) intervention and postvention assistance to SAP teams, students, families, and faculty following significant events that would adversely affect the school community (i.e. student death or other tragic event) as

needed/requested by the district within the scope of the liaisons level of expertise, training, and certification.

- a. The school district's designated emergency point of contact person will notify The Prevention Network Director as soon as possible following the above stated incident to request assistance. If the TPN Director is unavailable, the district will then notify the TPN Crisis Liaison.
 - TPN Director, Megan Day: 724-417-5055
 - TPN Crisis Liaison, Heidi Hart: 724-683-1382
- b. The school district's designated emergency point of contact will assist in the strategic planning process (type of incident, identify impacted groups or individuals, etc.) to ensure the deployment of adequate staffing and appropriate interventions with the support of The Prevention Network Director, SAP Coordinator, and SAP liaison assigned to the school district.
- c. As part of the strategic plan the school district will provide communication to their students, faculty, and families to ensure that the school district and community are aware of and able to access available support prior to implementation.
- d. The school district point of contact will meet with TPN staff upon arrival to assist the team and other included district staff in navigating logistics within the building to assist in the implementation of the strategic plan and any other identified need for support.
- e. The school district will participate in a debriefing with The Prevention Network staff to identify additional concerns, and/or need for further support.
8. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per state standards and guidelines.
9. The SAP liaison will assist with faculty in-service and student orientation within the limits of staff availability.
10. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
11. The SAP liaison will facilitate or participate in core team maintenance.
12. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
13. The SAP liaison will provide technical assistance to the school districts for policy development in areas related to his/her field of expertise.
14. The PASTP Lead Trainer through The Prevention Network will offer Student Assistance Program Trainings for district employees grades K-12.
15. The Prevention Network will provide Crisis Liaison Services. Crisis protocol below:

Beaver County Crisis Services Protocol
Local Number 724-371-8060 Toll Free Number 1-800-400-6180

When a student is referred to UPMC Beaver County Crisis, the following protocol should be followed by the School District, Crisis Liaison, and UPMC Beaver County Crisis

1. School will notify UPMC Beaver County Crisis when they recommend a student to the Crisis Unit.
-The school should provide the name, birth date, phone number, address, and an explanation of the situation.
2. After notifying UPMC Beaver County Crisis the school will also notify **the Crisis Liaison from The Prevention Network.**

Work: 724-869-2222 Ext. 216

Cell: 724-683-1382

Email: H.hart@thepreventionnetwork.org

3. Once the student has been seen by UPMC Beaver County Crisis, evaluated, and recommendations are made, UPMC Beaver County Crisis Services will:
 - a. provide the parent/guardian a form indicating they were seen.
- The original form is kept at Crisis Intervention Services.
 - b. contact the Crisis Liaison from The Prevention Network with recommendations made for student.
4. The Crisis Liaison will notify school of UPMC Beaver County Crisis recommendations.
5. When student returns to school it is important to continue support and follow up with the student. If the student is not currently involved with SAP, a recommendation should be made.
6. The Crisis Liaison will make necessary follow up contact with your school district buildings to discuss student progress and to make sure recommendations are being met.

Crisis Liaison

1. The Crisis Liaison **will** manage the electronic S.H.E.I.L.D Database.
2. The Crisis Liaison **will** request student information pertinent to the student's welfare.
3. The Crisis Liaison **will** provide follow up with school district assigned point of contacts to provide crisis referral follow ups and recommendations.

SECTION B: School District Responsibilities

The **The Pennsylvania Cyber Charter School** agrees to comply with all related federal, state, and local laws pertaining to the delivery of mental health and drug and alcohol rehabilitation services within school districts, including but not limited to the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The school district also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the school district include:

1. The school district will designate a contact person between the team and the provider to ensure effective communication. The school district's contact will be _____ (name) and can be reached at _____ (contact information).
2. The school district will appropriate a safe and private space in the school where the SAP liaison can provide services; provide access to district guest Wi-Fi for the use of electronic screening, provide for secure storage of student records, and adhere to SAP confidentiality provisions.
3. The school district will provide copies of the district's alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services.
4. The school district will provide family and community education on the Student Assistance Program.
5. The school district will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
6. The school district will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
7. The school district will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
8. The school will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Public Welfare.
9. The school district will appoint a representative from Central Office along with the Building Administrator(s) or designee(s) to attend and participate in the established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

SECTION C: Records

Provider and School District agree to the following regarding records:

All records generated by the school district's Student Assistance Team, with respect to individual students, are records of the district; the retention and disclosure of which shall be governed by the policies of the district and applicable federal laws which include:

FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations should govern procedures regarding any records developed from agency screenings or assessments.

FERPA, amended in 2002 provides parental rights to inspect, review, amend and control disclosure from a child's school record.

HIPAA is a federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h) which states that” ...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent.”

When a student has been referred to a liaison designated by The Prevention Network for screening, the records generated become the property of the provider. After a prescreening is completed, the Student Assistance Program liaison’s recommendations become part of the student’s SAP file. SAP prescreen recommendations will be maintained in the S.H.I.E.L.D database.

The Prevention Network, Crisis Liaison, and the **The Pennsylvania Cyber Charter School** will manage the S.H.I.E.L.D throughout the school year. This database will also include SAP referral information, SAP recommendations and follow up with information pertinent to the student’s progress throughout the school year.

SECTION D: Conflict Resolution Process

Should there be a conflict between the SAP Team and The Prevention Network (liaison) or the Crisis Liaison; the issues or concerns should work through the levels as follows:

- Step 1. Members of the Core Team and Provider Agency Liaison meet to discuss conflict.
- Step 2. School Building Administrator and Administrator of Local Provider Agency meet.
- Step 3. School District Central Office Administrator, County Mental Health and/or Drug and Alcohol Administrator meet.
- Step 4. Chief School Administrator/Superintendent, Office of Mental Health Community Program Manager or Office of Drug and Alcohol Programs Representatives, and Pennsylvania Network for Student Assistance Services’ Regional Coordinator meet.
- Step 5. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

SECTION E: Agreement Terms

As a result of this agreement, SAP liaisons from The Prevention Network, are contracted to provide services to schools and teams and thus have a legitimate educational interest in participating as full members of the SAP Team.

This agreement will be in force throughout the school contract year. Effective dates of this agreement are **July 1, 2024 - June 30, 2025**. Agreements will be renewed on a yearly basis. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

FOR SCHOOL DISTRICT

DocuSigned by:

Brian Hayden

0500BCB4E9FC492...

Superintendent

Date

FOR PROVIDER

DocuSigned by:

Megan Day

3BA4C138EB1645E...

Executive Director

Date

SAP Coordinator/Date

DocuSigned by:

Mandi Rea

8A0ADF46CB5549B...

SAP Liaisons/Date

DocuSigned by:

Heather Vogel

85B9BF0264E548B...

R. Dwyer

78511687AD43437...

Crisis Liaison/Date

DocuSigned by:

[Signature]

2DD0AA93EEBA450...

PSATP Lead Trainer/Date

DocuSigned by:

Mandi Rea

8A0ADF46CB5549B...

cc: The Prevention Network Director
SAP Liaisons
Building Administrators
SAP Core Team Coordinator or SAP Team Representatives
SCA Administrator
MH/ID Administrator



PACyber

STUDENT HANDBOOK

2024 - 2025

THE PENNSYLVANIA CYBER CHARTER SCHOOL

STUDENT HANDBOOK 2024-2025

Main Office

652 Midland Avenue
Midland, PA 15059

Philadelphia Office

825 Baltimore Pike
Springfield, PA 19064

Allentown Office

974 Marcon Boulevard
Suite 200
Allentown, PA 18109

State College Office

1700 South Atherton Street
State College, PA 16801

Erie Office

1980 Edinboro Road
Suite B
Erie, PA 16509

Pittsburgh - South Side Office

2600 East Carson Street
Pittsburgh, PA 15203

Greensburg Office

1040 Towne Square Drive
Greensburg, PA 15601

Pittsburgh - Warrendale Office

200 Pinewood Lane
Suite 100
Warrendale, PA 15086

Harrisburg Office

3721 Tecport Drive
Suite 102
Harrisburg, PA 17111

Wilkes-Barre Office

40 East Northampton Street
Wilkes-Barre, PA 18701

(888) PA-CYBER

(888) 722-9237

www.pacyber.org

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SAFE2SAY SOMETHING

As a school system, we are committed to creating and sustaining a comprehensive, coordinated effort to improve the overall safety and well-being of our students, educators, and administrators. To do this, we believe this must involve community-wide programs and initiatives involving parents, teachers, administrators, local law enforcement, mental health & wellness professionals, and elected officials to take meaningful action to protect our students.

PA Cyber participates in “Safe2Say Something” (S2SS) anonymous reporting system. This program, which is mandated under PA state law / Act 44, teaches students, teachers, and administrators how to recognize warning signs and signals, especially within social media, of individuals who may be a threat to themselves or others and Say Something to a trusted adult OR use its anonymous reporting system. Specifically, the program educates participants to:

- Recognize the signs and signals of at-risk behaviors—especially within social media.
- Take every sign and signal seriously. Act quickly to get help by talking to a trusted adult OR report it anonymously through the S2SS Office of the Attorney General 24/7 Crisis Center, mobile app, or website.
- Respond to and manage the submitted tip via school-based multi-disciplinary educator and administrator teams.
- Sustain the curriculum and awareness via student clubs, in-school activities, and call-to-action weeks.

Our students often are aware of the problems their peers are facing, so we must empower them to know the danger signs and give them the tools to help each other with the assistance of trained and caring adults. As you know, most conversations are taking place on social media; therefore, it is critical that we teach our students to look out for one another as these digital conversations are taking place. S2SS teaches them what to look for in text, video, and photos while empowering them to act quickly to help a fellow student.

The S2SS program is provided through Sandy Hook Promise (SHP), a nationwide nonprofit organization. SHP’s programs are in 50 states, with 10,000+ schools and over 5.5 million students and adults trained. They have a track record, reputation, and knowledge of how to work effectively with kids, parents, and teachers to improve school safety and culture. The program is age-appropriate and research-based. They also have funding to provide and sustain the program at NO COST to our school (and all schools statewide).

We anticipate that S2SS will help stop school shootings, suicides, and gun threats; reduce bullying and cyberbullying; and intervene upon cutting, drug use, racial conflicts, and other violent and victimization acts. Please see the S2SS page in Buzz for information on how to submit a tip along with additional resources.

ACADEMIC REQUIREMENTS

Academic Placement

The Pennsylvania Cyber Charter School will place students in the appropriate grade level supported by any of the following criteria:

- Previous academic standing
- Credits earned
- Academic performance
- Local assessment
- Specific curriculum/placement tests for elementary students

Grade Classification

Students in Kindergarten through Eighth grade (K-8) will be classified by chronological grade as if they were in a traditional brick-and-mortar school. However, if a student is taking classes at various grade levels, they may be classified in the grade level where the majority of their classes are taken.

For a student to be promoted to the next grade, **a student must pass 3 of the 4 major subjects** and the majority of full-time classes scheduled.

The guidelines for the promotion or retention of students in grades K-8 at PA Cyber are listed below:

- Students who do not meet the grade level requirements will be considered for retention.
- If a student has not earned passing status at a particular grade level, the student may be retained in the same grade the following year.
- A student may only be retained one (1) time at each grade level span: K-5 and 6-8.
- If a student has been retained at a particular grade level and does not meet the requirements to be promoted the following year while still in the same Academy, the student will be promoted to the next chronological grade level with additional supports and services as to be determined by the educational team.
- The Principal of the student’s current academy at time of course failures along with the Chief Executive Officer and/ or Chief Academic Officer is given discretion to determine student promotion/retention.
- Students in grade 7 are eligible to earn a maximum of 1 high school credit in either Math (Algebra 1) or a high school-level foreign language.
- Students in grade 8 are eligible to earn a maximum of 2 high school credits in either Math (Algebra 1 or higher), Science (Physical or Earth Science), or a high school-level foreign language.

NOTE: Although students may have the ability to take high school level courses in excess of the maximum 7th or 8th grade amounts, they will only be awarded 1 and 2 high school credits, respectively, in each grade level.

PA Cyber recognizes that the social, emotional, physical, and educational growth of students will vary, and the students should be placed at educational levels most appropriate to their needs.

Students in Ninth through Twelfth grades (9-12) will be classified by grade level based on the number of credits earned not to exceed their chronological grade level. Credits per corresponding grade level are listed below.

- Sophomore 5.25 credits
- Junior 10.5 credits
- Senior 15.75 credits

Graduation Requirements

As permitted by applicable law, in order to be a full-time student, high school students in grades 9-12 must carry a minimum of five classes plus physical education each semester. PA Cyber expects parents to monitor student progress towards meeting all graduation requirements by their senior year. Typically, students are entitled to four years of high school beginning in the 9th grade. In most cases, students begin to accumulate credits as a freshman. In order to graduate from PA Cyber, students must complete at least 22 credits in the following subject areas:

Language Arts	4 credits (English 9 & English 10 are recommended)
Mathematics	4 credits (Algebra 1 is required)
Social Studies	4 credits
Science	3 credits (Biology is required)
Fine Arts	2 credits
Physical Education	1 credit
Health	0.5 credit
Electives	3.5 credits

- All students in Grade 9 will be enrolled in High School Essentials.
- Career Forward 11 is a required elective in order to be eligible for graduation.
- Beginning with the graduating class of 2023, statewide graduation requirements provide pathways for high school students to demonstrate readiness for postsecondary success as outlined in Act 6 and Act 158.

Students should complete all required coursework no less than two weeks prior to graduation if they plan to participate in commencement ceremonies. Students must also satisfy all other school requirements, comply with all school policies, and return all school property prior to commencement.

Graduating students who fail to meet the above requirements may not be able to participate in the commencement ceremony. If a student does not meet the necessary requirements, they may arrange to receive their diploma by mail or pick it up at the School office when they have complied with all requirements.

Career Readiness

To help ensure that all students in Pennsylvania are on track for meaningful postsecondary engagement and success, the Pennsylvania Department of Education has included a measure of students' career exploration, preparation, and readiness as part of Pennsylvania's state and federal accountability system through the Future Ready Index and under the Every Student Succeeds Act. Students must take PA Cyber's required career readiness course to meet necessary graduation requirements and to be eligible for graduation.

Grading Scale

PA Cyber adheres to the following grading scale:

- 100%-90% = A
- 89%-80% = B
- 79%-70% = C
- 69%-60% = D
- Below 60% = F

Mid-Year Transfer Students

PA Cyber may accept students throughout the academic year. Acceptance to the program, academic placement, and awarding of high school credits are determined by the School's transfer procedures and on a case-by-case basis. Students who enroll mid-year may, at the discretion of the school, be given the curriculum with different completion periods from the standard full-year academic calendar. In such cases, the student's Educational Team (Academic Advisor, Teacher, Assistant Principal, Principal) will determine workloads and target completion schedules.

Drops/Transfers

Once a PA Cyber Student enrolls in their chosen course(s), the student is expected to successfully complete each course before progressing to the next level. If the parent or student wishes to drop a course or transfer from one course to another, the parent must request the change by **contacting the Academic Advisor within 30 days of course enrollment**. The Academic Advisor must approve the drop/transfer. The parent/student must immediately return all materials and textbooks. When a course is dropped within the acceptable 30-day period, no listing will appear on the student's record. When a course is dropped after the 30-day period, a grade of F, withdrawal fail, will appear on the student's record.

Students enrolled in virtual classes earn credit only when they successfully complete the entire course. Virtual classes begin in August, are 36 weeks in length and are worth one (1) full credit. Some virtual courses are 18 weeks in length and worth ½ credit. For a complete list, please refer to PA Cyber's Course Catalog.

A PA Cyber parent/student may add a course to the student's schedule by contacting and getting the approval of the Academic Advisor.

Student Progress

At PA Cyber, students, parents, and staff must work together to ensure academic progress. Students are expected to complete all assignments promptly according to curriculum instructions and in a manner consistent with all School policies. Parents should monitor and assist students daily.

Members of the instructional staff are available by phone or email as needed for assistance. Parents and students may also arrange a personal visit at any of our locations to discuss academic progress. PA Cyber Instructional Staff or Administration also reserves the right to schedule a parent meeting to discuss student academic progress.

The instructional staff will intervene if a student does not:

- Complete assignments on a regular and consistent basis
- Pass any midterm, final, or achievement test
- Meet course expectations
- Maintain adequate pacing in courses
- Communicate as required on a regular basis with instructional staff

Academic Course Pacing

PA Cyber offers a course pacing policy intended to assist students in reaching their educational goals. In addition to providing accountability, pacing will ensure students are attaining various state and national educational standards.

Virtual Classroom (VC)

Along with meeting mandated daily attendance requirements in the Virtual Classroom, students are responsible for submitting all coursework by the assigned due dates.

Blended Classroom (BC)

In grades K-2, the Blended Classroom offers students a weekly two-hour live session that includes instruction in ELA and Math.

In grades 3-4, the Blended classroom offers students a weekly three-hour live session that includes instruction in all subject areas.

In grades 5-12, the Blended Classroom offers students a weekly hour-long live session for each individual course for all core subject areas (language arts, mathematics, science, and social studies).

Students with an overall grade of C or below and/or who are not meeting adequate and consistent progress will be required to attend a live blended session unless otherwise noted by the Blended Classroom Teacher. Students will receive an email on or about the 25th of each month to notify if attendance in the upcoming month is mandatory. PA Cyber Instructional Staff reserve the right to determine attendance status at any time based on individual student needs.

Along with attending all mandatory Blended Classroom sessions as indicated by the Blended Classroom Teacher, students are responsible for maintaining a steady pace in their courses and for submitting all coursework by the pre-determined course expiration date.

Asynchronous Classroom (AC)

While students in the Asynchronous Classroom (AC) do not have a mandatory live course session, students enrolled in an asynchronous course are responsible for maintaining a steady pace in courses and for submitting all coursework by the pre-determined course expiration date.

PA Cyber establishes course expiration dates for all Blended and Asynchronous courses. Expiration dates will be displayed on the MySchool Portal (<https://myschool.pacyber.org>) and in the Student Grade Summary Report, which is also available on the MySchool Portal. At the time of the course expiration date, an extension may be granted for extenuating circumstances with administrative approval or based on a student's Individualized Education Plan (IEP). Otherwise, the remaining assignment(s) will be zeroed out and a final course grade will be issued. If the student's final course percentage is below 60% the student will receive an F on the student record.

Student Assessment

Pennsylvania System of School Assessment (PSSA)/Keystone Assessment

All public school students are required by the Pennsylvania Department of Education to participate in the PSSA and/or Keystone Assessments. As permitted by applicable law, parents will be responsible for providing transportation for their students to and from the designated testing site on the appropriate days.

Universal Screening

Students will participate in reading and mathematics computer adaptive assessments that adjust to each student's instructional level. All students in grades K-11 will test two to three times annually, depending on grade level, to enable instructional staff to identify areas of improvement. Subsequently, an individualized intervention plan is developed and will be implemented by the Academic Advisor, teachers, tutors, teacher facilitators, mentors, and parents.

Response to Instruction and Intervention (RtII)

RtII is a three-tiered intervention strategy to enable early identification and intervention for students at academic or behavioral risk. RtII allows PA Cyber educators to identify and address academic and behavioral difficulties to avoid student failure.

PA Cyber educators assist in preventing failure by monitoring student response to a series of increasingly intense interventions. This careful observation also provides data that may guide eligibility decisions for learning disabilities.

- Tier 1 is designed to provide early assistance to students through course selection, baseline assessments that are performed in the fall and spring, and open tutoring sessions Monday through Friday. PA Cyber offers a variety of different resources that can be investigated and integrated in consultation with the assigned Academic Advisor.
- Tier 2 will be introduced to students when baseline testing results are not proficient, requiring additional interventions in conjunction with the curriculum.
- Tier 3 will be provided as needed and may involve referring students for Title 1 services, including math and reading coaching.

Curriculum Selection

After the enrollment process is complete and an Academic Advisor is assigned, the student, parent, and the Academic Advisor will review the student's transcripts. Upon review of transcripts, this team will then discuss curriculum options and confirm final course selection. The Academic Advisor then completes the ordering process. Subsequent course selection occurs through discussion between the parent/student and Academic Advisor. Curriculum information can be found on the website www.pacyber.org, and in the course catalog provided at the initial interview.

Physical Education

Pennsylvania Law applicable to public schools requires students to complete an annual course in physical education. Physical education credits are also required for high school graduation. In compliance with applicable law, the School requires elementary students through 6th grade to complete 36 hours of organized supervised physical activity each school year. Students in grades 7–12 are required to complete 72 hours of activity annually. These requirements can be met through a variety of physical, athletic, and recreational activities. Students are required to include physical education hours in their course logs. Please contact your Academic Advisor with questions about specific activities and requirements.

If a student is unable to participate in physical education, the student must submit a doctor's excuse stating a specific reason for the excuse and specifying a time span for which the excuse is in effect.

Fine Arts

Students in grades Kindergarten through eighth grade are required to take a fine arts course each school year to meet the Pennsylvania Department of Education Fine Arts requirement.

Grades K-8

Students in grades Kindergarten through eighth grade will be enrolled in the ArtsAlive! class that corresponds to their grade level.

Books and Related Materials

All books and course materials are the property of PA Cyber. The School will ship the necessary materials that are needed for courses. Students/parents are responsible for the replacement costs of any lost or damaged books or materials. If the student withdraws or transfers from a course, the parent/student must contact PA Cyber for specific instructions on returning course materials.

STUDENT ATTENDANCE POLICY

All persons residing in the Commonwealth of Pennsylvania between the ages of six (6) and twenty-one (21) years of age are entitled to a free and full education in the Commonwealth's public schools. This right extends to migrant, homeless, pregnant, married, or emancipated students.

Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. All students enrolled in school must attend daily in accordance with the academic calendar. Parents and guardians are required by the compulsory attendance law to ensure their child attends an approved educational institution unless otherwise legally excused. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which may be no later than the age of 6 years, until the age of 18 years or graduation from a high school, whichever occurs first. A beginner is a child who enters a school district's lowest elementary school grade that is above kindergarten.

PA Cyber requires all students to receive educational instruction for:

Grade Level	Day Totals per Academic Year	Hour Totals per Academic Day	Hour Totals per Academic Year
Kindergarten through Sixth	180	5	900
Seventh through Twelfth	180	5.5	990

PA Cyber students must attend school Monday–Friday according to the academic calendar. The School offers a degree of flexibility within the academic model, permitting students to have access to the program outside of the traditional Monday through Friday academic week. Students may complete work on Saturday and Sunday; however, weekends do not replace weekday attendance according to our attendance requirements. Additionally, PA Cyber's academic calendar is independent from all local school districts and does not include snow days. PA Cyber students are required to be in attendance regardless of a local school district in-service day or snow day.

Students enrolled at PA Cyber will meet attendance requirements by logging into the MySchool portal each school day where they can complete their coursework and maintain adequate and consistent progress in their classes.

"Adequate and consistent progress" is defined by completing all lessons and assignments in alignment with the recommended course pacing.

