

## WELCOME

Welcome to PA LEARNERS Online Regional Cyber Charter School (PALO)\*. PALO provides a way to learn with flexibility through a comprehensive academic program geared toward individual learners. PA LEARNERS Online is a diploma-granting institution which culminates in Pennsylvania diplomas for students successfully completing the graduation requirements. This comprehensive school handbook is designed to provide rules, expectations, requirements, and policies that govern PALO parents and students along this new path in education. We at PALO appreciate the opportunity to share our program with you.

\*Throughout this document, references to PA LEARNERS, PALO, the School, the School District, the school building, PA LEARNERS Online shall be considered as references to PA LEARNERS Online Regional Cyber Charter School.

## OUR MISSION

The mission of the PA Learners Online Regional Cyber Charter School is to provide depth and breadth of subject matter to all learners through a continuum of lifelong educational options by employing technological applications. The mission will be accomplished through partnerships with families, schools, and communities in technology rich learning environments that will focus on problem-solving, critical and analytical thinking, team building, collaborative learning skills, and respect for all learners.

## OUR VISION

The students, families, and teachers will all be equal, collaborative partners in facilitating the development of lifelong learning skills through a content rich curriculum that is delivered using technology as the tool. This community of learners at PALO will be personally connected via current multimedia. The daily utilization of technology provides educational opportunities previously unavailable. Students graduating from PALO will be prepared to enter the 21st Century workforce or collegiate setting with a skill-set second to none. Students of every learning style and learning rate will be challenged to meet high expectations. The teachers will use innovative methods to ensure the successful assimilation of knowledge for all students.

## PALO MINIMUM GRADUATION REQUIREMENTS

Academic Area Number of Credits Required

English.....	4.00
Social Studies.....	4.00
Science.....	4.00
Mathematics.....	4.00
Physical Education.....	2.00
Health.....	0.50
Other electives to reach minimum.....	4.50
<b>Credits to graduate.....</b>	<b>23.00</b>

Only Seniors who have met the minimum graduation requirements *including the culminating project* and have met all financial obligations by the date of graduation may participate in the commencement program. The requirements of the culminating project including evaluation procedures appear at the end of the student handbook.

## CURRICULA

PA Learners Online offers these programs of study:

- I. College Preparatory
- II. Career Preparatory
- II. Vocational (through Area Vocational Technical Schools)
- III. Special Programs

## PROGRAMS OF STUDY

### College Preparatory

The college preparatory program is offered to students who are planning to attend college and/or other post secondary training. Students preparing for careers in teaching, law, fine arts, liberal arts, etc., should place more emphasis on verbal areas, social sciences, languages, and arts. Students preparing for careers in medicine, nursing, dentistry, engineering, science, math architecture,

etc., should place more emphasis on science and math. Advanced placement courses, which are college-level courses, are offered to qualifying juniors and seniors. Students who enroll in these courses will have an opportunity to take an examination offered by the Advanced Placement Testing Service. The AP Testing Service **recommends** a GPA of 3.5 for students electing AP courses. Students who score, 3, 4 or 5 on the AP exam may apply for reimbursement of the exam fee.

### **Career Preparatory**

The Career Preparatory program is offered to students who are not planning to enter post secondary education at the college or university level. Students in this program have a wide range of course selections.

### **Vo-Tech**

Juniors may enroll at the Vocational Technical School serving their area, but application must be made through PA Learners Online. Students selected will be determined by criteria approved by the PALO Board.

### **Special Services**

In addition to those described above, PA Learners Online offers special education programs in Learning Support and other areas of special need as determined by multidisciplinary evaluation.

## **COLLEGE CLASSES**

### **Dual Enrollment**

PA Learners Online students who are interested in attending college classes for high school credit during the regular school term must observe the following procedures:

- I. Submit a letter to the PALO administration, signed by parents, providing the following information:
  - A. written acknowledgment of acceptance by the college or university.
  - B. times classes will meet.
  - C. reason for enrollment.
  - D. classes to be taken.
  
- II. Secure the approval of the PALO principal. Approval will be contingent upon the following:
  - A. prior completion of Grade 10 at PALO.
  - B. successful concurrent scheduling of PALO classes.
  - C. cumulative grade point average of 3.0 or higher for academic college prep courses taken in Grades 9 & 10.
  - D. meeting or exceeding PA LEARNERS Online guidelines for requested substituted class.
  