Blended Classroom (BC) - Live Session Attendance

Attendance in the live component of the Blended Classroom is *mandatory* for all students unless otherwise exempt by the Blended Classroom Teacher. The criteria for a student to earn an exemption from mandatory attendance in a live, blended class is as follows:

- **Kindergarten** – Beginning November 1, if a student has a passing grade for the course, they will not be required to attend a live blended session unless otherwise noted by the classroom teacher.
- **Grades First through Twelfth** – Students with an overall grade of C or below and/or are not meeting adequate and consistent progress will be required to attend a live blended session unless otherwise noted by Blended Classroom Teacher. Students will receive an email on the 25th of each month to notify if attendance in the upcoming month is mandatory.

Attendance is strongly recommended for all live, blended sessions despite exemption status. Mandatory blended classroom attendance is typically determined on a monthly basis; however, the Blended Classroom Teacher reserves the right to determine attendance status at any time based on the individual student's needs for success. Failure to attend a blended class session for any given subject area will result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) calendar days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class at the teacher's discretion.

Virtual Classroom (VC) - Live Session Attendance

Attendance in all assigned live, virtual sessions is *mandatory* for any student enrolled in a VC course. Failure to attend a virtual class session for any given subject area may result in an *unexcused absence* for the individual course session unless a valid excuse is provided within three (3) calendar days to the Attendance Department.

Students who miss more than 10 minutes of a class period may be marked as absent for the individual class at the teacher's discretion.

Absences

Parents/guardians are responsible for notifying the Attendance Department if their child is absent for a valid excusable reason on a scheduled school day during the year. Absences are only classified as excused if the absence meets the identified valid and lawful excuse criteria identified in this policy. Such valid reasons for missing school must be submitted to the Attendance Department either electronically or telephonically by a parent or guardian. All absences are treated as unexcused until a parent provides the school with a valid excuse.

Excused Absences

Excused or legal absences *must* be reported to the Attendance Department within three (3) school days of the return to school. If a valid excuse is not provided within this time frame, the absence will remain unexcused.

The following reasons are considered lawful and excused in accordance with the Pennsylvania State Attendance Laws:

- **College Visit:** An excused absence may be approved for any student in 11th and 12th grades for college visitations. No more than three (3) absences will be excused for college visitations per school year. Written notification should be provided no later than 48 hours prior to the visit and approved by the Director of Attendance [Title 22 PA CODE § 11.26].
- **Court Ordered Hearing:** An absence may be excused if a student attends the proceedings of a court or administrative hearing when the student is a party to the action or under subpoena as a witness.
- **Death of a Family Member:** An absence may be excused for the death of a member of the student's immediate family. The immediate family of a student includes, but is not necessarily limited to parents, grandparents, brothers, and sisters.
- **Family Educational Trip:** An absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity (non-PA Cyber related). Written notification should be provided at least fourteen (14) days prior to the trip and must be approved by the Director of Attendance. No more than five (5) total absences will be excused for family educational trips per school year [Title 22 PA CODE § 11.26].
- **Family Emergency:** An absence resulting from an urgent reason may be excused. PA Cyber shall strictly construe the term "urgent reason" as it applies to such absences, and such excuse does not permit irregular attendance [Title 22 PA CODE § 11.25].
- **Illness or injury:** An absence may be excused in which either illness or injury prevents the student from being physically or mentally able to participate in school. A note from a Commonwealth licensed practitioner will be required for any student missing more than three (3) consecutive school days due to illness or injury [Title 22 PA CODE § 11.25].
- **Maternity Leave:** Pregnancy itself does not exempt a student or parents from compulsory attendance laws. Documentation from a Commonwealth licensed practitioner is required to excuse a student who is prevented from attending school due to pregnancy-related illness or complications. In cases of normal pregnancy, only a Commonwealth licensed practitioner's statement will be accepted for excusal to discontinue attendance prior to the birth of a child and resuming attendance after the birth.
- **Medical or Dental Appointment:** An absence resulting from a medical (health care or therapy) or dental appointment for the student may be excused. Students and parents should make every effort possible to schedule appointments outside of scheduled live classroom sessions. Notice should be given to the attendance department prior to the absence, except in the case of an emergency [Title 24 PA Code § 13-1329].
- **Out-of-School Program:** Students are encouraged to participate in opportunities that provide real world exposure, such as cooperative education, community service, job shadowing, and/or internships/apprenticeships; however, these opportunities should not interfere with any scheduled live sessions. Such absences shall be treated as education trips; therefore, no more than five (5) excused absences from a live classroom session will be approved for out-of-school opportunities. Approval from the Director of Attendance must be obtained seven (7) days prior to the activity. Non-virtual students attending an out-of-school program must still log attendance for the school day in the MySchool portal.
- **Observance of a Religious Holiday:** An absence may be considered excused if the tenets of a bona fide religion, to which the student or parent/guardian adheres, require observance of a religious event. Written notification should be provided at least fourteen (14) days prior to the holiday and must be approved by the Director of Attendance [Title 22 PA CODE § 11.21].

Reporting an Excused Absence

- **Electronic Form:** Submit the Excusal Request Form found in the Parent Portal and/or Buzz. ****Preferred method****
Complete all required fields on the electronic form.
- **E-mail attendance@pacyber.org**
Provide the following information: Student's full name, student ID, grade level, date of absence, reason for absence, if the student missed a full school day or specific live classes, and your (parent) name.
- **Telephone:** Contact the Attendance Department at 1-888-722-9237, ext. 7718.
Provide the following information: Student's full name, student ID, grade level, date of absence, reason for absence, if the student missed a full school day or specific live classes, and your (parent) name.

Any supporting documentation such as, but not limited to, a physician's note must be submitted to the school through an email attachment to attendance@pacyber.org or faxed to 717-558-0131. The student's name and student ID should be clearly communicated.

Students affected by chronic illness at any time during the school year must provide initial documentation of the diagnosis from a Commonwealth-licensed practitioner regarding school attendance. Additionally, parents are required to submit an excuse for all absences including absences affected by the illness and absences caused by other reasons.

Classification of Absences

- **Exempt:** An absence listed as medical or illness/injury when accompanied by the correct documentation is classified as exempt. Such absences are not counted when determining whether the student is out of compliance with state attendance laws if verification is provided within the three (3) day limit.
- **Non-exempt:** An absence accompanied by a lawful excuse from a parent/guardian within three (3) school days of the return to school is classified as non-exempt. (See Excused Absences section for listing of lawful excuses.) Absences classified as non-exempt count toward the state attendance law (10 days maximum permitted in a school year).
- **Unexcused (unlawful):** An absence for which no explanation is given within three (3) school days of the return to school and/or an absence that does not meet lawful criteria. (See Unexcused Absences section for listing of unlawful absence reasons.) Penalties through the magisterial district justice may be levied for excessive illegal absences (an accumulation of 6 or more, consecutive or non-consecutive).

A maximum of ten (10) non-exempt absences may be approved per school year through communicated documentation by the parent. Absences accumulating beyond ten (10) cumulative non-exempt school days or the equivalent will require documentation from a Commonwealth-licensed practitioner. The Director of Attendance holds the right to approve atypical excuses if deemed appropriate and necessary.

Unexcused Absences

If a student has not met the attendance requirements and the school day is not determined to be excused, that day will be considered an unexcused/unlawful absence. The following reasons are unexcused in accordance with the Pennsylvania State Attendance Laws:

- Babysitting / Caretaking
- Chores
- Gainful employment
- Hunting, fishing, or other unapproved sporting events
- Oversleeping
- Truancy
- Unapproved educational travel
- Any other reason not recognized as excused

Any student who accumulates ten (10) consecutive unexcused absences will be removed from active membership if a valid excuse is not provided within three school days from the tenth absence [Title 22 PA CODE § 11.24].

Notification of Unexcused Absences

Any and all unexcused absences will be reported to parents by means of an automated e-mail sent to the student and parent school-issued e-mail account. Such absences will be reported to parents/guardians and students the next scheduled school day via e-mail because of the ability for students to log in and submit coursework over a period of 24 hours in a given day.

<p>First / Second Unexcused Absence</p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record.
<p>Third Unexcused Absence</p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • A concern letter regarding unexcused absences will be sent to the parent by U.S. Postal mail to the primary mailing address on school record. • Parents may be asked to contact the school to set up a School Attendance Improvement Plan (SAIP).
<p>Fourth Unexcused Absence</p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • A conference to develop a SAIP will be scheduled if one has not already been completed. The parents and students will be given written notice to attend the scheduled SAIP via phone. The conference will be held even if the parents decline to participate or fail to attend the meeting. A copy of the completed SAIP will be provided to the parent and student. • If the student accrues unexcused absences after the completion of the SAIP, PA Cyber may pursue other legal action to address unexcused absences.
<p>Sixth Unexcused Absence</p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • If the student is under fifteen (15) years of age, PA Cyber will refer the student to either a school-based or community-based attendance improvement program or make a report to the county children and youth agency. • PA Cyber may file a citation against the parents of a student who is under fifteen (15) years of age with the local Magisterial District Judge where the parent resides, resulting in possible legal penalties, after consulting with the children and youth agency if the case is still open. • If the student is fifteen (15) years of age or older, PA Cyber may refer the student to a school-based or community-based attendance program or service. If the child refuses to participate in this program or incurs additional unexcused absences after being referred, PA Cyber may refer the child to the county children and youth agency for possible disposition as a dependent child.
<p>Subsequent Unexcused Absences</p>	<ul style="list-style-type: none"> • An automated e-mail notification of the absence will be sent to the student’s and parent’s school e-mail account as well as a personal e-mail address if on school record. • Referrals will be made to school-based or community-based attendance improvement program or to the county children and youth agency. • Citations may be filed with the local Magisterial District Judge where the student’s parents reside for any or all subsequent truancy violations resulting in possible legal penalties. If a case with children and youth family services is open, the school must consult with children and youth family services prior to filing a citation with a local Magisterial District Judge where the student’s parents reside.

Special Education Considerations

PA Cyber shall consider a student's needs under an existing or proposed IEP, 504 Plan, or other Special Education program when evaluating how to serve the student and facilitate student attendance under this policy.

State Testing Attendance

All students in grades 3-8 and high school are required to participate in PSSAs, Keystone, and/or other state assessments according to the laws outlined by The Pennsylvania Department of Education. An unexcused absence can be recorded for any student who is absent on a given testing day and does not participate in testing.

During designated state testing days, the State Testing Attendance Policy supersedes PA Cyber's traditional attendance policy. If a student is absent during an assigned testing day, the absence will be recorded as unexcused unless a valid excuse is provided. Completing curriculum coursework instead of state testing is not considered meeting attendance requirements during that time unless otherwise approved by the CEO.

Post-secondary Institutions

Any student enrolled in college-level courses at a community college, 2-4 year college, or university must still log attendance for the day in the MySchool portal.

PA Cyber Family Link Events / Field Trips / Clubs

Any student choosing to participate in a school sponsored event is considered in attendance for the school day. Students are encouraged to log into the MySchool portal within the same day to log attendance. Otherwise, attendance would be updated upon confirmation from the authorized field trip supervisor that the student attended the event. Additionally, students will be excused from any live classroom sessions for participation in the school-sponsored event. Students should notify their teachers prior to the absence; however, notification to the Attendance Department is not necessary. Students are responsible for watching the playback of the missed live session and meeting all assignment deadlines.

No Internet Access, Power Outage, or Technology Failure

Internet access and computer access are essential for all cyber school students. In the event of internet failure, power outage, or computer failure, all students must create an alternative plan to go to a public library or public Wi-Fi enabled location with computer access to complete schoolwork. If an alternative plan is not feasible due to extreme circumstances, notification to the Attendance Department must be made within 24 hours. All technology issues preventing daily attendance must be reported and documented with the PA Cyber Tech Help Desk in a timely manner.

Truancy Overview

Pennsylvania defines truancy as when a student of compulsory school age accumulates three or more unexcused absences in the current school year. Every parent, guardian, or person in a parental relationship who is responsible for a student age six to eighteen is responsible for making sure the student of compulsory age attends school on a regular basis. Students who have accumulated six or more unexcused absences are considered habitually truant by state law, Act 138 of 2016. Habitual truancy may be subject to legal penalties through the local Magisterial District Judge or county court system.

PA Cyber students outside compulsory age are required to meet all attendance requirements to be considered a full-time, active student at PA Cyber. Truant students outside of compulsory age will be addressed through PA Cyber's Code of Conduct requiring progressive disciplinary measures to be taken.

Preventing Truancy

Consistent attendance and progress in coursework are key factors in reaching academic success within our school. Every day a student is absent, they are missing critical instructional time, which may result in decreased academic performance. Once enrolled with PA Cyber, students and their parents will be held accountable for completing work in a manner consistent with the attendance policy and the specific requirements of their chosen academic curriculum.

PA Cyber is committed to developing comprehensive approaches to ensure our students and parents are active participants in the child's education. Attendance will be closely tracked by teachers, Principals, Assistant Principals, Special Education Coordinators, and the Attendance Department. PA Cyber understands children are truant for many reasons. We are dedicated to understanding and addressing such issues. Every effort will be made to keep youth in school and reduce referrals to county courts, child welfare, or juvenile justice systems in order to effectively intervene and eliminate truant behavior.

School Attendance Improvement Plan

A School Attendance Improvement Plan (SAIP) is a school-family conference used to address chronic absences and/or academic difficulties. Students can be recommended for a SAIP by the Attendance Officer, teacher, or other school staff.

Issues addressed will include, but are not limited to:

1. Appropriateness of the student's educational environment
2. Possible elements of the school environment that inhibit student success
3. Student's current academic level and needs
4. Social, emotional, physical, mental, and behavioral health issues
5. Issues concerning family and home environment
6. Any other issues affecting the student's success

SAIP meetings are an important step for the student's continued success; therefore, cooperation and participation by student and parent/guardian is mandatory.

Resulting Penalties of Truant Youth

The law of the Commonwealth of Pennsylvania states that a person may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 per offense, with court costs, for the second offense; and (3) up to \$750 per offense, with court costs, for a third and any and all subsequent offenses. The law allows the court to impose educational parenting classes and community service sentences upon parents of a truant student who do not show they took reasonable steps to ensure the student's school attendance. It provides that the parent and student must appear at a hearing before the Magisterial District Judge if pleading "not guilty." This law also provides that truant students can lose their driver's license for 90 days for a first offense and six months for a second offense. Additionally, students under the age of 15 shall be referred to a county children and youth agency for possible disposition as a dependent child. The Magisterial District Judge has the ability to suspend all or portions of a sentence if the child is no longer habitually truant.

PARENTAL INVOLVEMENT

Parent Guidelines

Parents of PA Cyber students have a unique opportunity to participate in the education of their children.

Parents are expected to:

- Supervise the student's education at home
- Provide a physical environment conducive to their student's educational needs.
- Assist the student in complying with all PA Cyber Rules, Policies, and Procedures.
- Assist the student in the submission of all forms, applications, and documentation to the School in a timely manner.
- Ensure the student is logging daily attendance and attending all required live sessions.
- Instruct the student on the correct procedure for logging in to record daily attendance.
- Maintain regular contact and communication with the School by telephone and/or email.
- Monitor the student's computer use to assure that PA Cyber computer equipment and software are used for educational purposes and in accordance with PA Cyber's Acceptable Use Policy.
- Work with the student to ensure successful completion of the curriculum within the allowable timeframe in each subject area.
- Assure that all work submitted by the student was completed solely by that student.
- Notify the school immediately of any change in a student's contact information or academic status.
- Provide the student with transportation as needed to participate in standardized testing.

- Return all instructional materials and equipment to the school as requested by the Academic Advisor.
- Check student's grades frequently and regularly.
- Check the School-issued Parent Email Account for important announcements daily.
- Contact PA Cyber at the first sign of tech issues.
- Understand the parent may be liable for damage to PA Cyber equipment and materials.
- Complete E-rate Survey yearly.
- Attend/Participate in student/parent orientation.

Parent Conference

At PA Cyber, parental involvement in education is essential to student success. Any parent or PA Cyber staff may request a conference to address academic issues. Parents may schedule a conference by contacting the assigned Academic Advisor. Once the parties agree on the time and place of the conference and who should attend, the Academic Advisor will make the necessary arrangements.

Availability of Teachers/Staff

The School strives to provide excellent customer service to students and parents. Students/Parents can expect a response from PA Cyber instructional staff within a 48-hour period.

Regular Contact

In addition to maintaining a regular schedule of completing schoolwork, it is important for students to maintain regular communication between the School staff, the student, and the parent. The Instructional Staff will maintain regular contact with students and parents via telephone and/or email. Both parents and students must make every effort to maintain consistent contact with PA Cyber and to respond to communications, as necessary, within a 48-hour period.

Modes of Communication

The primary communication methods utilized by PA Cyber shall be direct phone contact with our families followed by email contact utilizing the school-issued email addresses. The use of text messages will only be permitted as an additional supplemental communication method, following the school's established procedures, unless otherwise approved by executive administration. Text messages may only be utilized with documented expressed permission from a parent or guardian to accept text messages from the school. They shall exclusively be used for official school business, except for the case of school emergency notifications, where emergency text message alerts may be utilized without expressed permission.

Due to regulations specific to text messages, PA Cyber must seek consent from parents and guardians prior to establishing this mode of communication with their family. If consent is granted, it will be applied to all contact information PA Cyber has on file unless otherwise specified.

Daily Computer Activity

Students are required to check their PA Cyber email daily and respond to their PA Cyber email in a timely manner, within 24 hours if possible. Students and parents must log in to PA Cyber's My School Portal daily for announcements and attendance.

Custody and Domestic Matters

It is policy of PA Cyber not to accommodate parental requests related to custody/domestic matters absent a validly issued Court Order or Subpoena.

School-to-Home Communication App

PA CyberCONNECT powered by Parent Square serves as a secure way for parents and students to communicate with school principals, teachers, and staff. The school sends a PA CyberCONNECT invitation to all new PA Cyber email accounts, which will be required for activation. If you need help activating your PA CyberCONNECT account, please contact the Help Desk at techhelp@pacyber.org or call 724-722-9237. Be sure to opt into text messages so you receive real-time alerts. For more information, visit pacyber.org/connect.

Through the PA CyberCONNECT app, the school community can safely:

- Send and receive school and class information
- Connect with school teachers and staff
- See calendar items, including field trips and regional office events
- Receive phone calls, text messages, and mobile app notifications

ADMISSION/ENROLLMENT

PA Cyber does not charge tuition to parents or students.

- As required, PA Cyber complies with open enrollment regulations and withdrawal requirements specified by Act 22 of 1997 of the Pennsylvania Public School Code.
- PA Cyber complies with all applicable state and federal laws.
- As required by applicable law, PA Cyber does not discriminate on the basis of race, creed, gender, disability ethnic origin or other legally protected status in the enrollment and/or the administration of its educational program or extracurricular activities.

When demand for enrollment exceeds places available, admission to the school is determined by lottery among all students on the waiting list. Siblings of active students are given priority over new students. Those siblings will be exempted from the lottery as seats become available.

Primary caretakers of students selected through the lottery will be notified by both email and telephone and have two (2) school days to accept or decline enrollment. That primary caretaker MUST complete the enrollment process by supplying compliance documents with ten (10) school days from the date the first notification was sent. Families of prospective students who are not compliant by the 10th day will forfeit their seats to the next eligible student on the waiting list.

The Pennsylvania Cyber Charter School (PA Cyber) is a public school, chartered under the laws of the Commonwealth of Pennsylvania. There are several basic requirements a prospective student must meet to qualify for admission to PA Cyber.

Minimum Age for Enrollment

Five-year-old Kindergarten

A student is eligible for admission to kindergarten (K-5) if they have attained the age of 5 years on or before August 30 of the entering year. The student must also meet the admissions policy for entry age of the school district of residence to be eligible for admission to PA Cyber.

First Grade

PA Cyber has identified the entry age for beginners to be 6 years 0 months by August 30th of the entering year.

Residency

Students must be legal residents of Pennsylvania. A student's district of residence is where the parent(s) or guardian resides or, if the student is an emancipated minor, the school district where the student resides. (An emancipated minor is a person below the age of 21 who has chosen to establish a domicile apart from the continued control and support of parents and guardians. If a student 17 or under is living on their own and supporting themselves, the student shall complete the Parental Release for Emancipation form. A minor living with a spouse is deemed emancipated, regardless of age.) The student must provide PA Cyber with the name of their home school district and proof of residency within that district. Acceptable proof includes a mortgage statement, current utility bill, school tax statement, real estate tax statement, or per capita tax statement. If the student is under the supervision of a legal guardian, then proof of that guardianship must be provided.

PA Cyber shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with PA Cyber's Enrollment Services Department before an eligible nonresident student may be accepted as a student. PA Cyber may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.

The Board reserves the right to verify claims of residency, dependency, and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.

Registration with Home School District

PA Cyber will only accept students who have been registered with their home public school district. Students can register through the offices of their home school district. PA Cyber may contact the student's home school district to confirm registration prior to accepting the student for PA Cyber enrollment.

McKinney-Vento Act

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

If you live in any of the following situations:

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

As an eligible student, you have the right to:

- Receive a free, appropriate public education
- Enroll in a 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 or continue attending your school of origin (the school you attended in which you were last enrolled) if that is your preference and 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 brick-and-mortar school of origin if you request this
- Receive educational services comparable to those provided to other students, according to your needs as a student

Expelled/Suspended Students

PA Cyber will not enroll students who have been expelled from their previous school or students who have been suspended for certain reasons.

Age

In compliance with applicable law, children are considered school age from the time they are admitted to public school education program until graduation from high school or the age of 21, whichever comes first. PA Cyber will not refuse admission to a child who meets the age requirement. Students who turn 21 during the school term are entitled to finish that school term. If a student is under age 21 and has a Graduation Equivalency Diploma ("GED"), the student can enroll in school and work towards a diploma.

Enrollment Procedure

Enrollment at PA Cyber requires several steps:

1. Application Process

Generally, a face-to-face appointment with the applicant and parent(s) is mandatory as part of the enrollment process at PA Cyber. Appointments are scheduled at a place and time determined by PA Cyber. Please review the admissions requirements to be sure the applicant is eligible for the program before scheduling an enrollment appointment. Following the appointment, the Enrollment Coordinator will verify that the applicant meets admission requirements and the application is complete and accompanied by all required supporting documentation.

If all prerequisites are met, the School will create a student record containing the applicant's information. As permitted by applicable law, the School will not process any application for enrollment until it receives all required information.

2. Intake Process

During the enrollment appointment, the applicant and parents are provided with information about curriculum, materials/equipment, and policies and procedures at PA Cyber. Prospective families complete all forms, applications, and paperwork required by PA Cyber during the enrollment appointment. At this time, prospective families must notify the Enrollment Coordinator of any extenuating circumstances that may affect enrollment eligibility. When academic placement is uncertain, PA Cyber may ask the applicant to attend a second appointment to develop a Student Success Plan.

3. Required Documentation

As soon as possible upon enrollment, PA Cyber families should provide unofficial transcripts or report cards from the student's school prior to their enrollment at PA Cyber.

To be considered for enrollment, prospective PA Cyber families must provide the following information to the Enrollment Coordinator prior to or during the initial interview:

- Proof of the Child's Age (i.e., Birth Certificate, notarized copy of birth certificate, baptismal certificate, copy of the record of baptism—notarized or duly certified and showing the date of birth, notarized statement from the parents or another relative indicating the date of birth, a valid passport, or a prior school record indicating the date of birth.)
- Proof of residency (acceptable forms include but are not limited to mortgage statement, current utility bill, school tax statement, real estate tax statement, or per capita tax statement)
- Parent's or guardian's Driver's License
- Parent Registration Statement regarding suspension or expulsion
- Home Language Survey
- Current immunization records (from current school)

Immunizations

For a student to be admitted to PA Cyber, parents must submit satisfactory evidence that immunizations against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles, Mumps, Rubella, Hepatitis B, and Varicella (Chicken Pox) have been or are in the process of being completed, or they must file a certificate of exemption. As a charter school, we follow the same mandates as other public schools as set by the Pennsylvania Department of Education and the Department of Health 1-877-PA-HEALTH (1-877-724-3258).

The following immunizations are required for attendance in each grade:

All Grades K-12:

- 4 doses of tetanus, diphtheria, and acellular pertussis (Dtap) – last dose on or after 4th birthday
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella (MMR) – 1st dose must be age 1 or older ***
- 3 doses of hepatitis B – 3rd dose must be at least 6 months of age and 8 weeks from 2nd dose
- 2 doses of varicella (chickenpox) or evidence of immunity – 1st dose must be age 1 or older

***The MMR & varicella vaccines are usually given at the same time. If they are given on separate dates, there must be at least 28 days between the two vaccine dates.

Students attending 7th grade also need:

- 1 Tdap dose (tetanus, diphtheria, acellular pertussis) for entrance into 7th grade
- 1 MCV dose (meningococcal conjugate vaccine) for entrance into 7th grade

Students Entering 12th Grade:

- 2nd dose of MCV for entrance into 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth-grade dose.

Immunization Exemptions

Parents with strong moral or ethical beliefs against immunizations must complete an immunization exemption form, which should include the reason for exemption.

A copy of immunizations or statement of exemption must be received before enrollment is complete.

A medical exemption form from immunizations must be provided and signed by a physician.

If your child is exempt from immunizations, they may be removed from school during an outbreak.

Health Screenings

As a public school, PA Cyber follows the Pennsylvania Department of Health requirements that students are to have certain health screenings and exams completed each school year. Height, weight, and vision screenings are required annually. Other screenings, including hearing, scoliosis, and general physical and dental exams, are required at certain grade levels as follows:

Height/Weight/Vision: All grades annually

Hearing: Grades K, 1, 2, 3, 7, and 11

Scoliosis: Grades 6 and 7

Physical Exam: Grades K, 6, and 11

Dental Exam: Grades K, 3, and 7

At the beginning of each school year, parents should submit health screenings as required to healthdepartment@pacyber.org.

Withdrawal Policy

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff should be utilized to assist the student in pursuing career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the District (or, in this case, PA Cyber) 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 arrange access and notify the parent or eligible student of the time and place where the records may be inspected.
- Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If PA Cyber decides not to amend the record as requested by the parent or eligible student, PA Cyber will notify the parent or eligible student of the decision and advise them of the 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.

- 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. A school official is a person employed by PA Cyber 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 or assisting another school official in performing their tasks. Upon request, the District will disclose educational records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA or the Protection of Pupil Rights Amendment (PPRA). The Office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520.
- Pursuant to the U.S. Department of Education, your complaint must:
 - Be in writing and must contain specific allegations of fact, giving reasonable cause to believe that a violation of FERPA or PPRA has occurred.
 - Be filed by the parent or by the student (if the rights have transferred to the student).
 - Be filed within 180 days of the alleged violation or within 180 days after you know or should have known about the violation.

Release of Records

PA Cyber will only release school records under the following circumstances, unless an exception to FERPA applies, as noted above:

- When the request comes from another school in which the student is now enrolled or from a post-secondary institution to which the student is applying.
- When a request comes from the parent or guardian accompanied by a signed release.
- As otherwise required by law.

Unofficial Transcripts

An unofficial transcript indicates the courses, grades, and credits for a PA Cyber student’s work completed and/or in progress. Parents can request an unofficial transcript at any time to ensure that all student coursework has been accurately recorded.

Official Transcripts

Official transcripts are available to agencies and institutions that submit a formal request and will reflect the student’s current academic status.

- An official final transcript is only available after a student meets all graduation requirements.
- It is not the policy of PA Cyber to send official transcripts to the student or parents.

Change of Address

Parent/Guardians are required to notify PA Cyber immediately if their residency changes. They are required to provide proof of residency within five days of moving. Parent/Guardian is required to register the student(s) in the new district of residence within five days when applicable. ***Homeless students** are generally required to alert PA Cyber to **all** changes in physical location immediately.

U.S. Armed Services Recruiter Access to Student Information

PA Cyber (as with all high schools) are mandated, under the federal law*, to provide directory information for the purposes of recruiting—more specifically, students' names, addresses, and telephone listings—and the same access to high school students as would be provided to colleges, or to prospective employers of those students. The list will be compiled by the first day of the academic year in which the senior students will graduate.

However, the parent(s) of a student 18 years of age or older, may submit a written request to PA Cyber that the student's information shall not be released. Please provide a simple written request should you choose to deny such access to information to records@pacyber.org.

*Title 10 (U.S.C., Sec. 503c), enacted October 2000 as P.L. 106-398, Sec. 563; it is commonly referred to as the "Hutchinson Amendment." It was further changed, and strengthened, under the National Defense Authorization Act (NDAA).

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS AND NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, regardless of the severity of their disabilities, and needing special education and related services are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act (IDEIA) 2004.

The IDEIA 2004 requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEIA 2004 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of their confidentiality rights. The Pennsylvania Cyber Charter School ("PA Cyber" or "the Charter School") fulfills the above duties with this annual notice.

Chapter 711 of Title 22 of the Pennsylvania Code requires the publication of a notice to parents regarding public awareness activities sufficient to inform parents of children applying to or enrolled in PA Cyber of available special education services and programs and how to request those services and programs and of systematic screening activities that lead to the identification, location, and evaluation of children with disabilities enrolled in Charter School.

Charter School fulfills its duties with this annual notice and has incorporated several sections of the PaTTAN Procedural Safeguards Notice and other applicable guidelines from the Pennsylvania Department of Education into the Board-approved Child Find Notice, and Policies and Procedures described below. Charter School also directs parents to the procedural safeguards notice from PaTTAN available at the school's main office for additional information regarding rights and services. Parents may contact Charter School's Director of Special Education at: 1200 Midland Avenue, Midland, PA 15059, at any time to request a copy of the procedural safeguards notice or ask questions about special education, services, screenings, policies, or procedures. The Procedural Safeguards Notice is provided to parents by Charter School once per school year or: (1) upon initial referral or parent request for evaluation, (2) upon filing by parents of their first State complaint under 34 CFR §§300.151 through 300.153 and upon filing by parents of their first due process complaint under §300.507 in a school year (school must receive a copy of the filing), (3) when a decision is made to take a disciplinary action that constitutes a change of placement of a child with a disability because of a violation of a code of student conduct, and (4) upon parent request.

The purpose of this annual notice is to comply with Charter School's obligations under Chapter 711 of Title 22 of the Pennsylvania Code and to describe: (1) the types of disabilities that might qualify the child for special education, (2) the special education programs and related services that are available, (3) the process by which Charter School screens and evaluates such students to determine eligibility, (4) the special rights that pertain to such children and their parents or legal guardians, and (5) the confidentiality rights that pertain to student information.

A copy of this Annual Notice is also available on the School's website at www.pacyber.org.

Special Education Services and Programs

PA Cyber is required by the IDEA 2004 to provide a free appropriate public education to school-age children with disabilities who need special education and related services. School-age children with disabilities who need special education and related services are identified as eligible for special education if they need specially designed instruction and have one or more of the following physical or mental disabilities:

- Autism
- Deaf-blindness
- Hearing Impairment including Deafness
- Emotional Disturbance
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment including Blindness

IDEA 2004 provides legal definitions of the disabilities that qualify a student for special education, which may differ from those terms used in medical or clinical practice or common usage.

Section 504 Services

Under Section 504 of the federal Rehabilitation Act of 1973, some school-age children with disabilities who do not meet the eligibility criteria outlined above might be eligible for special protections and for adaptations and accommodations in instruction, facilities, and activities. Children are entitled to such protections, adaptations, and accommodations if they have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program and otherwise qualify under the applicable state and federal laws, including Chapter 711 of Title 22 of the Pennsylvania Code and Section 504.

Charter School must ensure that qualified handicapped students have equal opportunity to participate in the School program and activities to the maximum extent appropriate for each individual student. In compliance with applicable state and federal laws, Charter School provides to each qualifying protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and activities to the maximum extent appropriate to the student's abilities and to the extent required by the laws.

These services and protections for "protected handicapped students" may be distinct from those applicable to eligible or thought-to-be eligible students. Charter School or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the School's Director of Special Education at 888-722-9237.

Least Restrictive Environment "LRE"

To the maximum extent appropriate, students with disabilities are educated with students who are nondisabled. Special classes, separate schooling, or other removal of students with disabilities from the general educational environment occurs only when the nature or severity of the disability is such that education in general education classes, even with the use of supplementary aids and services, cannot be achieved satisfactorily. A continuum of alternative placements is available to meet the needs of students with disabilities for special education and related services as required by applicable state and federal regulations. This is a team decision, which includes the Charter School and the Parents.

Special education services are provided according to the educational needs of the child, not the category of disability. Types of service that may be available, depending upon the child's disability and needs as determined by the IEP team might include, but are not limited to: (1) learning support, (2) life skills support, (3) emotional support, (4) deaf or hearing impaired support, (5) blind or visually impaired support, (6) physical support, (7) autistic support, (8) multiple disabilities support, (9) speech and language support, and (10) extended school year support.

Depending on the nature and severity of the disability, Charter School could provide special education programs and services as determined appropriate by the IEP team, in locations such as: (1) the classroom/building the child would attend if not disabled, (2) an alternative regular class either in or outside the school, (3) a special education center operated by an intermediate unit, (4) an approved private school or other private facility licensed to serve children with disabilities, (5) a residential school, (6) approved out-of-state program, or (7) the home.

Related services are designed to enable the child to participate in or access their program of special education. Examples of some related services that a child may require might include transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education, and includes speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation (including therapeutic recreation), early identification and assessment of disabilities in children, counseling services (including rehabilitation counseling), orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services might also include school health services and school nurse services, social work services in schools, and parent counseling and training. Some students may also be eligible for extended school year services if determined needed by their IEP teams in accordance with Chapter 711 regulations.

Charter School, in conjunction with the parents, determines the type and intensity of special education and related services that a particular child needs based on the unique program of special education and related services that the School develops for that child. The child's program is described in writing in an individualized education program, or IEP, which is developed by an IEP team. The participants in the IEP team are dictated by IDEA 2004. The parents of the child have the right to be notified of and to be offered participation in all meetings of their child's IEP team. The IEP is revised as often as circumstances warrant but reviewed at least annually. The law requires that the program and placement of the child, as described in the IEP, be reasonably calculated to ensure meaningful educational benefit to the student. In accordance with IDEA 2004, there may be situations in which the School may hold an IEP team meeting if the parents refuse or fail to attend the IEP team meeting.

IEPs generally contain: (1) a statement of the student's present levels, (2) a statement of measurable annual goals established for the child, (3) a statement of how the child's progress toward meeting the annual goals will be measured and when periodic reports will be provided, (4) a statement of the special education and related services and supplementary aids and services and a statement of the program modifications or supports for School personnel that will be provided, if any, (5) an explanation of the extent, if any, to which the child will not participate with non-disabled children in the regular class and in activities, (6) a statement of any individual appropriate accommodations that are necessary to measure the performance of the child on State and School assessments, and (7) the projected date for the beginning of the services and modifications and the anticipated frequency, location, and duration of those services or modifications.

Beginning not later than the first IEP to be in effect when the child turns 14, or younger if determined appropriate by the IEP Team, and updated annually, thereafter, the IEP must include appropriate measurable postsecondary goals and transition services needed to assist in reaching those goals. Charter School must invite the child to the IEP team meeting at which the transition plan is developed.

Beginning not later than one year before the child reaches the age of majority under State law, the IEP must include a statement that the child has been informed of the child's rights, if any, that will transfer to the child on reaching the age of majority.

Screening

Each educational agency must establish and implement procedures to locate, identify, and evaluate school-age students suspected of being eligible for special education. These procedures include screening activities, which include but are not limited to: review of group-based data (cumulative records, enrollment records, health records, and report cards), hearing screening (at a minimum of kindergarten, first, second, and third grades), vision screens (every grade level), motor screening, and speech, and speech and language screening. This information will be reviewed by a team of school personnel to help determine if a disability is suspected. Charter School has established a system of screening which may include pre-referral intervention services to accomplish the following:

1. Identification and provision of initial screening for students prior to referral for a special education evaluation.
2. Provision of peer support for teachers and other staff members to assist them in working effectively with students in the general education curriculum.
3. Identification of students who may need special education services and programs.

The screening process includes:

1. Hearing and vision screening in accordance with Section 1402 of the Public School Code of 1949 (24 P. S. §14-1402) for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education.
2. Screening at reasonable intervals to determine whether all students are performing based on grade-appropriate standards in core academic subjects.

Charter School has established and implemented procedures to locate, identify, and evaluate children suspected of being eligible for special education. These procedures involve screening activities which may also include but are not limited to: review of data and student records, motor screening, and speech and language screening. The school assesses the current achievement and performance of the child, designs school-based interventions, and assesses the effectiveness of interventions. If the concern can be addressed without special education services or is the result of limited English proficiency or appropriate instruction, a recommendation may be made for interventions other than a multidisciplinary team evaluation. Parents have the right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process.

In accordance with Chapter 711, in the event that Charter School would meet the criteria in 34 CFR 300.646(b)(2) (relating to disproportionality), as established by the State Department of Education, the services that would be required would then include:

- 1 A verification that the student was provided with appropriate instruction in reading, including the essential components of reading instruction (as defined in section 1208(3) of the Elementary and Secondary Education Act (ESEA) (20 U.S.C.A. § 6368(3)), and appropriate instruction in math.
2. For students with academic concerns, an assessment of the student's performance in relation to State-approved grade-level standards.
3. For students with behavioral concerns, a systematic observation of the student's behavior in the school environment where the student is displaying difficulty.
4. A research-based intervention to increase the student's rate of learning or behavior change based on the results of the assessments under paragraph (2) or (3), or both.
5. Repeated assessments of achievement or behavior, or both, conducted at reasonable intervals, reflecting formal monitoring of student progress during the interventions.
6. A determination as to whether the student's assessed difficulties are the result of a lack of instruction or limited English proficiency.
7. A determination as to whether the student's needs exceed the functional ability of the regular education program to maintain the student at an appropriate instructional level.
8. Documentation that information about the student's progress as identified in paragraph (5) was periodically provided to the student's parents.

Except as indicated above or otherwise announced publicly, screening activities take place on-going at periods throughout the school year. Screening is conducted at Charter School unless other arrangements are necessary or arranged.

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not to be considered an evaluation for eligibility for special education and related services.

If parents need additional information about the purpose, time, and location of screening activities, they should call or write to the Special Education Contact for The Pennsylvania Cyber Charter School:

**Director of Special Education
722 Midland Avenue
Midland, PA 15059**

Screening or pre-referral intervention activities may not serve as a bar to the right of a parent to request an evaluation, at any time, including prior to or during the conduct of screening or pre-referral intervention activities.

Evaluation

An evaluation under IDEIA 2004 involves the use of a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child, including information provided by the parent that may assist in determining whether the child is a child with a disability and the content of the child's IEP. Charter School does not use any single measure or assessment as a sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child. Technically sound instruments are used to assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors.

Parental consent must be obtained by Charter School prior to conducting an initial evaluation to determine if the child qualifies as a child with a disability, and before providing special education and related services to the child. Parental consent for an evaluation shall not be construed as consent for their child to receive special education and related services. The screening of a child by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not considered to be an evaluation for eligibility for special education and related services; therefore, parental consent is not required in this instance.

The law contains additional provisions and due process protections regarding situations in which parental consent for an initial evaluation is absent or refused. See more details below and in the PaTTAN Procedural Safeguards Notice. If you have any questions about where to obtain a copy of the PaTTAN Procedural Safeguards Notice, kindly contact the Director of Special Education at 1200 Midland Avenue, Midland, PA 15059.

The evaluation process is conducted by a Multi-Disciplinary Team (MDT) which is formed based on the student's needs and may include a teacher, other qualified professionals who work with the child, the parents, and other members as required by law. The MDE process must be conducted in accordance with specific timelines and must include protective procedures. For example, tests and procedures used as part of the Multi-Disciplinary Evaluation may not be racially or culturally biased.

The MDE process culminates with a written report called an Evaluation Report (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction.

Parents who think their child is eligible for special education may request, at any time, that Charter School conduct a Multi-Disciplinary Evaluation. Requests for a Multi-Disciplinary Evaluation must be made in writing to the Director of Special Education at: 1200 Midland Avenue, Midland, PA 15059.

If a parent makes an oral request for a Multi-Disciplinary Evaluation, Charter School shall provide the parent with a form(s) for that purpose. If the public school denies the parents' request for an evaluation, the parents have the right to challenge the denial through an impartial hearing or through voluntary alternative dispute resolution such as mediation.

Reevaluations are conducted if Charter School determines that the child's educational or related service needs, including improved academic achievement and functional performance, warrant a reevaluation or if the child's parent or teacher requests a reevaluation. A reevaluation may occur not more than once a year, unless the parent and Charter School agree, and must occur once every 3 years, unless the parent and Charter School agree that a reevaluation is unnecessary. Students with intellectual disability must be reevaluated every two years under State law.

Educational Placement

The determination of whether a student is eligible for special education is made by an Individualized Education Program (IEP) team. The IEP team includes: the parents of a child with a disability; not less than one regular education teacher, if the child is, or may be, participating in the regular education environment; not less than one special education teacher, or when appropriate, not less than one special education provider; a representative of the school who is qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of children with disabilities, is knowledgeable about the general education curriculum, and is knowledgeable about the availability of resources of Charter School; an individual who can interpret the instructional implications of evaluation results, who may be a member of the team

described above; other individuals, at the discretion of the parent or the agency, who have knowledge or special expertise regarding the child, including related services personnel as appropriate; and whenever appropriate, a child with a disability. Additionally, Charter School must invite the child with a disability to attend the child's IEP Team meeting if the purpose of the meeting includes the consideration of the postsecondary goals for the child and the transition services needed to assist the child in reaching those goals. If the child does not attend the IEP Team meeting, Charter School must take other steps to ensure that the child's preferences and interests are considered. IEP team participation is directly addressed by the regulations.

A single test or procedure may not be the sole factor in determining that a student is exceptional. If the student is determined to be eligible for special education, the IEP team develops a written education plan called an IEP. The IEP shall be based on the results of the multidisciplinary evaluation. The IEP team may decide that a student is not eligible for special education. In that instance, recommendations for educational programming in regular education may be developed from the ER.

An IEP describes a student's current educational levels, goals, objectives, and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of services, the level of intervention, and the location of intervention.

Placement must be made in the least restrictive environment in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Parents and Surrogate Parents

For purposes of this Notice, Charter School considers parents to be biological or adoptive parents of a child; a foster parent; a guardian generally authorized to act as the child's parent, or authorized to make educational decisions for the child; an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare; or a surrogate parent.

A surrogate parent must be appointed when no parent can be identified, a public agency cannot locate a parent after reasonable efforts, the child is a ward of the State under the laws of Pennsylvania, or the child is an unaccompanied homeless youth as defined by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sec. 11434a(6). A person selected as a surrogate parent must not be an employee of the SEA, Charter School, or any other agency that is involved in the education or care of the child; has no personal or professional interest that conflicts with the interest of the child the surrogate parent represents; and has knowledge and skills that ensure adequate representation of the child. The surrogate parent may represent the child in all matters relating to the identification, evaluation, and educational placement of the child and the provision of (free appropriate public education) FAPE to the child. Reasonable efforts must be made to ensure the assignment of a surrogate parent not more than 30 days after it is determined that the child needs a surrogate parent.

Prior Written Notice

Charter School will notify the parent whenever School takes the following action(s), pursuant to the Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN) regarding the child's education program. For more information, see the annotated NOREP/PWN on the PaTTAN website or available at the Charter School office.

Type of action taken:

1. Proposes initial provision of special education and related services (For this action, the school may not proceed without your consent in Section 8 of this document.)
2. Refusal to initiate an evaluation (Must issue Procedural Safeguards Notice)
3. Proposes to change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education (FAPE)
4. Refusal to change the identification, evaluation, or educational placement of the child or the provision of a free and appropriate public education (FAPE)
5. Change of placement for disciplinary reasons (Must issue Procedural Safeguards Notice)
6. Due process hearing, or an expedited due process hearing, initiated by school/district
7. Graduation from high school
8. Exiting special education
9. Exiting high school due to exceeding the age eligibility for a free appropriate public education (FAPE)
10. Refusal to change the identification or evaluation of a free appropriate public education (FAPE)

11. Extended School Year (ESY) services
12. Responses to request for an independent educational evaluation (IEE) at public expense
13. Other

In Pennsylvania, prior written notice is provided by means of a Prior Written Notice Form/Notice of Recommended Educational Placement (NOREP). You should be given reasonable notice of this proposal or refusal so that if you do not agree with Charter School you may take appropriate action. Reasonable Notice means ten (10) days.

Pursuant to PaTTAN, the above list is for the LEA to use to communicate to the parents the proposed actions to be taken. All actions listed require Prior Written Notice, except the first action, (i.e., Proposes initial provision of special education and related), which requires parental consent. When selecting the first action, the LEA may not proceed without the written consent of the parents in Section 8 (Parental Consent) of the NOREP/PWN. An initial evaluation may NOT be conducted without parental permission. Permission is requested using the Permission to Evaluate – Consent Form. In the reevaluation process, if the parent requests additional data and the LEA disagrees with the request, the LEA would issue the NOREP/PWN with an explanation of the reason for the refusal. A clarification has been added to remind the LEA that they must issue Procedural Safeguards Notice for the following actions: Refusal to initiate an evaluation and Change of placement for disciplinary reasons.

The prior written notice must:

1. Describe the action that Charter School proposes or refuses to take.
2. Explain why Charter School is proposing or refusing to take the action.
3. Describe each evaluation procedure, assessment, record, or report Charter School used in deciding to propose or refuse the action.
4. Include a statement that you have protections under the procedural safeguards provisions in Part B of IDEA.
5. Tell how you can obtain a description of the procedural safeguards if the action that Charter School is proposing or refusing is not an initial referral for evaluation.
6. Include resources for you to contact for help in understanding Part B of the IDEA.
7. Describe any other choices that your child's IEP Team considered and the reasons why those choices were rejected.
8. Provide a description of other reasons why Charter School proposed or refused the action.