- III. College credits as discussed above will not be calculated into the student's PALO grade point average. Two college level courses of the same subject area are equivalent to one high school credit based on the clock hour requirement.
  
- IV. After completion of the above classes, an official college transcript should be sent to the Principal of PA LEARNERS Online for grade transfer to the student's high school transcript/permanent record card.

## **GRADING PROCEDURES**

PALO teachers will calculate grades every nine weeks using the letter grading system which follows:

90 - 100% = A	60 - 69% = D
80 - 89% = B	0 - 59% = F
70 - 79% = C	I = Incomplete

An incomplete grade may be given only if a student has been unable to complete required work due to an individual circumstance approved by the PALO administration. Incomplete work is to be made up by the individual deadline specified by the administration. If not completed by the individually designed deadline, a grade of "zero" will be calculated into the student's final grade.

## **CLASS RANK**

Class rank is not calculated or reported by PA LEARNERS Online.

## **STEPS IN CALCULATING QUALITY POINT AVERAGES**

For each semester, three (3) items are listed:

1. Course names.
2. Units of credit awarded for the course.
3. Grades earned for the semester.

Based on this information, three (3) values are calculated:

1. Total units of credit - determined by adding the number of credits together.
2. Total number of quality points - begin by assigning a number for to each letter grade.  
A=4 B-3 C-2 D-1 F=0

Total number of quality points is then determined by multiplying each of these values by the credit value of the course and adding these products together.

3. Quality Point Average (QPA) - determined by dividing the total quality points by total units of credit.

Calculations shown on rank sheets are cumulative. That is, credit units, total quality points and QPA include all values calculated to that point in time.

## **HONOR ROLL**

PA LEARNERS Online does not maintain a student honor roll. Individual student commendations from teachers and/or the principal may at times be awarded for noteworthy performance.

## **WITHDRAWAL FROM A COURSE**

Requests for changing or dropping a course may be honored if the proper procedure is followed. First, the request must be within the first ten days of school OR enrollment in the class. Second, the student must secure the approval of his/her homeroom teacher and course instructor. The homeroom teacher will contact the parents/guardians to review the request. Upon completion of this process, the homeroom teacher will contact the student. In the event the request falls after the ten school day limit, course changes ordinarily will not be honored and withdrawing from a class will result in a failing grade with no credit being given on the student transcript.

Individual course changes may be made only during the first twenty days of a semester (or enrollment in the course) if the teacher, PALO administration, and parent agree that remaining in the class jeopardizes a student's academic progress.

Requests to change from one teacher to another teacher will not be honored.

## **WITHDRAWAL FROM SCHOOL**

Parents/guardians must inform the PALO staff in writing of their intent to withdraw a student. An appointment must then be made to return the computer and any other instructional materials. When all PALO equipment and materials have been returned a withdrawal form will be signed by the parent and the principal. A completed copy can be used as proof of withdrawal for GED purposes or transfer to another school. PALO will release official school records upon request of the receiving school.

## **SCHOOL HEALTH SERVICES**

### **Immunization Requirements**

Regulations of the Pennsylvania Department of Health require all children to show proof of immunization before they can attend any school in the Commonwealth, including PA LEARNERS Online.

### **Students Entering School for the First Time Kindergarten or First Grade:**

- Four (4) doses of diphtheria/tetanus, (usually given as DT) -one dose to be given on or after the fourth birthday.
- Three (3) doses of polio.
- Two (2) doses of nine-day measles, (usually given as MMR).
- One (1) dose of measles, mumps, and rubella, (usually given as MMR) - given on or after the first birthday.
- Three (3) doses of hepatitis B, properly spaced.

### **Students Presently Enrolled in School:**

- Three (3) doses of diphtheria and tetanus (DT).
- Three (3) doses of polio.
- One (1) dose of measles, mumps, and rubella (MMR) given on or after the first birthday.

Parents must provide proof of immunizations. Dates from home health records or verification of immunization by a physician's signed statement are acceptable.

Students entering from other countries or other states may provisionally attend school if evidence is provided that the child has received at least one dose of each vaccine, and a plan is provided to complete the remaining doses within eight months of entrance to school. If the requirements are not met, suspension procedures will be undertaken.

Information regarding any medical or religious exception to the law must be submitted to the principal.