The notice must be:

1. Written in language understandable to the general public, and
2. Provided in your native language or other mode of communication you use unless it is clearly not feasible to do so.
3. If your native language or other mode of communication is not a written language, Charter School will ensure that:
 - a. The notice is translated for you orally or by other means in your native language or other mode of communication.
 - b. You understand the content of the notice.
 - c. There is written evidence that 1 and 2 have been met.

Native language, when used with an individual who has limited English proficiency, means the following:

1. The language normally used by that person, or, in the case of a child, the language normally used by the child's parents.
2. In all direct contact with a child (including evaluation of a child), the language normally used by the child in the home or learning environment.

For a person with deafness or blindness, or for a person with no written language, the mode of communication is what the person normally uses (such as sign language, Braille, or oral communication).

Parental Consent

Consent means:

1. You have been fully informed in your native language or other mode of communication (such as sign language, Braille, or oral communication) of all information about the action for which consent is sought.
2. You understand and agree in writing to that action, and the consent describes that action and lists the records (if any) that will be released and to whom.
3. You understand that the granting of consent is voluntary and may be revoked at any time. However, consent does not negate (undo) an action that has occurred after you gave your consent and before you withdrew it.

If you revoke consent in writing for your child's receipt of special education services after your child is initially provided special education and related services, Charter School is **not** required to amend your child's education records to remove any references to your child's receipt of special education and related services because of the revocation of consent.

Need for Parental Consent

Initial Evaluations (34 CFR §300.300)

1. General Rule: Consent for initial evaluation

Charter School cannot conduct an initial evaluation of your child to determine whether your child is eligible under Part B of the IDEA to receive special education and related services without first providing you with prior written notice of the proposed action and without obtaining your consent. Charter School must make reasonable efforts to obtain your informed consent for an initial evaluation to decide whether your child is a child with a disability. Your start providing special education and related services to your child. If your child is enrolled in public school or you are seeking to enroll your child in a public school and you have refused to provide consent or failed to respond to a request to provide consent for an initial evaluation, Charter School may, but is not required to, seek to conduct an initial evaluation of your child by utilizing the Act's mediation or due process complaint, resolution meeting, and impartial due process hearing procedures. Charter School will not violate its obligations to locate, identify, and evaluate your child if it does not pursue an evaluation of your child in these circumstances.

2. Special rules for initial evaluation of wards of the State

Under Pennsylvania law, if a child is designated a ward of the state, the whereabouts of the parent are not known or the rights of the parent have been terminated in accordance with State law. Therefore, someone other than the parent has been designated to make educational decisions for the child. Consent for an initial evaluation should, therefore, be obtained from the individual so designated.

3. Ward of the State, as used in the IDEA, encompasses two other categories so as to include a child who is:

- a. A foster child who does not have a foster parent,
- b. Considered a ward of the State under State law, or
- c. In the custody of a public child welfare agency.

Consent for Initial Placement in Special Education (34 CFR §300.300)

1. Definitions of Parental Consent:

- a. You have been fully informed in your native language or other mode of communication (such as sign language, Braille, or oral communication) of all information about the action for which consent is sought,
- b. You understand and agree in writing to that action, and the consent describes that action and lists the records (if any) that will be released and to whom, and
- c. You understand that the consent does not negate (undo) an action that has occurred after you gave your consent and before you withdrew it.

2. Can the Parent Revoke Consent?

- a. Yes. You must submit written documentation to the staff revoking consent for special education and related services.

- b. When you revoke consent for special education and related services, Charter School must provide you with Prior Written Notice.
- c. Special education and related services cannot cease until Charter School provides you with Prior Written Notice.
- d. Prior notice is defined as ten calendar days.
- e. Charter School staff cannot use mediation or due process to override your revocation of consent.
- f. Charter School will not be considered in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further special education and related services.
- g. Charter School is not required to amend the child's educational records to remove any references to the child's receipt of special education and related services because of the revocation of consent.
- h. Charter School is not required to convene an IEP team meeting or develop an IEP for the child for further provision of special education and related services.

3. Parental Consent for Services

Charter School must obtain your informed consent before providing special education and related services to your child for the first time. Charter School must make reasonable efforts to obtain your informed consent before providing special education and related services to your child for the first time.

If you do not respond to a request to provide your consent for your child to receive special education and related services for the first time, or if you refuse to give such consent, Charter School may not use the procedural safeguards (i.e., mediation, due process complaint, resolution meeting, or an impartial due process hearing) in order to obtain agreement or a ruling that the special education and related services as recommended by your child's IEP Team may be provided to your child without your consent.

If you refuse to give your consent for your child to start receiving special education and related services, or if you do not respond to a request to provide such consent and Charter School does not provide your child with the special education and related services for which it sought your consent, Charter School:

- a. Is not in violation of the requirement to make FAPE available to your child for its failure to provide those services to your child, and
- b. Is not required to have an IEP meeting or develop an IEP for your child for the special education and related services for which your consent was requested.

Consent for Reevaluations (34 CFR §300.300)

Charter School must obtain your informed consent before it reevaluates your child, unless Charter School can demonstrate that:

- 1. It took reasonable steps to obtain your consent for your child's reevaluation, and
- 2. You did not respond.

Documentation of Reasonable Efforts to Obtain Parental Consent (34 CFR §300.300)

Charter School will take steps to ensure that one or both of the parents of a child with a disability are present at each IEP Team meeting or are afforded the opportunity to participate, including:

- 1. Notify parents of the meeting early enough to ensure that they will have the opportunity to attend.
- 2. Schedule the meeting at a mutually agreed upon time and place.

If Charter School is unable to convince parents to attend an IEP Team meeting, the meeting may still be conducted; however, Charter School must maintain documentation of reasonable efforts to obtain parental consent for initial evaluations, to provide special education and related services for the first time, to reevaluate, and to locate parents of wards of the State for initial evaluations. The documentation must include a record of Charter School's attempts in these areas, such as:

- 1. Detailed records of telephone calls made or attempted and the results of those calls,
- 2. Copies of correspondence sent to the parents and any responses received, and
- 3. Detailed records of visits made to the parent's home or place of employment and the results of those visits.

Consent Not Required Related to Evaluation

Your consent is not required before the Charter School may:

1. Review existing data as part of your child's evaluation or a reevaluation, or
2. Give your child a test or other evaluation that is given to all children unless, before that test or evaluation, consent is required from all parents of all children.

Refused Consent to a Reevaluation

If you refuse to consent to your child's reevaluation, Charter School may, but is not required to, pursue your child's reevaluation by using the mediation, due process complaint, resolution meeting, and impartial due process hearing procedures to seek to override your refusal to consent to your child's reevaluation. As with initial evaluations, Charter School does not violate its obligations under Part B of the IDEA if it declines to pursue the reevaluation in this manner. Charter School may not use your refusal to consent to one service or activity to deny you or your child any other service, benefit, or activity.

Disagreements with an Evaluation / Independent Educational Evaluations (34 CFR §300.502)

1. General

As described below, you have the right to obtain an independent educational evaluation (IEE) of your child if you disagree with the evaluation of your child that was obtained by Charter School. If you request an IEE, Charter School must provide you with information about where you may obtain an IEE and about Charter School's criteria that apply to IEEs.

2. Definitions

- a. *Independent educational evaluation* means an evaluation conducted by a qualified examiner who is not employed by Charter School responsible for the education of your child.
- b. *Public expense* means that Charter School either pays for the full cost of the evaluation or ensures that the evaluation is otherwise provided at no cost to you, consistent with the provisions of Part B of the IDEA, which allow each State to use whatever State, local, Federal and private sources of support are available in the State to meet the requirements of Part B of the Act.

3. Parent Right to Evaluation at Public Expense

You have the right to an Independent Educational Evaluation (IEE) of your child at public expense if you disagree with an evaluation of your child obtained by Charter School, subject to the following conditions:

- a. If you request an IEE of your child at public expense, Charter School must, without unnecessary delay, either:
 - (a) file a due process complaint to request a hearing to show that its evaluation of your child is appropriate, or
 - (b) provide an IEE at public expense, unless Charter School demonstrates in a hearing that the evaluation of your child that you obtained did not meet Charter School's criteria.
- b. If Charter School requests a hearing and the final decision is that Charter School's evaluation of your child is appropriate, you still have the right to an IEE, but not at public expense.
- c. If you request an IEE of your child, Charter School may ask why you object to the evaluation of your child obtained by Charter School. However, Charter School may not require an explanation and may not unreasonably delay either providing the IEE of your child at public expense or filing a due process complaint to request a due process hearing to defend Charter School's evaluation of your child.
- d. You are entitled to only one IEE of your child at public expense each time Charter School conducts an evaluation of your child with which you disagree.
- e. If an IEE is at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, must be the same as the criteria that Charter School uses when it initiates an evaluation (to the extent those criteria are consistent with your right to an IEE). Except for the criteria described above, Charter School may not impose conditions or timelines related to obtaining an IEE at public expense.

4. Parent-initiated evaluations

If you obtain an IEE of your child at public expense or you share with Charter School an evaluation of your child that you obtained at private expense:

- a. Charter School must consider the results of the evaluation of your child, if it meets Charter School's criteria for IEEs, in any decision made with respect to the provision of FAPE to your child, and
- b. You or Charter School may present the evaluation as evidence at a due process hearing regarding your child.

5. Requests for evaluations by hearing officers

If a hearing officer requests an IEE of your child as part of a due process hearing, the cost of the evaluation must be at public expense.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as handicapped students and therefore be protected under federal statutes and regulations intended to prevent discrimination (in particular, 34 CFR Part 104 and 28 CFR Part 35). PA Cyber must ensure that qualified handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student as required by law. In compliance with federal laws, PA Cyber will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the student must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" may be distinct from those applicable to eligible or thought to be eligible students. The parent may initiate an evaluation if the parent believes a student is a protected handicapped student. For further information on the evaluation procedures and provision of services for handicapped students, parents should contact the Director of Special Education.

ANNUAL NOTICE OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

PA Cyber protects the confidentiality of personally identifiable information regarding its eligible, thought to be eligible, and protected handicapped students (if not protected by IDEIA 2004) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing regulations as well as IDEIA 2004 and its implementing regulations.

Access to Confidential Information related to Student (34 CFR §300.611)

Related to the confidentiality of information, the following definitions apply:

1. *Destruction* means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.
2. *Education records* means the type of records covered under the definition of "education records" in 34 CFR Part 99 (the regulations implementing the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g (FERPA)).
3. *Participating agency* means any charter school, agency, or institution that collects, maintains, or uses personally identifiable information, or from which information is obtained, under Part B of the IDEA.
4. *Personally identifiable* (34 CFR §300.32) means information that has:
 - a. Your child's name, your name as the parent, or the name of another family member;
 - b. Your child's address;
 - c. A personal identifier, such as your child's social security number or student number; or
 - d. A list of personal characteristics or other information that would make it possible to identify your child with reasonable certainty.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to the student's name, address, telephone number, e-mail address, photograph, date and place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time, or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution attended.

Access Rights (34 CFR §300.613)

Parent Access

Charter School must permit you to inspect and review any education records relating to your child that are collected, maintained, or used by Charter School under Part B of the IDEA. Charter School must comply with your request to inspect and review any education records on your child without unnecessary delay or before any meeting regarding an IEP or any impartial due process hearing (including a resolution meeting or a hearing regarding discipline) within 45 calendar days after your request. Your right to inspect and review education records includes:

1. Your right to a response from Charter School to your reasonable requests for explanations and interpretations of the records,
2. Your right to request that Charter School provide copies of the records if you cannot effectively inspect and review the records unless you receive those copies, and
3. Your right to have your representative inspect and review the records.
 - a. Charter School may presume that you have authority to inspect and review records relating to your child unless advised that you do not have the authority under applicable State law governing such matters as guardianship, or separation, and divorce.
 - b. If any education record includes information on more than one child, the parents of those children have the right to inspect and review only the information relating to their child or to be informed of that specific information.
 - c. On request, Charter School must provide you with a list of the types and locations of education records collected, maintained, or used by Charter School.

Other Authorized Access (34 CFR §300.614)

Charter School must keep a record of parties obtaining access to education records collected, maintained, or used under Part B of the IDEA (except access by parents and authorized employees of the participating agency), including the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Fees

Charter School may charge a fee for copies of records (34 CFR §300.617) that are made for you under Part B of the IDEA, if the fee does not effectively prevent you from exercising your right to inspect and review those records. Charter School may not charge a fee to search for or to retrieve information under Part B of the IDEA.

Amendment of Records at Parent's Request (34 CFR §300.618)

If you believe that information in your child's education records that are collected, maintained, or used under Part B of the IDEA is inaccurate, misleading, or violates the privacy or other rights of your child, you may request that Charter School change the information. Charter School must decide whether to change the information in accordance with your request within a reasonable period of time of receipt of your request. If Charter School refuses to change the information in accordance with your request, it must inform you of the refusal and advise you of the right to a hearing for this purpose.

Opportunity for a Records Hearing (34 CFR §300.619)

Charter School must, on request, provide you an opportunity for a hearing to challenge information in education records regarding your child to ensure that it is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of your child.

1. **Hearing Procedures (34 CFR §300.621):** A hearing to challenge information in education records must be conducted according to the following procedures for such hearings under the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Section 1233g (FERPA):
 - a. The educational agency or institution shall hold the hearing within a reasonable time after it has received the request for hearing from the parent or eligible student.

- b. The educational agency or institution shall give the parent or eligible student notice of the date, time, and place reasonably advance of the hearing.
 - c. The hearing may be conducted by any individual, including an official of the educational agency or institution who does not have a direct interest in the outcome of the hearing.
 - d. The educational agency or institution shall give the parent or eligible student a full and fair opportunity to present evidence to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of their own choice, including an attorney.
 - e. The educational agency or institution shall make its decision in writing within a reasonable period of time after the hearing.
 - f. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
2. **Result of Hearing (34 CFR §300.620):** If, as a result of the hearing, Charter School decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child, it must change the information accordingly and inform you in writing. If, as a result of the hearing, Charter School decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of your child, you may place in the records that it maintains on your child a statement commenting on the information or providing any reasons you disagree with the decision of the participating agency. Such an explanation placed in the records of your child must:
- a. Be maintained by Charter School as part of the records of your child as long as the record or contested portion is maintained by the participating agency, and
 - b. If Charter School discloses the records of your child or the challenged portion to any party, the explanation must also be disclosed to that party.
3. **Safeguards (34 CFR §300.623):** Charter School must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages.
- a. One official at Charter School must assume responsibility for ensuring the confidentiality of any personally identifiable information.
 - b. All persons collecting or using personally identifiable information must receive training or instruction regarding your State's policies and procedures regarding confidentiality under Part B of the IDEA and FERPA.
 - c. Charter School must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who may have access to personally identifiable information.

Destruction of Information (34 CFR §300.624)

Charter School must inform you when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your child, and the information must be destroyed at your request. However, a permanent record of your child's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by PA Cyber to comply with the requirements of FERPA or the Protection of Pupil Rights Amendment (PPRA). Complaints may be filed with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, they should ask the Special Education Contact for an explanation.

PA Cyber will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

TECHNOLOGY

Support

- Technical Support will be provided to all students for PA Cyber-issued laptops, printers, peripherals, software, email, and Internet access if provided by PA Cyber.
- Technical Support cannot and will not be provided on local area networks in the home, including modems and Wi-Fi routers provided by an internet service provider (ISP), personal computers not given to the student by the school, and or to any students/families not enrolled in PA Cyber.
- PA Cyber will provide the student with a laptop, printer, black ink cartridge, digital tablet, headset with microphone, virus protection software, internet filtering software, and the appropriate software for the student's curriculum.
- All use of the Internet and computer technology must be related to or in support of the educational goals of the student as stated by the school.
- Use of the Internet and computer technology for any illegal activity is strictly forbidden. Examples include but are not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining obscene or pornographic material.
- Use of PA Cyber 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 the federal authorities for prosecution.
- Students, parents, or any third parties not under the school's direction are strictly forbidden from installing any software or additional hardware on computers that are property of the school, nor shall anyone remove or disable installed software or hardware from that computer.
- Students, parents, or any third parties not under the school's direction are strictly forbidden from installing software received as part of the computer distributed to them by the school on any other computer system. Such software shall not be loaned, given, or otherwise used on any other computer.
- PA Cyber reserves the right to deny a student access to equipment to prevent further unauthorized activity and as consistent with PA Cyber's Acceptable Use Policy.

Computer Set-Up

Students/parents are responsible for set-up of the laptop, printer, and peripherals when the technology kit arrives at the student's residence. Support will be available as needed from the PA Cyber student service desk. Technical support staff can assist the student/parent with activation of the computer system and can provide step-by-step instructions and assistance.

The student/parent should report any malfunction of computer hardware to the technical support staff at PA Cyber via phone or email as soon as possible. The staff will discuss the specifics with the student/parent to determine if the problem is hardware-specific or software-related and will determine a plan of action.

Lost/Damaged Hardware

The student/parent must notify PA Cyber within 5 days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent is responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession. Parents may file a claim with their homeowner's insurance carrier.

PA Cyber will assist with this process by submitting all information related to the cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's Academic Advisor who will then forward the information to the Collections Department.

Replacement Equipment

PA Cyber will issue replacement equipment only after:

- Copies of all applicable reports and claims have been received in the PA Cyber Collections Department
- Appropriate arrangements have been made by the student/family to compensate PA Cyber for the loss
- The damaged equipment is returned if applicable

Acceptable Use and Internet Safety Policy

The Pennsylvania Cyber Charter School ("PA Cyber") Board of Trustees ("Board") provides computer network, equipment, tools, and Technology Resources to enhance educational opportunities for PA Cyber students, employees, and the PA Cyber community. This policy details acceptable use of Technology Resources provided by PA Cyber. PA Cyber provides these services and equipment as a privilege, not a right, to the User (as defined below).

It is every Technology Resource User's duty to use Technology Resources responsibly, professionally, ethically, and lawfully. This policy applies to aspects of both adult and minor acceptable use of Technology Resources. This policy is intended to fulfill requirements of state and federal laws to the extent applicable, including the Federal Children's Internet Protection Act (CIPA); 47 U.S.C. §§ 254(h) & (l); the Neighborhood Children's Internet Protection Act (NCIPA); and the 2008 Broadband Improvement Act, P.L. 110-385, including any applicable implementing regulations.

This policy addresses the following:

- a. Access by minors to inappropriate matter on the Internet and World Wide Web
- b. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- c. Unauthorized access, including so-called "hacking," and other unlawful activities by minors online
- d. Unauthorized disclosure, use, and dissemination of personal information regarding minors
- e. Measures designed to restrict minors' access to materials harmful to minors

In using or accessing PA Cyber's Technology Resources, Users must comply with the following provisions:

Definitions

For the purposes of this policy, related procedures and forms, the following terms are defined as follows:

1. **Child Pornography.** Under federal law, any visual depiction, including any photograph, film, video, picture, or computer image or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:
 - a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
 - b. 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
 - c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. 18 U.S.C. § 2256(8)
2. **Child Pornography.** Under Pennsylvania law, 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. 18 PA CSA §6312(d)
3. **Minor.** Under CIPA, an individual who has not yet attained the age of seventeen is a minor. For other purposes, minor shall mean any person under the age of eighteen (18).
4. **Obscene.** Under federal and Pennsylvania law, any material if:
 - a. The average person, applying contemporary adult community standards, would find that the material, taken as a whole, appeals to the prurient interest.
 - b. The subject matter depicts or describes sexual conduct in a patently offensive way.
 - c. The subject matter, taken as a whole, lacks serious literary, artistic, political, or scientific value.

5. **Password.** A unique word, phrase, or combination of alphanumeric and non-alphanumeric characters used to authenticate a User ID as belonging to a specific User.
6. **Sexual Act and Sexual Contact.** Has the meanings given such terms under 18 U.S.C. §§ 2246(2) & (3), and 18 Pa.C.S. § 5903.
7. **Technology Protection Measure.** A specific technology that blocks or filters Internet access to content that is Obscene, Child Pornography, or harmful to Minors, and the material is covered by a certification regarding CIPA.
8. **Technology Resources.** Technologies, devices, and resources used to access, store, or communicate information. This definition includes, but is not limited to, computers, information systems, networks, laptops, iPads, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, digital cameras, wireless reading devices (i.e., Kindles and Nooks), Internet, e-mail, electronic communications, devices and services, multimedia resources, hardware and software, including Moodle software.
9. **User.** Any person who has signed this policy and is permitted by PA Cyber to utilize any portion of PA Cyber's Technology Resources including, but not limited to, students, parents, employees, Board members, contractors, consultants, vendors and agents of PA Cyber.
10. **User Identification (ID).** Any identifier that would allow a User access to PA Cyber's Technology Resources or to any program including, but not limited to, email and Internet access.
11. **Vandalism.** Any malicious attempt to harm or destroy Technology Resources, data of another user, the Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.

Authorized Users

Any authorized User may use PA Cyber's Technology Resources. If a potential User has a history of discipline problems involving Technology Resources, the CEO or their designee may decide not to give the potential User access to certain PA Cyber Technology Resources.

User Privacy

Computer accounts and Technology Resources are given to Users to assist them in the performance of PA Cyber-related functions. A User does not have a legal expectation of privacy in the User's electronic communications or other activities involving PA Cyber's Technology Resources including email and anything they create, store, send, share, access, view, or receive on or through the Internet.

By using PA Cyber's network and Technology Resources, all Users are expressly waiving any right to privacy and consenting to having their electronic communications and all other use accessed, reviewed, and monitored by PA Cyber. A User ID with email access will only be provided to authorized users on condition that the User consents to interception or access to all communications accessed, sent, received, or stored using PA Cyber technology and signs this policy.

Electronic communications, downloaded material, and all data stored on PA Cyber's Technology Resources, including files deleted from a User's account, may be intercepted, accessed, or searched by PA Cyber administrators or designees at any time in the regular course of business to protect Users and PA Cyber's equipment. Any such search, access, or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration

The Board directs the CEO or their designee to assign trained personnel to maintain PA Cyber's technology in a manner that will protect PA Cyber from liability and will protect confidential student and employee information retained on or accessible through PA Cyber's Technology Resources.

Administrators may suspend access to and/or availability of PA Cyber's Technology Resources to diagnose and investigate network problems, potential violations of the law, or PA Cyber policies and procedures. All PA Cyber Technology Resources are PA Cyber property.

PA Cyber may maintain or improve Technology Resources at any time. PA Cyber or authorized PA Cyber agents may remove, change, or exchange hardware, equipment, or other technology between buildings, classrooms, or Users at any time without prior notice.

Content Filtering and Monitoring

PA Cyber employs Technology Protection Measures as required by law. PA Cyber will monitor the online activities of Minors on the PA Cyber network and/or all Technology Resources and equipment with Internet access. At a minimum, technology protection is meant to block visual depictions that are obscene, illegal, pornographic, child pornography and/or harmful to Minors, as well as Internet/World Wide Web computer access to such material. Users finding a website deemed inappropriate must report the website to the CEO. After review of the website, PA Cyber will take appropriate steps to block inappropriate site from Users.

For purposes of bona fide research or other lawful purposes, the CEO may make certain blocked sites available for those purposes only after approval of the request.

In making decisions to disable PA Cyber's Technology Protection Measures, the administrator shall consider whether the use will serve a legitimate educational purpose for or otherwise benefit PA Cyber. A student or parent/guardian claiming they have been denied access to Internet material not within the purview of this policy shall be afforded expedited review and resolution of the claim upon written notice to the CEO or their designee.

Technology Protection Measures are not foolproof, and PA Cyber does not warrant the effectiveness of Internet filtering except to the extent expressly required by federal and state laws. Evasion or disabling, or attempting to evade or disable, a Technology Protection Measure installed by PA Cyber is prohibited.

PA Cyber shall not be held responsible when a student or other User knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

Viruses

Viruses can cause substantial damage to Technology Resources. Users are responsible for taking reasonable precautions to ensure they do not introduce viruses to PA Cyber's Technology Resources.

All material received on disk, flash drive, or other magnetic or optical medium and all materials downloaded from the Internet, Technology Resources, or networks that do not belong to PA Cyber must be scanned for viruses and other destructive programs before being transferred to PA Cyber's Technology Resources. Any User receiving an email from a questionable source must contact the CEO or designee before opening the email or any attachment included in the email.

To ensure security and avoid the spread of viruses, Users accessing the Internet through Technology Resources attached to PA Cyber's network must do so through an approved Internet firewall or Technology Protection Measure.

Encryption Software

Users shall not install or use encryption software on any PA Cyber Technology Resource without first obtaining written permission from the CEO or designee. Users shall not use passwords or encryption keys that are unknown to the CEO or designee.

The federal government has imposed restrictions on the export of programs or files containing encryption technology. Software containing encryption technology shall not be placed on the Internet or transmitted in any way outside the United States.

Web Content Developed by Students

As part of class/course assignments, students may be developing and/or publishing content to the Internet via web pages, electronic and digital images, blogs, wikis, podcasts, vodcasts, and webcasts, or may be participating in video conferences.

The following guidelines must be adhered to when students develop and publish information to the Internet:

1. Personal information, such as phone numbers, addresses, email addresses, or other specific personal information, shall not be published or shared to a public page or video conference.
2. All web content must comply with this policy.
3. All web content and video conferencing must be used under the direction and supervision of the teacher/administrator for educational purposes only.
4. All web content is subject to copyright law and fair use guidelines.
5. All web content shall only be posted to PA Cyber-approved web pages, blogs, wikis, podcasts, webcasts, vodcasts, and videoconferences.

Prohibitions

Students, staff, and all Users are expected to act in a responsible, ethical, and legal manner in accordance with PA Cyber policies and federal and state laws. Specifically, the following is a non-exhaustive list of uses of PA Cyber's Technology Resources that are prohibited:

1. To facilitate illegal activity, including unauthorized access and hacking.
2. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. To access or transmit material that is harmful to Minors and/or Users, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.
8. Use of inappropriate language or profanity.
9. To transmit material likely to be offensive or objectionable to recipients.
10. To intentionally obtain or modify files, data, and passwords belonging to other Users or that are integral to system and network operations.
11. Impersonation of another User, anonymity, and/or use of pseudonyms.
12. Loading or use of unauthorized games, programs, files, or other electronic media.
13. To disrupt the work of other Users.
14. Destruction, modification, or abuse of Technology Resources and peripheral hardware or software.
15. Relocation of PA Cyber hardware without prior administrative consent.
16. Quoting personal communications in a public forum without the original author's prior consent.
17. To access or use any form of electronic mail on PA Cyber Technology Resources unless authorized by the CEO or their designee.
18. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts, or professionals or educational purposes.
19. Using a disk, removable storage device, or CD/DVD brought into PA Cyber from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with PA Cyber established procedures.
20. To discriminate against, advocate violence against, harass, intimidate, bully, or cyberbully others.
21. To send unsolicited ("spamming") or forwarded emails and chain letters to persons.
22. Using "spoofing" or other means to disguise User identities in sending email or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, email systems, chat groups, chat rooms, or through other Technology Resources.
23. To send, transmit, or otherwise disseminate proprietary data, trade secrets, or other confidential information of PA Cyber.
24. Posting or allow the posting of personal information about themselves or other people on the Technology Resources unless authorized by the CEO or designee. Personal information includes address, telephone number (including home, work, and cell phone numbers), school address, work address, pictures or video bites, clips, etc.

25. To refer to or attempt to refer to PA Cyber or its employees, agents, Board, parents, or students in any electronic communication, posting, blog, website, email, or social networking site without written authorization of the CEO or designee.
26. To access or transmit gambling, pools for money, or any other betting or games of chance.
27. To solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
28. Posting, sharing, or attempting to post information that could endanger an individual, cause personal damage, or a danger of service disruption.
29. Indirectly or directly making connections that create "backdoors" to PA Cyber, other organizations, community groups, etc., that allow unauthorized access to the Technology Resources or PA Cyber.

Security

PA Cyber intends to strictly protect its Technology Resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these assets and in lessening the risks that can harm Technology Resources. Therefore, Users are required to comply fully with this Policy and immediately report any violations or suspicious activities to the CEO or designee.

System security is protected in part by passwords. All passwords must be at least eight (8) characters and include alphanumeric and special characters. Users will be required to change their passwords every THIRTY (30) days. PA Cyber will maintain a password history that prevents the use of a repetitive password. After three (3) unsuccessful access attempts, an attempted User will be locked out and must contact the CEO or their designee to regain access. After SIXTY (60) minutes of inactivity, the User will be automatically logged off the system.

Failure to adequately protect or update passwords could result in unauthorized access to personal or PA Cyber files. Users shall be responsible for safeguarding their passwords for access to PA Cyber's Technology Resources and for all transactions made using their passwords. To protect the integrity of PA Cyber Technology Resources and systems, the following guidelines shall be enforced:

1. Students and other Users shall not reveal their passwords to another unauthorized individual.
2. Passwords shall not be printed or stored online.
3. Students and other Users are required to log off from the network when they complete working at a particular station.
4. Users are not to use a computer that has been logged in under another student's, teacher's, or User's name.
5. Any User identified by the CEO or their designee as having a history of discipline problems involving Technology Resources may be denied access to any or all of PA Cyber's Technology Resources.
6. Students and other Users shall not alter a communication originally received from another person or computer with the intent to deceive.
7. Users shall not misrepresent the identity of a sender or source of communication.
8. Users shall not disable or circumvent any PA Cyber security, software, or hardware.
9. Users shall not interfere with or disrupt PA Cyber's systems, network accounts, services, or equipment.
10. Files, system security software/hardware, or any PA Cyber system shall not be altered or attempt to be altered without the written authorization of the CEO or their designee.
11. Unauthorized hardware and electronic devices shall not be connected to the PA Cyber system.
12. Users shall comply with requests from the CEO or their designee to discontinue activities that threaten the operation or integrity of the PA Cyber system.

Use of passwords to gain access to Technology Resources or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on Technology Resources. PA Cyber retains access to all material stored on the Technology Resources regardless of whether that material has been encoded with a particular User's password, subject to limitations as set forth in PA Cyber's policy governing Remote Access and Monitoring of PA Cyber's Technology Resources, as well as applicable law.

Users shall not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. Ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users shall not use the Technology Resources to “snoop” or pry into the affairs of other Users by unnecessarily reviewing the files and emails of another.

A User’s ability to connect to another computer system through the network or by any other electronic means shall not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the administrators of those systems and the CEO.

Safety

To the greatest extent possible, Users of the network will be protected from harassment or unwanted or unsolicited communication. Any network User who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member, or administrator.

Communications through PA Cyber Technology Resources are limited to only that which serves a demonstrable educational purpose. For safety reasons, PA Cyber Users shall not reveal personal addresses or telephone numbers to other Users on PA Cyber networks or on the Internet.

The CEO or their designee shall be responsible for implementing protection measures to determine whether PA Cyber’s computers, laptops, iPads, Kindles, and other Technology Resources and technology-related devices such as USB drives, digital cameras and video cameras, MP3 players, printers, etc., 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 technology protection measures that block or filter 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 a listing of all employees and Users with access to the room which contains PA Cyber’s server.
3. Generate and maintain monitoring reports (including firewall logs) of User activity and remote access on PA Cyber’s system by all Users, including but not limited to students, employees, contractors, consultants, and/or vendors. The report should include the date, time, and reason for access, whether it was remote access, changes made, and who made the changes.
4. Maintaining documentation that students no longer enrolled at PA Cyber, terminated employees, and contractors/ vendors with expired contracts or who are terminated are properly removed from PA Cyber’s system in a timely manner.
5. Analyzing the impact of proposed program changes in relation to other critical business functions before adopting the proposed program changes.
6. Developing compensating controls to mitigate information technology weakness and alert PA Cyber to unauthorized changes to student data, i.e., reconciliations to manual records, analysis of student trends, data entry procedures and review, etc.

Vendors

If PA Cyber shares internally sensitive or legally/contractually restricted PA Cyber data with parties outside the PA Cyber community, PA Cyber shall first enter into a Non-Disclosure Agreement with the party. The Non-Disclosure Agreement is needed to protect PA Cyber’s proprietary or otherwise sensitive information. Non-Disclosure Agreements are typically needed when entering into a business relationship with vendors, consultants, and contractors. PA Cyber’s legal counsel must review all Non-Disclosure Agreements before signing.

All vendors, consultants, and/or contractors shall only be granted access to PA Cyber’s Technology Resources to make changes or updates with prior written authorization from the CEO or their designee. Once the vendor, consultant, and/or contractor completes its work, access to PA Cyber’s Technology Resources will be removed.

Vendors, consultants, and contractors are required to assign unique user IDs and passwords to each of their employees authorized to access PA Cyber’s system. Vendors, consultants, and/or contractors may be terminated for violating this Policy and/or violating any state or federal laws.

All vendors, consultants, and/or contractors and their employees who have direct contact with students must comply with the mandatory background check requirements for federal and state criminal history and child abuse. As required by applicable law, an official child abuse clearance statement for each of the vendors’, consultants’, and/or contractors’ employees shall be submitted to PA Cyber prior to beginning employment with PA Cyber. Failure to comply with the background check requirements shall lead to immediate termination.

Closed Forum

PA Cyber's Technology Resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

All expressive activities involving PA Cyber Technology Resources that students, parents/guardians, and members of the public might reasonably perceive to bear the approval of PA Cyber and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing, and deletion on behalf of PA Cyber for legitimate educational reasons. All other expressive activities involving PA Cyber's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

PA Cyber personnel shall establish a retention schedule for the regular archiving or deletion of data stored on PA Cyber Technology Resources that complies with PA Cyber's Record Retention and Destruction Policy as well as all federal and state laws and regulations. It is the User's responsibility to know which records are subject to these conditions and to comply with these laws and regulations or to contact the CEO for clarification.

In the case of pending or threatened litigation, PA Cyber's attorney will issue a litigation hold directive to the CEO or their designee. A hold directive will direct all PA Cyber administration and staff not to delete or destroy any electronic mail or other documentation on a computer as related to a specific student, employee, issue and/or for a specific time period. Failure to follow such a directive could result in negative legal consequences for the User and/or within the actual or threatened litigation. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal, or destruction of relevant documents until the hold has been lifted by PA Cyber's legal counsel.

Email and computer accounts of separated employees that have been placed on a litigation hold will be maintained by PA Cyber until the hold is released. No employee who has been notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Drafting Emails

Like any other document, an email message and other computer information is discoverable during litigation. An email may be used in litigation to indicate what a User knew or felt. It is important to keep this in mind when creating emails and other documents. Even after you delete an email message or close a computer session, it may still be recoverable and may remain on the system. Since email communications are discoverable during litigation, they will have to be turned over to the opposing party unless determined to be privileged by PA Cyber's legal counsel.

Privileged Attorney-Client Communications

Confidential email sent to or retained from counsel or an attorney representing PA Cyber shall include this warning header on each page: "ATTORNEY CLIENT PRIVILEGED: DO NOT FORWARD WITHOUT PERMISSION."

Damages

All damages incurred by PA Cyber due to a User's intentional or negligent misuse of PA Cyber's Technology Resources, including loss of property and staff time, may be charged to the User. PA Cyber administrators have the authority to sign any criminal complaint regarding damage to PA Cyber technology.

No Warranty / No Endorsement

PA Cyber makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides.

The electronic information available to students and staff on the Internet or through web-based services does not imply endorsement of the content by PA Cyber, with the exception of resources approved and adopted by the Board. Nor does PA Cyber guarantee the accuracy of information received using PA Cyber's Technology Resources.

PA Cyber is not and shall not be responsible for the loss of data, delays, non-deliveries, missed deliveries, or service interruptions. PA Cyber is not and shall not be responsible for any information that may be damaged or unavailable when using PA Cyber Technology Resources or for any information that is retrieved via the Internet. PA Cyber is not and shall not be responsible for any damages incurred as the result of using PA Cyber's Technology Resources, including but not limited to, the loss of personal property used to access Technology Resources. Further, PA Cyber is not and shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other commercial online services.

Unauthorized Disclosure of Information of Minors

It is a violation of state laws, including but not limited to Chapter 12 of Title 22 of the Pennsylvania Code, The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g), and all other federal laws and regulations, to access data of a student the User does not have a legitimate educational interest in or to disclose information about a student without parental permission or absent an exception to the disclosure requirements. Access and distribution of student data is recorded.

Questions regarding the disclosure of student information must be directed to the CEO prior to disclosure and must conform to PA Cyber's student records and confidentiality policies. Unauthorized disclosure, use, and dissemination of personal information regarding Minors is prohibited.

Compliance with Applicable Laws and Licenses

In their use of Technology Resources, Users must comply with all software licenses/copyrights and all other state, federal, and international laws governing intellectual property and online activities. Users shall not copy and distribute copyrighted material (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the email system or by any other means unless it is confirmed in advance from appropriate sources that PA Cyber has the right to copy or distribute the material. Failure to observe a copyright may result in disciplinary action by PA Cyber, as well as legal action by the copyright owner. Any questions concerning these rights should be directed to the CEO or their designee.

Violations of Acceptable Technology Usage Policies and Procedures

Use of Technology Resources and equipment in a disruptive, manifestly inappropriate, or illegal manner impairs PA Cyber's mission, squanders resources, and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all Users granted access to PA Cyber's Technology Resources. Any violation of PA Cyber policies or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of User privileges. User privileges may be suspended pending investigation into the use of PA Cyber's Technology Resources and equipment.

Employees may be disciplined or terminated, and students suspended or expelled, for violating this Policy. Any attempted violation of PA Cyber's policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

Consequences for Inappropriate Use

PA Cyber Users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of PA Cyber Technology Resources includes but is not limited to: intentional copying, deletion or damage to files or data belonging to others, copyright violations, or theft of services. Any illegal usage of PA Cyber Technology Resources will be immediately reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet or any PA Cyber Technology Resource. Suspension of access, loss of access, and other disciplinary actions may be consequences for inappropriate use. Vandalism may result in cancellation of access privileges, discipline, and possible criminal action.

Cessation of Access

Upon termination or ending of enrollment or employment or the termination of any contract with or from PA Cyber, no further access to or use of Technology Resources is permitted without the express authorization from the CEO.

Education of Technology Resource Users

PA Cyber shall implement a program that educates students and staff about acceptable use and internet safety associated with PA Cyber's Technology Resources. All students must complete a designated Technology Resources and Internet training prior to unsupervised use of PA Cyber's Technology Resources as required by the 2008 Broadband Data Improvement Act. This training includes but is not limited to: appropriate online behavior, including interacting on social networking websites and in chat rooms; cyberbullying awareness and response; proper use of Technology Resources; restricted activities with Technology Resources; and access and monitoring of school-issued Technology Resources to students.

ADMINISTRATIVE REVIEW BOARD, REMEDIATION & STUDENT ATTENDANCE IMPROVEMENT PLAN

Introduction

PA Cyber will make every effort to keep its students motivated and committed to their education. The Administrative Review Board (ARB) gathers information on students who are: truant; tardy; and, who are engaging in other unexcused attendance violations as defined by the PA Cyber Code of Conduct. The ARB may be comprised of the Principal, Assistant Principal, Director of Attendance, the student's Academic Advisor, and/or other support personnel as deemed necessary by PA Cyber, including a Special Education Supervisor to the extent applicable due to a student's disability requiring specially designed instruction. Specific procedures relevant to special education students and students with disabilities are discussed below more fully as well as in PA Cyber's Discipline of Special Education Students Policy and the Procedural Safeguards Notice.

To the extent practical given the situation and circumstances, the ARB will work with the student and their parent(s) or guardian(s) in an effort to aid the student's success and to attempt to minimize or eliminate the truancy, attendance issues, and violations of PA Cyber's Code of Conduct. The following steps serve as a guide for addressing the aforementioned issues in an effort to remedy the problems before they might result in withdrawal or removal from the rolls to the extent consistent with Chapters 11 and/or 12 of Title 22 of the Pennsylvania Code.

PA Cyber reserves the right to address a student's unwillingness and/or failure to maintain communications with PA Cyber, truancy, tardiness, and other attendance violations at any step in the process based upon the specific situation, its severity, the student's prior record, the PA Cyber Code of Conduct, applicable state and federal law, and the particular remedy that is deemed warranted by PA Cyber.

Truancy

It is the responsibility of PA Cyber to enforce the compulsory attendance laws in accordance with the Public School Code.

ARB Remediation Procedure

PA Cyber is committed to providing appropriate due process to students faced with removal from roll based on the Pennsylvania Public School Code and PA Cyber Policies and Procedures. As required by applicable law, no student will be withdrawn from PA Cyber without first being provided due process protections, including a formal hearing as required by the Pennsylvania Public School Code and other applicable law. The ARB team works in conjunction with an authorized committee of the Board or a duly qualified hearing examiner when undertaking a formal hearing that might result in a student's withdrawal from the school.

Formal Disciplinary Hearings

PA Cyber shall hold formal due process hearings as required by applicable law or PA Cyber Policies. This hearing may be held before the Board, an authorized committee of the Board, or a qualified hearing examiner appointed by the Board. When a committee of the Board or a hearing examiner conducts the hearing, a majority vote of the governing board is required to withdraw a student. The following due process requirements shall be observed with regard to the formal hearing:

1. Notification of the charges shall be sent to the student's parents or guardians by Certified Mail.
2. At least 3 days' notice of the time and place of the hearing shall be given. A copy of this policy, notice that legal counsel may represent the student, and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.
5. The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on their own behalf.
8. A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

9. The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:
 - a. Laboratory reports are needed from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student invoking their rights under the Individuals With Disabilities Education Act (20 U.S.C.A. § § 1400–1482).
 - c. In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Special Education Students and Students with Disabilities

School personnel may consider any unique circumstances on a case-by-case basis when determining whether a change of placement, made in accordance with the following requirements related to discipline, is appropriate for a child with a disability who violates the School's Disciplinary Policies and Procedures.

Notwithstanding the foregoing, procedures that might result in removal of special education students and students thought-to-be eligible for special education, as those terms are set forth at 22 Pa. Code Chapter 711 and applicable state and federal laws and regulations, shall be undertaken only after consultation with a special education supervisor and in accordance with PA Cyber's special education policies and consistent with applicable state and federal laws and regulations pertaining to special education students. In the event removal of a student with a disability from PA Cyber is contemplated, PA Cyber shall initiate procedures in accordance with applicable law. PA Cyber shall follow all applicable laws, regulations, and guidelines regarding the discipline of special education students.

Notwithstanding the foregoing, students with disabilities who are eligible for Section 504 services pursuant to applicable state and federal laws and regulations, including applicable provisions of Section 504 of the Rehabilitation Act and Chapter 711 of Title 22 of the Pennsylvania Code, shall be afforded the protections required by those applicable state and federal laws and procedures.

Parents and guardians of students with disabilities are directed to the Procedural Safeguards Notice available on the school's website and by contacting the school's Director of Special Education.

CODE OF CONDUCT

PA Cyber exists to educate its students. The school will not tolerate any actions from students, parents, staff, or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the school itself. These rules shall apply to any conduct:

- During school hours.
- At any on-site school activity, function, or event and/or online multi-media chat rooms.
- Off school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students, or staff or disruption within the school, including field trips sponsored by PA Cyber as well as other educational institutions or clubs.

This section describes a broad range of acts of misconduct that are prohibit-ed in the school. Because the following sections listing acts of misconduct do not include all types of misconduct, the student who commits an act of misconduct not listed under the sections that impedes, obstructs, interferes, or violates the mission, philosophy, and regulations of PA Cyber or is disrespectful, harmful, or offensive to others or property shall be subjected to the discretionary authority of the CEO or designee.

Level I Offenses

The following is a non-exhaustive list of potential Level I Offenses:

I. Disruption

Students are expected to act in a courteous and peaceful manner toward staff, visitors, and each other. A student may not act in any way that disrupts or disturbs any educational or school-related (whether on-site, online, or in any other setting) program or activity. Violations of this rule include but are not limited to:

- Disobedience
- Disrespect
- Lying/cheating
- Violations of attendance policy/truancy
- Failure to do schoolwork

II. Disruptive and/or Offensive Use of Language

- A. Students are expected to communicate with school staff and each other as they themselves should expect to be treated.
- B. A student shall not curse or use vulgar, obscene, intentionally disruptive or offensive language or gestures in any on-site or online school activity.
- C. Students shall not send or pass on any offensive, sexually oriented, or threatening messages, pictures, or symbols from any source.

III. Damage, Destruction or Theft of School or Private Property

- A. Students are expected to respect school property and the property of others. Students shall not recklessly or intentionally cause or attempt to cause damage to or deface school or private property or steal or attempt to steal school or private property. Damage and defacement include graffiti, carving, tearing, cutting, or otherwise marking such property.
- B. Students may not harm or destroy data of another student or person, the Internet, or other networks. This includes but is not limited to the creation, downloading, or uploading of computer viruses. Computer violations of a criminal nature are treated as an aggravated offense under Rule XVI.
- C. Serious damage, defacement, or theft that interferes with the educational or safety rights of others will be treated as an aggravated offense under Rule XVI.

IV. Fighting

- A. Students are expected to refrain from physical confrontations. Two or more students who engage in a mutual confrontation involving intentional physical contact commit an offense under this rule. Each willing participant shall be subject to disciplinary action.
- B. Where it is determined that any student or students were not willingly involved, only the student(s) that have willingly participated will be subject to discipline. Rule XVI shall be applied where serious injury resulted or was likely to result regardless of whether the victim was a willing participant or not.
- C. Where it is determined that a student is acting in reasonable self-defense, no disciplinary action will be pursued for that student. Reasonable self-defense shall be a defense only where the student had no opportunity to flee or otherwise avoid physical contact, and the force used was the minimum necessary to escape or avoid injury.

V. Reckless Conduct

- A. Students are held responsible for intentionally harmful actions and for the reasonably foreseeable consequences of such reckless actions. A student may not act in a manner that ignores the health, safety, or welfare of any member of the school community by placing them in danger of injury or pain.
- B. Reckless conduct that risks serious injury or death or serious property damage as described in Rules III and IV will be treated as an aggravated offense under Rule XVI.

VI. Tobacco Products and Paraphernalia

- A. student may not possess, distribute, solicit, or use any vaping or tobacco product. Possession, distribution, or use of cigarette lighters, matches, rolling papers, pipes, vaping devices, or other such paraphernalia is also prohibited.

VII. Possession of Drugs or Alcohol

- A. A student may not possess, use, distribute, solicit, or be under the influence of any unauthorized prescription or non-prescription medication, drug or any narcotic drug, hallucinogenic drug, steroid, growth hormone, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, or look-alike substance of any kind.
- B. Possession of a drug authorized by a medical prescription from a licensed physician and carried in the original container supplied by the pharmacy is permitted. Non-prescription medications may only be possessed in the amount needed during the time in school for that day. Medications supplied by a pharmacist showing the name of the student and proper dosage shall not be considered a violation of this rule where the supply carried by the student does not exceed the amount necessary for use during that school day. Nonprescription medications may only be possessed with a note from a parent or doctor. Non-prescription medications may not be distributed to other students but are solely for the noted student's use.
- C. A second violation of this rule will be treated as a Level II offense which may result in expulsion.
- D. Distribution of any of the above substances, or possession under circumstances indicating intent to distribute, is an aggravated offense under Rule XVI.

VIII. Academic Dishonesty/Abuse of Computer or Internet

- A. Students are expected to maintain the highest standards of honesty in their work.
- B. Forgery of papers, reports, tests, or notes or any other forms of cheating and/or plagiarism from other persons, library, publication, or Internet sources are prohibited, and will result in disciplinary action as well as loss of academic credit.
- C. Students are expected to respect the computer privileges given to them. All students must keep their passwords to themselves. It is against this rule to use another person's passwords or accounts. It is also against this rule to, without authorization, access into (hack) other files or systems, to download copyrighted material, or to conduct a personal business enterprise using the school computer network. Students shall not go to any sites on the Internet that contain sexually explicit material. Additional rules on computer use are listed in the school's Acceptable Use Policy.

IX. Bullying

- A. Bullying is defined as repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. There are three types of bullying:
- **Direct bullying** – face-to-face confrontation, which includes but is not limited to punches, kicks, verbal taunts, threats, name-calling, put-downs, including ethnically or gender-based put-downs, extortion of money or possessions, and exclusion from peer groups within the school.
 - **Indirect bullying** – the attack on a victim's social standing or reputation by gossip, slander, or any other attempt to ostracize a classmate.
 - **Cyber bullying** – use of any and all electronic devices, including but not limited to emails, instant messaging, cell phones, web pages, chat rooms or discussion groups, and other information communication technologies with the intent of hurting, embarrassing, or ostracizing a classmate through verbal taunts and threats.
- B. Complaint Procedure:
- Students and/or parents who are the victim of a bullying incident should report any situations of bullying in writing to a PA Cyber staff member.
 - The staff member will gather the information and seek administrative assistance to determine if the alleged bullying or cyber bullying incident occurred.
 - After all information has been gathered, the Senior Administrator will be notified of the incident. The Senior Administrator shall determine the need for further investigation, which may result in disciplinary action taken in accordance to the Approved Interventions/Sanctions Action Level I.

Approved Corrective Action – Level I Offenses

For any violation of a Level I offense, a student may face one or more the following corrective actions, from minimum to maximum:

1. Meeting between the administrative staff and the student to discuss the student's behavior and expectations for improving their behavior.
2. Removal from participation in extracurricular and/or on-site activities.
3. Meeting between the student and school administrator or designee.
4. Notice to parent or guardian informing them of the student's behavior by phone or in writing.
5. Supervised mediation between the students involved.
6. Suspension of or limited access to technology.
7. Meeting with caseworker or probation officer where applicable and appropriate.
8. Referral to an appropriate law enforcement agency.
9. Mandatory on-site or online time.
10. Suspension for up to 10 days.

Level II Offenses

The following is a non-exhaustive list of potential Level II Offenses:

X. Repeated School Violations

A student shall not continue to break any of Rules I through IX. Nor may a student repeatedly fail to follow directions given by any school staff member while the student is under school supervision. A student who continues to violate any of these rules after the school staff has attempted reasonable interventions to address the student's behaviors may be subject to suspension or expulsion provided for Level II offenses.

XI. Harassment

- A. No student shall engage in verbal or physical activity in an on-site or online setting, which they should reasonably expect to have the effect of harassing, threatening the safety, or maliciously damaging the reputation of any student or staff member.
- B. An aggravated incident is one that reasonably places a victim in fear for their safety or well-being if the offender remains in the school.
- C. Harassment or threats, for the purpose of this rule, includes a course of conduct or a single aggravated incident. Harassment includes, among other things:
 1. Unwelcome sexual advances, requests for sexual relations, sexual comments, sexually-oriented gestures, sounds, remarks, or comments about a student, staff member, or visitor's sexuality or sexual experience.
 2. Offensive expressions concerning a person's race, sex, religion, disability, or national origin.
 3. Efforts to intimidate, bully, or ridicule (see rules XIII and XVI for offenses involving other serious forms of sexual or physical misconduct).
- D. Threats include any attempt, by physical menace or verbal intimidation or taunt, to put a member of the school community in fear of injury, pain, or social ridicule. The intentional posting on networks of the addresses or telephonenumber of fellow students or other members of the school community is a violation of this rule.
- E. This rule includes spoken and written messages, including any bulletin board, flyer or notice, computer networks, or display on a student's personal belongings.
- F. Threats to bomb, kill, injure, or use dangerous or deadly weapons will be treated as an aggravated offense under Rule XVI.

XII. Hazing Prohibited

A. Student is strictly prohibited from soliciting, encouraging, aiding, or engaging in hazing in an on-site or online setting at any time or in connection with any activity supported or sponsored by PA Cyber, whether on or off school property. Hazing means any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, or deprivation of rights that creates physical or mental discomfort and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored by PA Cyber and whose membership is totally or predominately other students from PA Cyber.

XIII. Indecent Assault or Indecent Exposure

A. All students must keep their hands and bodies to themselves at all times. No student may touch the sexual parts of another person with any parts of their own body or an object, or encourage another person to touch them in sexual part of the body.

B. No student may show the sexual parts of their body in an onsite or online setting to other persons in a way that would offend them or in an effort to excite them. (See Rule XVI for forcible or voluntary sexual acts.)

XIV. Assault on School Personnel

A student shall not intentionally cause or attempt to cause physical injury or pain to any school employee or student employee acting in the scope of their employment for the school. See Rule V for reckless conduct and Rule XVI for assaults that may potentially result in serious injury or that are in retaliation for participation in any official live or online school related function.

XV. Possession of a Weapon

A. Students shall not possess on their person, in their belongings or in any storage space provided by the school, any tool, instrument, implement, or weapon capable of causing serious injury or death. Such weapons include but are not limited to: any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, stun guns, BB guns, starter pistols, harmful biological or toxic substances, explosives, fireworks with the potential to injure, or devices that may cause a fire and any other tool, instrument, or implement capable of inflicting serious bodily injury. The possession, use, or attempted uses of a weapon or another object not traditionally viewed as a weapon in a manner that causes or risks injury will be treated as an aggravated offense under rule XVI(1) or XVI(6).

B. Students may not bring compasses or sharp-bladed or pointed scissors to school. If these or similar sharp tools are needed for a lesson they will be provided by the teacher for the limited period of the lesson. Students are also prohibited from bringing look-alike weapons to school and must comply with the provisions of the School's Weapons Policy.

C. The CEO or designee is required, under the Pennsylvania Public School Code, to take the following steps when a student is found in violation of Rule XV:

1. The student shall be detained.
2. Any incident involving possession of a weapon will be reported to police or law enforcement officials immediately.
3. The student shall be suspended.
4. A Serious Incident Report will be filed.
5. Expulsion will be recommended pursuant to Pennsylvania's Safe Schools Act.

D. The Serious Incident Report filed for incidents involving students found to be in possession of weapons shall include:

1. The circumstances of the possession and discovery of the weapon(s).
2. The action of the police in response to the call for their assistance.
3. The action taken by the school, including contacts with the student's parent or guardian and the filing of a report.
4. A picture or facsimile of the weapon.
5. Such incidents shall also be reported to the Pennsylvania Department of Education.

XVI. Aggravated Offenses

A student shall not engage in, or attempt to engage in, any conduct in an on-site or online setting that endangers the health, safety, or welfare of any member of the school community, including but not limited to:

1. Attacks on any staff member that results in injury or places the person in danger of serious injury or involves the use or attempted use of a weapon (including mace, pepper spray, or laser pointer).
2. Selling or distributing any of the substances set forth in Rule VII (drugs, alcohol, or look-alike substances) or possessing these items in sufficiently large quantities, or demonstrating circumstances that indicate they are not for personal use.
3. Setting any fire that potentially risks injury to any person or damage to property.
4. Sexual acts
 - a. Forcible acts, as to the offender.
 - b. Voluntary acts, as to each student.
5. Rob, steal, or threaten someone to receive money or property.
6. Assault on another student or other non-employee that results in serious injury or involves the use or attempted use of a weapon (including mace, pepper spray, or laser pointer).
7. Damage to school property that disrupts, impairs, or prevents the school from carrying out any of its programs.
8. Retaliation against a school employee, witness, or hearing officer for their participation in any investigation, academic, or disciplinary proceeding where the student's action takes the form of assault, threats of bodily injury or death, telephone or Internet harassment, stalking, or substantial property damage.
9. Threats relating to the planting of bombs or other explosive devices, the use of any other weapon, including biological or toxic substances, or to kill or seriously injure any member of the school community.
10. The conduct of illegal activities via the school's technology.

Approved Corrective Action – Level II Offenses

(Minimum to Maximum)

1. Suspension.
2. Referral to the appropriate law enforcement agency.
3. In the case of violations of Rule XI or Rule XIII, in addition to A or B above, the counselor shall refer the student to an appropriate counseling program.
4. Expulsion from the school.

PA Cyber reserves the right to address each incident on a case-by-case basis as permitted by applicable law.

Due Process

The Pennsylvania Public School Code gives charter schools the authority to make reasonable and necessary regulations regarding the conduct of students. The charter school must publish and distribute the code of conduct to students and parents and make copies of the code of conduct available on the school's website. Student discipline must be based on applicable provisions within the student code of conduct.

Suspension

The Pennsylvania Public School Code defines suspension as exclusion from school for a period of 1 to 10 consecutive school days. Suspensions may be given by the CEO or designee. No student shall be suspended until the student and parent have been informed of the reasons for the suspension and have been given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened. The Pennsylvania Public School Code further requires that the parents be notified immediately in writing when the student is suspended. When the suspension exceeds three (3) school days, the student and the parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in the Code. The school shall offer to hold the informal hearing within the first 5 days of the suspension. Suspensions may not be made to run consecutively beyond the ten school day period. Students are responsible for making up exams and missed work while suspended.

Expulsion

The Pennsylvania Public School Code defines expulsion as exclusion from school by the Board of Trustees for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under the School Code. During the period prior to the hearing and decision of the Board of Trustees in an expulsion case, the student shall be placed in their normal class except, if it is determined after an informal hearing that a student's presence in their normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education.

Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

Hearings

The informal and formal hearing requirements are outlined within the Pennsylvania Public School Code.

Informal Hearing

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The informal hearing is meant to encourage the student's parents or guardian to meet with the CEO or designee to discuss ways by which future offenses can be avoided.

The following due process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student,
- Sufficient notice of the time and place of the informal hearing shall be given,
- A student has the right to question any witnesses present at the hearing,
- A student has the right to speak and produce witnesses on their own behalf, and
- The School shall offer to hold the informal hearing within the **first 5 days of the suspension**.

Formal Hearing

As required by applicable law, students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing. As permitted by Board Policies and Procedures, this formal hearing may be held before the Board of Trustees or an authorized Committee of the Board, or a qualified Hearing Examiner appointed by the Board. Where the hearing is conducted by a Committee of the Board or a Hearing Examiner, a majority vote of the entire Board of Trustees is required to expel a student.

The following due process requirements are to be observed with regard to the formal hearing:

- Notification of the charges shall be sent to the student's parents or guardian by Certified Mail.
- Sufficient notice of the time and place of the hearing must be given.
- The hearing shall be held in private unless the student or parent requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student has the right to testify and present witnesses on their own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder.
- The student is entitled, at the student's expense, to a copy of the transcript.

- The proceeding must be held with all reasonable speed. Where the student disagrees with the results of the formal hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court

Disciplinary Records

All official disciplinary records for incidents involving the possession of a weapon or acts of violence shall remain in the student's permanent record and must be transferred with the student to any school in which the student enrolls. They shall also be released to any other school upon request if the student is enrolled in the school or district or by permission of the student's parent or guardian if the student is not enrolled.

Special Education

In the event of removal or possible disciplinary action of a student with a disability and/or a student who is thought-to-be-eligible, PA Cyber shall initiate procedures in accordance with its Discipline and Exclusion of Special Education Students' Policy.

The School will follow all applicable law, including Chapter 711 of the Pennsylvania Code and the Individuals with Disabilities Education Act, regarding the discipline of all special education students.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are those activities sponsored or approved by the Board but are not offered for credit toward graduation. Such activities shall ordinarily be conducted wholly or partly outside the regular school day, contribute to attainment of PA Cyber objectives, and be available to all students who voluntarily elect to participate, subject to the eligibility requirements. PA Cyber students have the unique opportunity to participate in extracurricular activities through PA Cyber and/or the local school district. As required by the Pennsylvania Charter School Law, students shall be permitted to participate in extracurricular activities offered by their home school district. Students must comply with the policies and meet the specific eligibility criteria set forth by PA Cyber and by the home school district. Student athletes must also satisfy eligibility requirements established by the Pennsylvania Interscholastic Athletic Association. Each family should inquire with its resident school district for policies, procedures, and regulations associated with participation in extracurricular activities within the home school district.

Field Trips

PA Cyber offers field trips to a variety of attractions across the Commonwealth of Pennsylvania throughout the school year. These trips are considered an extracurricular activity and are not mandatory. Students and their families are encouraged to attend whenever possible. Students who plan to attend a specific event must make a prior reservation, unless otherwise specified.

Students must abide by the following requirements in order to attend any field trips:

- The student must comply with all school policies.
- The student must follow the direction of the PA Cyber staff who is supervising the event.
- The student must not be under any conduct restrictions.
- The student is expected to dress appropriately. It is unsuitable for students to wear unclean clothing, clothing depicting alcohol or drugs, clothing with obscene language, clothes that do not appropriately cover the student's body, or are deemed otherwise inappropriate for the event by PA Cyber staff.

Students should remember that when they are on a field trip or in any other public place in a school-related capacity, they are representatives of the PA Cyber community. They should conduct themselves in an appropriate manner at all times, as their conduct is a direct reflection of themselves, their families, and their school.

Overnight/Extended Field Trips

Field trip requests should be submitted for approval to the CEO or their designee three (3) months prior to the planned date of the field trip.

Students on field trips remain under the supervision and responsibility of PA Cyber and are subject to its rules and regulations throughout the duration of the trip, even when a parent or guardian is present. These trips will be governed by guidelines that will ensure the safety and well-being of the students and staff. The trip shall support and enhance the academic objectives and integrity of the PA Cyber Curriculum. Advance arrangements for eating, transportation, and health

safeguards for carrying out the itinerary must be confirmed for each participant making the trip. Parents and students should agree in advance on the recommended amount of spending money, if any, each student will have. A detailed, approved, and itemized itinerary must be left on file in the School Office along with a list of all attendees and emergency contact information for each attendee.

Students may be required to assume all or part of the costs for travel and attendance at cocurricular or extracurricular events and trips.

General Rules / Hotel Rules / Tours

- All PA Cyber school rules and the Code of Conduct apply at all times for the duration of the trip.
- There shall be NO DRINKING OF ALCOHOLIC BEVERAGES OR USE OF TOBACCO OR VAPING PRODUCTS OR ILLEGAL DRUGS during the trip. Students should not have any of these items in their possession during the trip. Any student who must use prescription medication MUST inform the head adviser(s) before the trip.
- At all times, students are expected to show proper courtesy, cooperation, and respect for the chaperones and guides and must be willing to abide by their decisions.
- In case of illness, parental permission will be sought before seeking medical care. Parents shall provide the School with written permission to authorize necessary medical treatment in the event a parent/guardian cannot be reached.
- Students are NOT to receive tattoos, body piercings, etc., at any time on any school trip.
- Students (and their parents/guardians shall be held liable for any damage or loss of property at all times while on the trip.
- Hotel rooms should be kept locked at all times and windows are not to be opened.
- Strangers shall not be admitted to any rooms.
- Money or valuables should not be left unattended in rooms.
- There are to be NO MIXED GROUPS in hotel rooms. That is, no boys in girls' rooms or vice versa unless supervised by a chaperone before curfew.
- Students shall be in their rooms by curfew, which will be announced each night. No exceptions will be made unless there is an emergency. Students may not leave their rooms after bed check.
- Students must be courteous to other hotel guests. There are to be no loud noises at any time.
- Students are not allowed to leave hotel grounds without permission from and being accompanied by a chaperone.
- Hotel rooms are rented by and in the name of the School, not the individual students. Therefore, PA Cyber, through the chaperones, retains the right to enter and inspect hotel rooms used by students during the trip. By agreeing to these rules, students surrender the right to the chaperones to inspect a student's belongings at any time the chaperones feel such inspection will reveal a violation of these rules or the Code of Conduct.
- Students must cooperate in getting to morning and afternoon tours. Due to the expense and value of the trip, no student will be excused from a tour unless it is due to illness.
- Due to the tight schedule requirements of the buses, students must cooperate with the drivers and chaperones in order to ensure the arrival and departure schedule at all times during the trip.

STUDENT WORK POLICY

Work Permits

Minors between the ages of 14 and 17 are required to get employment certificates to work. Work permits can only be obtained from the student's home school district. PA Cyber cannot issue a work permit.

Work Credit

Students may earn academic credit for work performed in connection with a job outside the home. PA Cyber students must meet the following criteria to receive work credit:

- **Work at the same job for a minimum of six months to earn .5 credit.**
- **Work at the same job for more than nine months to earn one full credit.**

Work Limits

The Pennsylvania Department of Education, Federal Student Labor Laws, and Employment of Minors regulations specify the following work limits:

Hours for 14- and 15-year-olds:

- **40 hours per work week during school vacations**
- **18 hours per school week (Mon-Fri), plus eight additional hours on Sat. and Sun.**
- **3 hours per school day**
- **8 hours on weekends and holidays and in summer**
- **Hours must be between 7 AM and 7 PM**

Hours for 16- and 17-year-olds:

- 44 hours per workweek (Sun-Sat)
- 28 hours per school week (Mon-Fri), plus eight additional hours on Sat. and Sun.
- 8 hours per day
- Hours must be between 6 AM and 12 AM weekdays (during school vacations, may be employed until 1 AM).

For more information, please contact the Bureau of Labor Law Compliance, www.li.state.pa.us/PWAGE/lld.html or call 1-800-932-0665.

VISITORS POLICY

The School welcomes students and parents to visit any of the school's locations, which are open on school days between 8 AM and 4 PM. If visitors want to see a specific staff member, they should make an appointment to assure that the person they want to see will be available in the building when they arrive.

The following guidelines govern visitations:

- Visitors must sign in at the reception desk, show proper photo identification, and obtain a visitor's badge.
- Visitors must always be escorted by staff members.
- Visitors must sign out at the reception desk before they leave the location.
- The school has the authority to deny access to or require removal from the program or school location for any individual who disrupts or disturbs the learning environment or who lacks a valid or legal purpose for entering the program or school. Repeat offenders may be permanently barred.

The administrator or program supervisor will consider the following factors in the approval process:

- Purpose and duration of the visit
- Classroom activities planned during the visit
- Number of previous observations
- Needs of the other students in the class

If any visitor threatens, verbally abuses, or harasses a school employee, student, or another visitor, a building administrator will direct the visitor to leave the property. If a visitor refuses to leave cooperatively, they will be removed by local law enforcement. In all cases, violators will be subject to the Commonwealth of Pennsylvania laws.

If the visitation is for a parent/guardian or teacher-initiated parent conference concerning the parent's or guardian's student, it must be scheduled in advance with the program administrator or teacher.

If the visitation is for any other purpose, arrangements must be made in writing at least five (5) school days in advance through the office of the administrator. No visitor may confer with a student in the facility, other than the student's parent or guardian, without prior permission of the program administrator. All visitors who wish to photograph or videotape any person or any part of any building or to tape record or use any electronic device to record any conversation or activity of any kind must have prior written permission and approval from the building Administrator or designee.

Non-discrimination

The Pennsylvania Cyber Charter School will not discriminate against protected handicapped students as defined in Chapter 15 or the regulations of the State Board of Education. The Pennsylvania Cyber Charter School will provide each protected handicapped student enrolled in the school, without cost to the student or family, the related services of accommodations they need to participate in and obtain the benefits of the school program and extracurricular activities without discrimination and to the maximum extent of the student's ability. For information regarding civil rights, grievance procedures, or handicapped students, please contact the Senior Administrator of PA Cyber at 1200 Midland Avenue, Midland, PA 15059 or by phone at 866-PACYBER.

Title IX Statement

Pennsylvania Cyber Charter School is an equal opportunity educational institution and will not discriminate on the basis of race, color, or national origin, sex, or handicap in its activities, program, or employment practices as required by Title VI, Title IX, and Section 504.

*PA Cyber is not responsible for omissions in the handbook. The Administration reserves the right to amend the contents of this book at any time. Final authority on all matters rests with the School Administration and School Board when applicable. It is the responsibility of the student and parent/guardian to review this handbook periodically. The information contained in this handbook is provided for information purposes and is not intended to replace or deviate from any current and future Board policy or the Code of Conduct. In the event of any conflict between any provision in this handbook and the terms in the Code of Conduct or any Board policy, the terms in the Code of Conduct and/or Board policy will control and take precedent.

CLEARANCE REQUIREMENTS

PA Cyber requires all new hires to submit: PA State Criminal History; Child Abuse; and FBI clearances. Although Act 4 allows clearances to be up to five years old at the time of application, **PA Cyber requires that clearances for new hires are no more than one year old.**

Once an employee is hired, HR monitors clearances using a tracking spreadsheet to ensure that each clearance is updated at least every five years for all employees. Employees may not continue to work if they have a clearance that is more than five years old.

While it is each employee's responsibility to maintain compliant clearances and provide updated documents to HR, courtesy notices are sent by HR to employees at 90, 60, 30, and 10 days prior to expiration of clearances.

- Notice templates are included in the following pages.
- HR Assistants are responsible for this task.

Employees who fail to meet requirements are suspended without pay until requirements are met. Suspension includes disabling of all technology and facilities access.

- Failure to comply within 30 days of original suspension date may result in additional disciplinary action.

CLEARANCE NOTIFICATION TEMPLATES

(Nikki – March 2024)

*** Union members and associated union representative: ***
 Virtual Classroom Teacher – **Lon Valentine**
 Special Education Teacher or Reading Specialist – **Nicole Carson**
 Academic Advisor, Special Education Academic Advisor,
 School Counselor, or College and Career Coordinator – **Erin Mills**

90 Day Notification Email Template

To: Employee

CC: Supervisor, next supervisor up, Executive Administrator, Director of HR, COO, Union Representative (*if applicable*)

Subject of Email: 90 Day Notification Act 153 Clearances

First Name,

Act 153 of 2014 requires all school employees to renew their clearances every sixty (60) months. Our records show that you have clearances that will need to be renewed soon in order to be in compliance with the requirements. See the chart below for detailed information. Please obtain the necessary clearances and return copies to rleone@pacyber.org prior to the mandatory renewal date.

EMPLOYEE:	STATE ISSUED:	FBI ISSUED:	CHILD ABUSE ISSUED:	STATE RENEWAL REQUIRED BY:	FBI RENEWAL REQUIRED BY:	CHILD ABUSE RENEWAL REQUIRED BY:
Last Name, First Name	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx

HOW TO OBTAIN BACKGROUND CHECKS

Pennsylvania State Police Reports:

<https://epatch.pa.gov/home>

Immediately after submission, one of the following status will be assigned to the request:

1. **No Record:** If this status is assigned to the request *it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format. **This form must be submitted to Human Resources.***
2. **Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review", will result in one of the following final status:
 - o **No Record: Follow the instructions above for a no record response.**

- **Record:** Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. This form must be submitted to Human Resources.
3. **Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time.

FBI Reports:

<https://uenroll.identogo.com>

Service Code: **1KG6Q9**

For PA Cyber to access the official report via the electronic system, applicants must present their **UEID** to the school entity (as shown on the receipt provided after fingerprint capture).

Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS>

When prompted, please select: School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.

Please do not hesitate to contact me if you have any questions.

Thank you,

< Email Signature >

60 Day Notification Email Template

(Exactly the same as the 90 Day Notification Template, except 90 is changed to 60)

To: Employee

CC: Supervisor, next supervisor up, Executive Administrator, Director of HR, COO, Union Representative (*if applicable*)

Subject of Email: 60 Day Notification Act 153 Clearances

First Name,

Act 153 of 2014 requires all school employees to renew their clearances every sixty (60) months. Our records show that you have clearances that will need to be renewed soon in order to be in compliance with the requirements. See the chart below for detailed information. Please obtain the necessary clearances and return copies to rleone@pacyber.org prior to the mandatory renewal date.

EMPLOYEE:	STATE ISSUED:	FBI ISSUED:	CHILD ABUSE ISSUED:	STATE RENEWAL REQUIRED BY:	FBI RENEWAL REQUIRED BY:	CHILD ABUSE RENEWAL REQUIRED BY:
Last Name, First Name	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx

HOW TO OBTAIN BACKGROUND CHECKS

Pennsylvania State Police Reports:

<https://epatch.pa.gov/home>

Immediately after submission, one of the following status will be assigned to the request:

- 1. No Record:** If this status is assigned to the request *it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format. ***This form must be submitted to Human Resources.****
- 2. Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review", will result in one of the following final status:
 - o **No Record: Follow the instructions above for a no record response.**
 - o **Record: Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. ***This form must be submitted to Human Resources.*****
- 3. Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time.

FBI Reports:

<https://uenroll.identogo.com>

Service Code: **1KG6Q9**

For PA Cyber to access the official report via the electronic system, applicants must present their **UEID** to the school entity (as shown on the receipt provided after fingerprint capture).

Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS>

When prompted, please select: School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.

Please do not hesitate to contact me if you have any questions.

Thank you,

< Email Signature >

30 Day Notification Email Template

To: Employee

CC: Supervisor, next supervisor up, Executive Administrator, Director of HR, COO, Union Representative *(if applicable)*

Subject of Email: 30 Day Notification Act 153 Clearances

First Name,

Act 153 of 2014 requires all school employees to renew their clearances every sixty (60) months. Our records show that you have clearances that will need to be renewed soon in order to be in compliance with the requirements. See the chart below for detailed information.

STATE ISSUED:	FBI ISSUED:	CHILD ABUSE ISSUED:	STATE RENEWAL REQUIRED BY:	FBI RENEWAL REQUIRED BY:	CHILD ABUSE RENEWAL REQUIRED BY:
xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx

Non-Compliance with the requirements of the law will result in the issuance of a Letter of Reprimand and immediate suspension from work, without pay, on the date directly following expiration of one or more of the above referenced clearances until the valid clearance is received. Failure to comply after a period of 30 days from original suspension date may result in additional disciplinary action up to and including termination of employment.

Please obtain the necessary clearances and return copies to Roxanne Leone-Bovalino at rleone@pacyber.org as soon as possible.

Please do not hesitate to contact me if you have any questions.

Thank you,

< Email Signature >

10 Day Notification Email Template

To: Employee

CC: Supervisor, next supervisor up, Executive Administrator, Director of HR, COO, Union Representative (*if applicable*)

Subject of Email: 10 Day Notification Act 153 Clearances

First Name,

Act 153 of 2014 requires all school employees to renew their clearances every sixty (60) months. Our records show that you have one or more clearances expiring that will need to be renewed in order to be in compliance with the requirements. Please see the chart below for detailed information.

Non-Compliance with the requirements of the law will result in the issuance of a Letter of Reprimand and immediate suspension from work, without pay, on the date directly following expiration of one or more of the clearances below until the valid clearance is received. Failure to comply after a period of 30 days from original suspension date may result in additional disciplinary action up to and including termination of employment.

If your clearances are not in compliance by xx/xx/xxxx you are hereby notified that you will be suspended without pay effective xx/xx/xxxx.

STATE ISSUED:	FBI ISSUED:	CHILD ABUSE ISSUED:	STATE RENEWAL REQUIRED BY:	FBI RENEWAL REQUIRED BY:	CHILD ABUSE RENEWAL REQUIRED BY:
xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx

Please obtain the necessary clearances and return copies to Roxanne Leone-Bovalino at rlone@pacyber.org as soon as possible.

Thank you,

< Email Signature >

10 Day Notification Letter Template

(Physical letter to be mailed certified mail and regular mail on official school letterhead.
Place a copy of physical letter and certified mail card in employee clearance file.)

10 Day Notification Act 153 Clearances
Via Electronic and Certified Mail

Month xx, xxxx

Employee First Name Last Name
House Number Street Address
City, State, Zip Code

First Name,

Act 153 of 2014 requires all school employees to renew their clearances every sixty (60) months. Our records show that you have one or more clearances expiring that will need to be renewed in order to be in compliance with the requirements. Please see the chart below for detailed information.

Non-Compliance with the requirements of the law will result in the issuance of a Letter of Reprimand and immediate suspension from work, without pay, on the date directly following expiration of one or more of the clearances below until the valid clearance is received. Failure to comply after a period of 30 days from original suspension date may result in additional disciplinary action up to and including termination of employment.

If your clearances are not in compliance by xx/xx/xxxx, you are hereby notified that you will be suspended without pay effective xx/xx/xxxx.

STATE ISSUED:	FBI ISSUED:	CHILD ABUSE ISSUED:	STATE RENEWAL REQUIRED BY:	FBI RENEWAL REQUIRED BY:	CHILD ABUSE RENEWAL REQUIRED BY:
xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx	xx/xx/xxxx

Please obtain the necessary clearances and return copies to Roxanne Leone-Bovalino at rlone@pacyber.org as soon as possible.

Sincerely,

Roxanne Leone-Bovalino
Director of Human Resources

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Tracking Mandated Reporter Training

Summary

On July 5, 2012, Governor Corbett signed into law Act 126 to mandate that all school entities (a public school, charter school, cyber charter school, private school, nonpublic school, intermediate unit or area vocational-technical school) and independent contractors of school entities provide certain training to all employees, including contracted substitute teachers, who have direct contact with children. Direct contact with children has been defined as “the possibility of care, supervision, guidance or control of children or routine interaction with children.” The law went into effect on January 2, 2013. This mandated training addresses child abuse recognition and reporting.

In order to comply with Act 126, all PA Cyber part-time, full-time, and temporary employees must complete the 2-part training within in 90 days of their start date and every 5 years thereafter. Failure to complete both parts of the Mandated Reporter within their training window may result in HR suspending the employee without pay.

This procedure outlines HR’s responsibility for the tracking, monitoring and retaining of the Mandated Reporter Training.

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Tracking Mandated Reporter Training Process

New Hire	<p>1.) The HR Generalist notifies Corey Drabert, the Student Assistance Program Supervisor, of the new hire.</p> <p>2.) The SAP Supervisor sends an email informing the employee of the requirement and instructions on how to complete within 48 hours of the new hire's start date.</p> <p>3.) This prompts the HR Compliance & Training Coordinator to update the master tracker with the new hire information including due dates.</p> <p>4.) When Part 1 of the training is complete, the employee is instructed to email the shared mailbox (training@pacyber.org) a copy of the certificate of completion. The HR Assistant will monitor the mailbox for the certificate.</p> <p>5.) Once received, the HR Compliance & Training Coordinator updates the tracker.</p> <p>6.) The HR Assistant moves the email into the "COMPLETED" folder in the email box, saves an electronic copy to SharePoint (Department>Personnel>Shared Documents>Documents Stored in Personnel Files>Mandated Reporter) prints a hard copy of the certificate and files in the "Certificates" folder in the employee's personnel file.</p> <p>7.) Follow the above steps, (Steps 4-6), when the employee completes Part 2.</p> <p><u>Please Note: Questions regarding qualifying training should be directed to Corey Drabert.</u></p>
Follow Up	<p>8.) If an individual has not completed the training, the HR Compliance & Training Coordinator will be responsible for follow up alerts beginning at the 60,30,10 day points.</p> <p>9.) The HR Compliance & Training Coordinator will send an email including the "Guide to Complete Mandated Reporter Training" document to the employee and CC their supervisor (EXHIBT A) based on the specific due date.</p>

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	<p>10.) The HR Compliance & Training Coordinator will update the tracker to indicate the date the follow up email was sent.</p> <p>11.) This process will be repeated for each increment (60, 30, 10) if the individual has not yet completed the training.</p>
Delinquent Employees	<p>12.) If the individual has still not completed the training before the 10-day increment, the employee will receive an email AND a certified letter indicating the suspension without pay if the training certificate is not received before the deadline.</p> <p style="text-align: center;">Please Note: <i>The employee will remain suspended without pay until the valid training is received.</i></p> <p>13.) If the employee did not complete the training before the deadline, he/she is considered delinquent and following actions must be completed.</p> <ol style="list-style-type: none"> a. The HR Compliance & Training Coordinator notifies the Director of HR of the need for further actions. b. The employee is instructed to email the shared mailbox (training@pacyber.org) with completed certificates and CC Roxanne Leone-Bovalino, the Director of Human Resources, and Kristin Moritz, the HR Compliance & Training Coordinator. c. Once the completed certificates are received, the HR Assistant prints a hard copy of the certificate and files in the certificates folder in the employee's personnel file. d. The employee is then considered in good standing and the unpaid suspension is lifted.
Recertification	<p>14.) All employees must renew their certificates every 5 years.</p> <p>15.) Follow the above steps, (Steps 3-7), to complete the renewal of the certifications.</p> <p>16.) The master tracker will include the 5-year increments of each employee and will be used to monitor when employees are due to renew.</p>

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	<p>17.) Follow the above steps, (Steps 8-11), when an employee has not completed their required training before the approaching deadline.</p> <p>18.) Follow the above steps, (Steps 12-17), when an employee has not completed their required training before the approaching deadline</p>
Monthly Verification	<p>19.) The HR Compliance & Training Coordinator receives a quarterly report from the Director of HR to verify all new hires have been listed on the Master Employee Mandated Reporter Training Tracker and proper steps have been taken to ensure every PA Cyber employee complies with this requirement.</p>

Shared Mailbox

The email box (training@pacyber.org) has been established to assist with collecting completed training certificates. Sub-Folders within the email box are used to help track incoming messages. Please see the sub- folders and descriptions listed below:

- **Completed (All Completed Training)** -Once HR Assistant completes filing process, email is stored in this folder.
- **Corey Drabert**- All emails sent from or to Corey
- **New Hire** – Emails alerting of a new hire for training purposes
- **Mandated Reporter Follow Up** – Emails from employees with additional questions and/or comments.

Terminated Employees

When HR is notified of an employee termination, the HR Compliance & Training Coordinator is responsible for removing the employee’s information from the first tab of the master tracker and moving it to the second tab, “Termed Employees”.

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Retention

While the law does not specify any recordkeeping or reporting requirements, certificates of both parts of the training are stored in the employee's personnel file. Employee personnel files are kept indefinitely. This is to ensure PA Cyber can demonstrate compliance with this law.

Related Information

[Mandated Reporters Frequently Asked Questions \(PA Dept of Human Services\)](#)

[Child Abuse Recognition and Reporting Training Frequently Asked Questions](#)

[Act 126](#)

[Guide to Complete Mandated Reporter Training](#)

Questions

Questions about this process can be directed to the Human Resources Compliance and Training Coordinator or Corey Drabert for further guidance.

Owner

The Human Resources Compliance and Training Coordinator is responsible for the biennial review of this procedure.

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Revision History

11/08/2019 – Procedure Created

11/20/2019 – Revisions to process, added “Questions” section

11/26/2019 – Added steps to new hire process, exhibit, and related information link

12/09/2019- Added Shared Mailbox section

12/13/2019 – Updated email template language in Exhibit A and updated delinquent employee process.

01/27/2020 – Updated email template language in Exhibit A and updated delinquent employee process.

06/1/2020 – Updated the Delinquent Employees section.

08/14/2023 – Updated contact information

09/20/2024 – Updated union representation contact information

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EXHIBIT A – Email Templates for Outstanding Employees

60 Day Notice (via email)

Email Subject: *60 Day Notification Mandated Reporter Training*

CC: *Supervisor*

NAME,

Our records indicate we have not received the certificate indicating you have completed **Part 1 /Part 2/Part 1 and 2** of the Mandated Reporter Training. All PA Cyber employees part-time, full-time, and temporary **must** complete the training within 90 days of their start date **(XX/XX/XXXX)** and renew every five (5) years. The training was issued to you via email on **(XX/XX/XXXX)** and is **due** by **(XX/XX/XXXX)**.

- If you have already completed this training, please email your certificates to training@pacyber.org.
- If you have not completed the course, please follow the directions in the previous email below to assist you with completing this requirement **as soon as possible**.

As a reminder, failure to complete the Mandated Reporter Training will result in an immediate suspension from work, without pay, on the date the training is overdue. Failure to comply after a period of 30 days from original suspension date may result in additional disciplinary action up to and including termination of employment.

Please email your certificate(s) to training@pacyber.org once completed.

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30 Day Notice (via email)

Email Subject: *30 Day Notification Mandated Reporter Training*

CC: Supervisor, Director of Human Resources, SAP Supervisor

NAME,

Our records indicate we have not received the certificate indicating you have completed **Part 1 /Part 2/Part 1 and 2** of the Mandated Reporter Training. All PA Cyber employees part-time, full-time, and temporary **must** complete the training within 90 days of their start date **(XX/XX/XXXX)** and renew every five (5) years. The training was issued to you via email on **(XX/XX/XXXX)** and is **due** by **(XX/XX/XXXX)**.

- If you have already completed this training, please email your certificates to training@pacyber.org.
- If you have not completed the course, please follow the directions in the previous email below to assist you with completing this requirement **as soon as possible**.

As a reminder, failure to complete the Mandated Reporter Training will result in an immediate suspension from work, without pay, on the date the training is overdue. Failure to comply after a period of 30 days from original suspension date may result in additional disciplinary action up to and including termination of employment.

Please email your certificate(s) to training@pacyber.org once completed.

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10 Day Notice (via email and certified mail)

Email Subject: 10 Day Notification Mandated Reporter Training

CC: Supervisor, Director of HR, SAP Supervisor, COO, Principal (when applicable), Executive Administrator, and union representative where applicable: (Virtual Classroom Teacher – Lon Valentine Special Education Teacher or Reading Specialist – Nicole Carson, Academic Advisor, Special Education Academic Advisor, School Counselor, or College and Career Coordinator – Erin Mills)

Physical Letter to be mailed certified mail return receipt requested including the following header on the physical letter (Please place copy of physical letter and certified mail card in personnel file):

Via Electronic Mail and Certified Mail

	<u>Example</u>
Date:	January 12, 2020
Employee Name:	John Smith
Employee Address:	123 Key Street
	City, State, Zip

NAME,

Our records indicate we have not received the certificate indicating you have completed **(Part 1 /Part 2/Part 1 and 2) of the Mandated Reporter Training**. All PA Cyber employees part-time, full-time, and temporary **must** complete the training within 90 days of their start date **(XX/XX/XXXX)** and renew every five (5) years. The training was issued to you via email on **(XX/XX/XXXX)** and is **due** by **(XX/XX/XXXX)**.

If your trainings are not in compliance by **(XX/XX/XXXX)**, you are hereby notified that you will be suspended without pay effective **(XX/XX/XXXX)**.

- If you have already completed this training, please email your certificates to training@pacyber.org.
- If you have not completed the course, please follow the directions in the previous email below to assist you with completing this requirement as soon as possible.

As a reminder, failure to comply after a period of 30 days from original suspension date may result in additional disciplinary action up to and including termination of employment.

Please email your certificate(s) to training@pacyber.org once completed.

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Act 168

Summary

Act 168 amends the act of March 10, 1949 (P.L. 30, No.14), known as the “**Public School Code of 1949**,” to provide direction regarding employment history review processes and for monitoring of electronic public safety and criminal justice information related to educators.

Act 168 applies to **all school entities** and **independent contractors** of school entities. A **school entity** includes any public school, including a charter or cyber charter school, private school, nonpublic school, intermediate unit or area vocational-technical school operating within Pennsylvania.

Under Act 168, the applicant must provide a **written statement** of whether the applicant:

- (1) Has ever been the subject of an abuse or sexual misconduct investigation by any employer, state licensing agency, law enforcement agency or child protective services agency (unless the investigation resulted in a finding that the allegations were false)
- (2) Has ever been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from employment while allegations of abuse or sexual misconduct were pending or under investigation or due to adjudication or findings of abuse or sexual misconduct
- (3) Has ever had a license, professional license or certificate suspended, surrendered or revoked while allegations of abuse or sexual misconduct were pending or under investigation or due to an adjudication or findings of abuse or sexual misconduct

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Also, **employment history reviews** must be conducted. Applicants must complete **one** Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release form for **each**:

- (1) Current employer(s)
- (2) Former employer(s) that were school entities
- (3) Former employers where the applicant was employed in a position that involved direct contact with children.

PA Cyber must obtain answers from the **applicant** and each of the **current and former employers** listed by the applicant.

If an applicant has no current or previous employer, this must be acknowledged on the form and the applicant must still answer the abuse and sexual misconduct background questions.


The forms developed by the Pennsylvania Department of Education must be used to receive and/or provide the required information. *(Phone verification in lieu of using the approved forms is not acceptable.)*

A prospective employer that receives any requested information regarding an applicant may use the information for the purpose of evaluating the applicant's fitness to be hired or for continued employment and shall report the information as appropriate to the Department of Education, a state licensing agency, law enforcement agency, child protective services agency, another school entity or to a prospective employer.

The Department of Education will have jurisdiction to determine violations of Act 168 and may assess a civil penalty.

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Act 168 Process

<h3 style="color: #0056b3;">New Hire</h3>	<ol style="list-style-type: none"> 1.) The HR Generalist will notify the HR Assistant to trigger the Act 168 emails to the candidates when the interviews are scheduled. 2.) The HR Assistant will trigger the Act 168 email by using the following steps: <ol style="list-style-type: none"> A. Log on to the ACT 168 system (Act 168 Dashboard) B. Click the  button. C. In the pop-up window select/enter the following: <ol style="list-style-type: none"> i. Send Type: Individual ii. Type: Prospective Employee iii. Name: First Name and Last Name iv. Email: Email Address D. Click Send 3.) The candidates will receive the email with instructions on how to begin the Act 168 process. <ul style="list-style-type: none"> • The candidate is required to provide information of the following: <ol style="list-style-type: none"> (1) The applicant's current employer. (2) All former employers that were school entities. (3) All former employers where the applicant was employed in a position that involved direct contact with children. <p style="text-align: right;"><u>Please Note:</u> An applicant does not have to complete the employment history review for a school entity if transferring to another school entity in the same district, diocese, or religious judicatory, or to another school within the same organization.</p> 4.) Once the candidate is selected for the position, the Act 168 forms from the candidates not selected will remain in the system for a month before removing. The HR Assistant will be responsible for removing inactive candidate information. 5.) Once the new hire is in the HRIS system (VISTA), the HR Generalist will provide the resume of the selected candidate to the HR Compliance & Training Coordinator for the Initial Review Checkpoint. <ol style="list-style-type: none"> A. Once candidate submits their forms, their name will be listed in the Review Items Box with an Initial Review Checkpoint.
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B. The HR Compliance & Training Coordinator will compare the employers submitted in the Act 168 system to the resume, to confirm all eligible employers were listed.

Please Note: Former employers who do not meet the criteria in Step 3, do not need to be included in the employment history review.

- This is completed by clicking on the selected candidate's name and going to their profile page.
- If the employer information is complete, click on the "Click to Complete" box.



- If there is missing or incorrect information, please refer to pages 28- 31 of the **Electronic Act 168 Database Manual** for further assistance.

6.) Once the Initial Review has been checked-off, the forms will automatically be sent to the employers, if a valid email address has been provided. This will start the electronic process and the countdown for employers to respond.

A. The system will wait for the employer's responses to the applicant's forms. If an employer does not respond to the first notification and complete their portion within the allotted time, the system will send additional notifications.

- i. This will occur automatically around 10:15pm nightly if there is an email address listed for the employer.

B. Each time the system or a user takes an action to send a form to a former employer, the system will track it with a date/time stamp in the employer page.

7.) Once the designated time has expired the employee will be placed in the Final Review tab. Applicants will be listed as either Final-Outstanding or Final Received.

- i. **Final Received** = all forms have been returned
- ii. **Final Outstanding** = one or more forms were not returned.

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	<p>8.) The HR Compliance & Training Coordinator will review all forms and click the Final Received/Outstanding Checkpoint button and change the employee's status to any of the statuses listed below:</p> <ul style="list-style-type: none"> i. Approved/Hired ii. Approved/Did Not Hire iii. Denied iv. Cancelled <p>9.) This will finalize the employee's Act 168 forms and will remove the employee from the Dashboard, and they will be ready to export and print.</p> <p>10.) The HR Compliance & Training Coordinator will provide confirmation to the HR Generalists and the HR Assistants that the employee has completed their requirement.</p> <p>11.) The HR Compliance & Training Coordinator will start the Export process by clicking on the green Export button on the Dashboard.</p> <ul style="list-style-type: none"> A. Choose to export the forms three (3) different ways: <ul style="list-style-type: none"> 1) Export a single individual form by selecting the employee's box 2) Export multiple forms to a single combined PDF file, this will combine all selected employees forms into a single file. 3) Export multiple forms to a Zip File which will create an individual PDF file for each employee. B. The HR Compliance & Training Coordinator will send the forms via email to the HR Assistants. C. The HR Assistant will print hard copies of the completed Act 168 forms and file into the employee's personnel file. <p>12.) The HR Generalist will notify the HR Director and the Supervisor via email that the new hire has met all the pre-employment requirements as it relates to clearances and Act 168.</p>
<p>No Response</p>	<p>PA Cyber may not hire an applicant who does not provide the required information for a position involving direct contact with children.</p> <p><i>Current and former employers who do not provide the required information may be subject to penalties up to \$10,000 and the imposition of professional discipline where appropriate.</i></p>

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	<p><i>Please contact the Department's School Services Unit at 717-787-4860 or radact168@pa.gov with complaints related to the willful violation of the requirement to provide information.</i></p> <p>If the former employer responds that they no longer have any information regarding the applicant or out of business with no person to contact; records should reflect this lack of information. This is a decision within the discretion of PA Cyber.</p>
<p>Positive Responses</p>	<p>If an applicant or an employer answer “yes” to any of the abuse and sexual misconduct background questions, the system will flag the form and HR Compliance & Training Coordinator will be notified on the Dashboard under the ‘Issues’ tab.</p> <p>The former employer will have the option to voluntarily attach supporting documentation for the HR Compliance & Training Coordinator to view.</p> <p>The Director of HR must report the information to the Department’s Office of Chief Counsel. The mandatory report forms can be accessed on the Department’s website.</p> <p style="text-align: center;"><i>Information related to non-educators should not be reported to the Department of Education.</i></p> <p>The Director of HR may also be required to report the information under the CPSL and may report the information to other child protective services, law enforcement or licensing agencies and to other school entities or prospective employers as appropriate.</p> <p>If the current and/or any past employer responds in the affirmative to any of the abuse or sexual misconduct disclosure questions and the hiring entity still wants to consider hiring the applicant, the hiring entity must submit a second form, entitled the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Information Request form, to the current/former employer who responded in the affirmative.</p> <p>The current and/or past employer has sixty (60) days to provide all information related to the disclosure to the hiring entity.</p> <p>Under Act 168, hiring decisions are left to the discretion of the school entity and should be made after evaluating all relevant factors and consultation with your legal counsel.</p> <p style="text-align: right;">Please Note: if you elect not to consider the applicant after receiving information related to an affirmative response, you may have reporting obligations under the CPSL, the</p>

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	Educator Discipline Act, and/or other legal mandates.
Failure to Disclose Correct Information	<p>An applicant who provides false information or willfully fails to disclose the information requested on the form shall be subject to discipline up to, and including, termination or denial of employment and may be subject to criminal relating to unsworn falsification to authorities, civil penalties and professional discipline under the Educator Discipline Act.</p> <p>To view a copy of the Educator Discipline Act and more specific information related to the educator misconduct complaint process, visit the Professional Standards and Practices Commission website.</p>
Educator Requirements	<p>An educator is anyone who (1) holds either a private or public-school certificate; (2) who is a charter or cyber charter school staff member; or (3) who is a contracted educational provider staff member.</p> <p>In addition to having the applicant complete the employment history review process, PA Cyber must:</p> <ol style="list-style-type: none"> 1) Determine the applicant's eligibility for employment by verifying that their certification status reflects valid and active certification appropriate for the position 2) Check to see if the educator was the subject of public professional discipline 3) Inquire whether the Department has received notification of pending criminal charges against the educator. This information is available on the Department of Education's Teacher Information Management System (TIMS). <p>School entities and independent contractors must complete these additional steps for all applicants who are educators even if the applicant is not being hired for a position for which certification is required.</p>
Substitute Employees Requirements	<p>The employment history review shall be conducted prior to the initial hiring or placement on the school entity's approved substitute list, or prior to employment with an independent contractor, intermediate unit or other entity that provides substitute staffing services to school entities.</p>

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	<p>It is not necessary to repeat the reviews if the substitute employee continues to be employed by the school entity or remains on the school entity's approved substitute list.</p> <p>The appearance of a substitute employee on one school entity's substitute list does not relieve another school entity from its responsibilities under Act 168.</p> <p>However, an employment history review conducted upon initial hiring of a substitute employee by an independent contractor, intermediate unit or other entity that furnishes substitute staffing services to school entities shall satisfy the Act 168 requirements for all school entities using the services of the independent contractor, intermediate unit or other entity.</p>
Employees of Independent Contractors	<p>Employees of independent contractors must have an employment history review prior to being hired or, if they were hired before December 22, 2014, prior to the start of employment with a new school entity even if they remain employed by the same independent contractor.</p> <p>After the employment history review has been conducted, the review is valid if the employee continues to work for the independent contractor, even if they work for different school entities.</p>
PA Cyber's Responsibility	<p>PA Cyber has <u>twenty (20) calendar days</u> to provide the information requested on the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release form.</p> <p>PA Cyber has <u>sixty (60) days</u> to provide all information related to the disclosure to the hiring entity relating to a positive response for a current/former employee.</p> <p>All requests to PA Cyber will be completed by the HR Compliance & Training Coordinator.</p>

Key Definitions

Educator

An educator is anyone who (1) holds either a private or public-school certificate; (2) who is a charter or cyber charter school staff member; or (3) who is a contracted educational provider staff member.

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Provisional Hire

PA Cyber may hire an applicant on a provisional basis for 90 calendar days pending receipt of the information requested, as long as: (1) the applicant has provided all relevant information on the form(s); (2) the hiring school administrator has no knowledge of information related to the applicant that would disqualify the applicant from employment; (3) the applicant swears or affirms that he/she is not disqualified from employment; and (4) the applicant is not permitted to work alone with children and is required to work in the immediate vicinity of a permanent employee.

School Entity

Any public school, including a charter or cyber charter school, private school, nonpublic school, intermediate unit or area vocational-technical school operating within Pennsylvania.

Retention

Human Resources must maintain the completed forms in the employee's clearance file.

Related Information

[Commonwealth of Pennsylvania's Sexual Misconduct-Abuse Disclosure Release](#)

[Commonwealth of Pennsylvania Sexual Misconduct-Abuse Disclosure Information Request](#)

[Professional Standards and Practices Commission website](#)

[Department's Office of Chief Counsel Website](#)

[Act 168 - Employment History Review - FAQs](#)

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[Electronic Act 168 Database Manual](#)

Questions

Questions about this process can be directed to the Human Resources Compliance and Training Coordinator for further guidance.

Owner

The Human Resources Compliance and Training Coordinator is responsible for the biennial review of this procedure.

Revision History

12/04/2019 – Procedure Created

12/06/2019- Updated process

12/13/2019- Updated process

07/24/2023 - Updated process to include new online tracking system.

PENNSYLVANIA CYBER CHARTER SCHOOL
Provisional Employee Hire: Certification and Supervisor Acknowledgement

Applicant Name: _____

Job Title: _____

I. Certification of Administrator

To the best of my knowledge, I have no information or knowledge relating to the applicant above that would disqualify this applicant from employment with the Pennsylvania Cyber Charter School.

I, _____, certify under penalty of law that the
printed name
statement made in this form is true, correct and complete. I understand that false statements herein, including, without limitation, any willful failure to disclose the information required, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Signature: _____

Title: _____

Date completed: _____

II. Certification of Provisional Hire Applicant

I have no information or knowledge that I am disqualified from employment with the Pennsylvania Cyber Charter School for any reason. I understand that I am not permitted to work alone with children/students while I am employed on a provisional basis. During the provisional period, I am required, at all times, to work in the immediate vicinity of a permanent employee. If any information obtained by the Pennsylvania Cyber Charter School (including information requested under Act 168 or Act 153) reveals I am disqualified from employment, I understand that I will be dismissed from my employment immediately.

I, _____, certify under penalty of law that the
printed name
statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any willful failure to disclose the information required, shall subject me to criminal prosecution under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Signature: _____

Date completed: _____

III. Supervisor Acknowledgement of Provisional Employee:

I, _____, understand that this applicant is not
 printed name
permitted to work alone with children/students while this applicant is employed on a provisional basis.
During the provisional period, the applicant is required, at all times, to work in the immediate vicinity of a permanent employee.

Signature: _____

Title: _____

Date completed: _____

IV. Human Resources Acknowledgement ~ Requirements met ~ Act 168 of 2014:

I, _____, acknowledge that this employee is
 printed name
permitted to work alone with children/students. To the best of my knowledge, all pre-existing
employment requirements of Act 168 of 2014 have been received and reviewed regarding the background
check requirements and employment history of this employee.

Signature: _____

Title: _____

Date removed from Provisional

Status: _____

Date Supervisor Notified: _____

Act 24/Act 82/Act 168 Procedures

In accordance with the requirements of Act 24, Act 82, and Act 168 PA Cyber collects and reviews the following documents, which may include review by the school's solicitor as necessary, to determine individuals' eligibility to work in Pennsylvania schools.

PA Cyber requires all applicants selected for an interview to provide an Act 24 Arrest/Conviction Report and Certification Form prior to, or at the time of, interview. If an applicant answers in Section 2 of the Act 24 Arrest/Conviction Report and Certification Form that they have been arrested or convicted of a reportable offense or if an applicant answers in Section 3 that they have been name as a perpetrator of a founded report of child abuse, the document is sent to the school's solicitor for review to determine eligibility for employment.

Current employees of PA Cyber must use the Act 24 Arrest/Conviction Report and Certification Form to provide written notice to the school of reportable offenses within seventy-two hours after subsequent arrest or conviction. If an Act 24 Arrest/Conviction Report and Certification Form is received from a current employee following arrest or conviction, the form is sent to the school's solicitor for review and guidance.

PA Cyber requires all applicants to submit Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release (Act 168) forms prior to, or at the time of, their scheduled interview. If an applicant is selected for a role the forms are sent to current or prior employers to be completed and returned. If any current or previous employer answers in the affirmative to one or more of the questions on the form, PA Cyber reaches out to that employer for additional information by submitting a Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Information Request. Once this additional information is received, details are shared with the school's solicitor for review and guidance.

PA Cyber requires all new hires to provide the following documents prior to, or at, onboarding:

- PA State Police Criminal History
- Department of Human Services Child Abuse History Clearance
- Federal Criminal History Record (CHRI)-FBI Report

Although the law requires that the background check documents are no more than five years old at the time of application, PA Cyber requires that the documents are no more than one year old at the time of application.

If any of the background checks listed above show records, the documents are sent to the school's solicitor for review to determine eligibility for employment.

Current employees of PA Cyber are required to update their clearance documents at least every five years. If an employee fails to submit updated clearances documents by the deadline for compliance, they will be suspended. If any of the updated background checks show records, the documents are sent to the school's solicitor for review to determine whether the employee is eligible for continued employment.

If there is a reasonable belief by a school administrator that a school employee has not reported an arrest or conviction the employee will be required to submit to new background checks. If an employee fails to submit a required background check as requested, they may be subject to discipline following consultation with the school's solicitor.

The chief school administrator or their designee will file a mandatory report with the PDE for any educator who has been arrested, indicted for, or convicted of any crime graded a misdemeanor or felony within 15 days of discovery.

Suicide Prevention Policy

Purpose:

The purpose of this policy is to protect the health and well-being of all PA Cyber students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. PA Cyber will:

- a) Recognize that physical, behavioral, and emotional health is an integral component of a student's educational outcomes.
- b) Further recognize that suicide is one of the leading causes of death among young people.
- c) Understand the ethical responsibility to take a proactive approach in preventing suicide.
- d) Acknowledge the role of the school in providing an environment which helps to foster positive youth development.

The Suicide Prevention Policy is meant to be paired with support from the Guidance Department as well as the Student Assistance Program (SAP). It covers actions that take place in the school, at school-sponsored functions and activities, and at school sponsored out-of-school events where school staff are present. The policy applies to the entire school community, including educators, school and district staff, students, parents, guardians, and volunteers. The policy will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

Protocols:

All staff will receive initial (upon hire) and annual professional development as it relates to recognizing at-risk behaviors and suicide threats, referrals to the appropriate personnel, response procedures, postvention, and resources for youth suicide prevention. The training will also include information about student groups who are at higher risk for suicide such as those with mental and/or substance abuse disorders, those who are experiencing homelessness, and lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth.

Prevention:

Policy implementation: The Director of Guidance and Pupil Services will serve as the district suicide prevention coordinator for the school. The district suicide prevention coordinator will be responsible for planning and coordinating implementation of the policy for the entire school.

Each school will also have a suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. The school counselor in each school will serve as the suicide prevention coordinator. In the event that the school counselor cannot be reached, the Student Assistant Program personnel for each school and the principals for each school will act as the suicide prevention coordinator.

Publication and Distribution: The Suicide Prevention Policy will be distributed annually and is to be included in all student and teacher handbooks as well as on the school website.

Procedures for Early Identification: The school staff along with the Guidance Department and the Student Assistance Program (SAP) will work together to identify students who demonstrate risk factors for suicide. Staff will be made aware of risk factors, who to contact when there is a concern, and the check-in procedure with the student and family when a concern is raised.

Referrals: Students exhibiting risk factors will be referred to the grade appropriate school counselor, who will then assess the situation and make a SAP referral. All school counselors and SAP staff will be familiar with resources and agencies that may be called to assist a student with thoughts of suicide. The student's family will be informed about any concerns raised by school staff and will be given resources to seek help if needed.

Intervention

When a student is identified as potentially suicidal, the student and the student's family will be contacted by the school counselor to assess the risk and facilitate the referral if necessary. If a school counselor is not available, a SAP representative and an administrator will fill this role until a school counselor can be reached.

For students at risk:

1. School staff will stay in contact with the student until a family member or help can be reached.
2. The principal, school counselor, and SAP team member will be notified as soon as possible. If a student verbalizes suicidal ideation during class, the teacher will ask the student to stay in class. The teacher will contact the school counselor and the principal to help assess the situation. The student should not be allowed to log out of class (if possible) until someone at the home can be reached by the school counselor or principal.
3. A phone call should be made to the family with the school counselor, the principal, and SAP on the line. If the student answers and no one is at home, the school counselor will speak to the student while the principal or SAP representative tries to reach a family member. It is possible that emergency services may need to be called.

Parental Notification and Involvement:

The principal, SAP representative or school counselor will contact the parent/guardian as soon as possible after a student expresses suicidal thoughts. If the student has exhibited any type of suicidal behavior, "means of restriction" or limiting the child's access to mechanisms for carrying out a suicide attempt will be discussed. Staff will inform the parent of suicide prevention resources in their area and encourage the parent to seek help. During the conversation, the principal, school counselor, or SAP representative will assess whether there is further risk of harm due to parent or guardian notification.

If the suicide threat is made during after-school hours, students will be directed to call a crisis line, such as the National Suicide Prevention Lifeline, provided to them in the student handbook.

Methods of Responding to a Suicide or Suicide Attempt

Suicide Attempt: The school counselor will contact the family to offer any needed help. Mental health resources that the family may use will be discussed. A SAP referral will be made to give the student additional in-school support. The school counselor will also reach out to any other students that may have been impacted by the suicide attempt.

Suicide: The district suicide prevention coordinator, the school suicide prevention coordinator, SAP, and the principal will meet to discuss the implementation of an action plan.

1. *Verify the death.* Staff will talk with the parent/guardian or police to gather more information. The death should not be labeled a suicide until the cause of death has been confirmed.
2. *Assess the situation.* The Suicide Prevention Team will meet to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected.
3. *Share information.* Inform the staff who have contact with the student that a death has occurred.
4. *Avoid Suicide Contagion.* It should be explained to staff that one purpose of trying to identify and give services to other high risk students is to prevent another death. The team will work together to identify other students who are most likely to be significantly affected by the death. The warning signs and reporting procedures will be discussed with staff again.
5. *Initiate Support Services.* Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The team will coordinate services for the students and staff in need of individual and small group counseling.

Reporting Procedures

When a student expresses suicidal thoughts:

1. Contact the school counselor.
2. If the school counselor cannot be reached, contact the principal and the school SAP representative.
3. The school counselor will contact the student's family.
4. If the threat is deemed immediate, the school counselor, principal, and SAP representative will call home. If the parent/guardian cannot be reached, the school counselor will remain in contact with the student while the principal or SAP representative calls emergency services.

Recommended Resources

Staff:

Lifelines - Suicide Prevention Program - violencepreventionworks.org

Making Educators Partners in Youth Suicide Prevention - sptsuniversity.org

More Than Sad - American Foundation for Suicide Prevention - afsp.org

Suicide SAFE App for iPhone and Droid- SAMHSA

The Trevor Project - thetrevorproject.org

Students:

National Suicide Prevention Lifeline: The Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis or their friends and loved ones. Call 1-800-273-8255.

The Trevor Lifeline: Suicide prevention lifeline for lesbian, gay, bisexual, transgender, and questioning young people. Available 24 hours a day. Call 1-866-488-7386

THE PENNSYLVANIA CYBER CHARTER SCHOOL

Board of Trustees Policy

HEALTH, SAFETY AND PHYSICAL EDUCATION POLICY

Purpose

The Board of Trustees ("Board") reaffirms its policy to provide comprehensive human growth and development instruction to The Pennsylvania Cyber Charter School ("PA Cyber") students. In accordance with PA Cyber policy and state law, such instruction should be part of the public school program and should be shared by the public schools, home, and community. The primary purposes of such instruction are to promote more wholesome family and interpersonal relationships; to help young people understand growth and development changes that occur between childhood and adolescence, including their sexuality at all levels of development and healthy physical health and safety habits.

The Board recognizes that the expression of human sexual behavior can be the source of many of life's most meaningful experiences as well as its most painful problems and the Board firmly asserts that abstinence from sexual activity during adolescence promotes good health and a healthy lifestyle. Such teachings will be conducted age appropriately in accordance with the standards set forth by the Pennsylvania's Department of Education's Academic Standards for Health, Safety and Physical Education and Chapter 4 of Title 22 of the Pennsylvania Code.

The Board firmly believes that successful pursuit of the mission of promoting a healthy lifestyle for all adolescents depends upon the cooperation of a broad spectrum of the community, including schools, families, religious institutions, health care providers, social service agencies, businesses, government, and media.

Authority

In accordance with these Standards, the Board adopts the following policy objectives in order to promote a healthy lifestyle for all children.

- A) By grade 3, the Standards seek to establish guidelines for schools to enable students to acquire knowledge and skills to:
 - 1) Identify and describe stages of growth and development;
 - 2) Identify and know location and function of major body organs and systems;

- 3) Explain the role of the food guide pyramid in a healthy diet;
 - 4) Know age appropriate drug information, i.e., proper use of medicine, unhealthiness of smoking, etc.;
 - 5) Identify types and causes of health problems in children;
 - 6) Understand personal hygiene practices;
 - 7) Identify health-related information, i.e., signs and symbols, terminology, etc.
 - 8) Identify media sources and environmental factors affecting health and safety;
 - 9) Identify the steps in a decision making process;
 - 10) Recognize and know how to respond to emergency situations and safe/unsafe practices in the home, school and community, i.e., fire safety, bullying, etc.;
 - 11) Recognize conflict situations and identify strategies to avoid or resolve such as walking away or asking for adult intervention;
 - 12) Identify and use safe practices in physical activity settings, i.e., proper equipment, knowledge of rules, etc.;
 - 13) Identify and engage in physical fitness activities and effects of regular participation.
- B) By grade 12, the Standards seek to establish guidelines for schools to enable students to acquire knowledge and skills to:
- 1) Evaluate and analyze factors that impact growth and development and the body systems, i.e., relationships, career choices, nutrition, etc.;
 - 2) Evaluate issues relating to the use/non-use of drugs;
 - 3) Identify and analyze factors that influence the prevention and control of health problems;

- 4) Evaluate health care products and assess factors that impact adult health consumer choices;
- 5) Compare and contrast the positive and negative effects of the media on adult personal health and safety;
- 6) Examine and apply a decision making process to the development of short and long-term health goals;
- 7) Analyze the interrelationship between environmental factors and community health;
- 8) Assess the personal and legal consequences of unsafe practices in the home, school or community as well as the impact of violence on the victim and surrounding community;
- 9) Analyze and apply strategies for the management of injuries such as CPR and advanced first-aid;
- 10) Evaluate the benefits, risks and safety factors associated with self-selected life-long physical activities;
- 11) Evaluate and engage in an individualized physical activity plan that support achievement of personal fitness and activity goals and promotes life-long participation;
- 12) Analyze the effects of regular participation in a self-selected program of moderate to vigorous physical activities and evaluate how changes in adult health status may affect the responses of the body systems during moderate to vigorous physical activity;
- 13) Evaluate factors that affect physical activity and exercise preferences
- 14) Analyze the interrelationships among regular participation in physical activity, motor skill improvement and the selection and engagement in lifetime physical activities;
- 15) Assess and use strategies for enhancing adult group interaction in physical activities.

Delegation of Responsibility


The CEO shall direct the development and acquisition of curricula which comprehensively promote healthy behavior and which shall be taught in all grade levels, in an age appropriate manner. Such curricula shall focus on behavioral outcomes and will also utilize more innovative and effective methods to convey the message that abstinence is the most effective way of preventing pregnancy, sexually transmitted diseases and HIV infection; a voluntary parental education component, designed to enhance the frequency and effectiveness of parents' communication with their children; and, a mechanism for monitoring the efficacy of the curricula.

All PA Cyber staff share in the responsibility for understanding and promoting healthy adolescent behavior; therefore, PA Cyber Administration will develop and maintain a comprehensive plan for staff education on adolescent health.

The CEO is empowered to develop additional partnerships with health care providers that expand and maximize access to in-school comprehensive health care for all children, which will have a positive and lasting effect on the lives of the children.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH PA CYBER'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this 15 day of September, 2014



President



Secretary

Board of Trustees: Cyber Charter School Renewal Affirmation

The Pennsylvania Cyber Charter School

652 Midland Avenue, Midland PA 15059

Cyber Charter School Renewal Affirmation

We, the undersigned, have reviewed and approve the submission of this Cyber Charter School Renewal Application to the Pennsylvania Department of Education.

Affirmed on this 24th day of October, 2024

By: Stephen W. Robinson (Signature of Board of Trustee President)

Stephen W. Robinson (Print Name)

The Pennsylvania Cyber Charter School Board of Trustees

Affirmed on this 24 day of October, 2024

By: Cassandra Kiekland (Signature of Board of Trustee Secretary)

Cassandra Kiekland (Print Name)

The Pennsylvania Cyber Charter School Board of Trustees