### Physical Examinations

The Pennsylvania Health Code mandates the following schedule of examinations:

- Physical Examination: Grade 1, new students from out-of-state and all in-state students transferred to PALO with inadequate health records.
- Dental Examinations: Grades 1 and 3.
- Tuberculin (Tine) Test: Every third year, beginning with grade 1.
- Hearing Screening: Kindergarten and grades 1, 2 and 3, new students from out-of-state, and all in-state students transferred to PALO with inadequate health records, those with known hearing loss and referrals.
- Height and Weight: Annually for all grades.

Parents are encouraged to have the physical and/or dental examination performed by the child's physician and/or dentist. Physical and dental examinations should be performed on or after May 15 of the preceding school year. Reports are due by October 1.

### BODY MASS INDEX *Body Mass Index (BMI)*

Body mass index, or BMI, is a new term to most people. However, it is the measurement of choice for many physicians and researchers studying obesity. BMI uses a mathematical formula that takes into account both a person's height and weight. BMI equals a person's weight in kilograms divided by height in meters squared. (BMI=kg/m <sup>2</sup> ).		
<b>Risk of Associated Disease According to BMI and Waist Size</b>		
BMI	Waist less than or equal to 40 in. (men) or 35 in. (women)	Waist greater than 40 in. (men) or 35 in. (women)

The table below has already done the math and metric conversions. To use the table, find the appropriate height in the left-hand column. Move across the row to the given weight. The number at the top of the column is the BMI for that height and weight. **BMI (kg/m)<sup>2</sup>**

### Determining Your Body Mass Index (BMI)

	19	20	21	22	23	24	25	26	27	28	29	30	35	40
Height (in.)	Weight (lb.)													
58	91	96	100	105	110	115	119	124	129	134	138	143	167	191
59	84	99	104	109	114	119	124	128	133	138	143	148	173	198
60	97	102	107	112	118	123	128	133	138	143	148	153	179	204
61	100	106	111	116	122	127	132	137	143	148	143	158	185	211
62	104	109	115	120	126	131	136	142	147	153	158	164	191	218
63	107	113	118	124	130	135	141	146	152	158	163	169	197	225
64	110	116	122	128	134	140	145	151	157	163	169	174	204	232
65	114	120	126	132	138	144	150	156	162	168	174	180	210	240
66	118	124	130	136	142	148	155	161	167	173	179	186	216	247
67	121	127	134	140	146	153	159	166	172	178	185	191	223	255
68	125	131	138	144	151	158	164	171	177	184	190	197	230	262
69	128	135	142	149	155	162	169	176	182	189	196	203	236	270

70	132	139	146	153	160	167	174	181	188	195	202	207	243	278
71	136	143	150	157	165	172	179	186	193	200	208	215	250	286
72	140	147	154	162	169	177	184	191	199	206	213	221	258	294
73	144	151	159	166	174	182	189	197	204	212	219	227	265	302
74	148	155	163	171	179	186	194	202	210	218	225	233	272	311
75	152	160	168	176	184	192	200	208	216	224	232	240	279	319
76	156	164	172	180	189	197	205	213	221	230	238	246	287	328

**Body weight in pounds according to height and body mass index.**

*Adapted with permission from Bray, G.A., Gray, D.S., Obesity, Part I, Pathogenesis, West J. Med. 1988: 149: 429-41.*

**ACCIDENTS**

All accidents during on-site activities should be reported to the teacher or adult in charge, so that an accident report may be prepared and filed in the office.

**INSURANCE**

Students are encouraged to purchase their own insurance to cover injuries that may occur on the way to or from on-site school activities. *PA Learners Online does not provide insurance coverage for students.*

**SCREENING TESTS**

Hearing testing is conducted annually for students in grade eleven and for students who have had difficulty in previous years. PALO parents are encouraged to contact their districts of residence to request that a child be included on the same day these screenings are taking place. PALO will schedule screenings during PSSA exams at the main testing site.

Physical examinations of students in grade eleven are required. Students may have this exam done by their private physician or the PALO school physician. Forms for this purpose are available from PALO.

**MEDICATION DURING ON-SITE SCHOOL ACTIVITIES**

Any student taking a prescribed medication upon a doctor's request must notify the principal and arrange to take the medication when participating in on-site programs. It is strongly recommended that the parent be available to dispense medications or that dosing be scheduled outside of the on-site program hours, if possible.

PA LEARNERS Online requires certain regulations in the administration of prescription and non-prescription medication during on-site activities:

- I. Written orders from a physician must detail the name of the drug and the times the medication is to be taken.
- II. Medication must be brought to school in the original container appropriately labeled with the student's name, as well as with the type and dosage of medication.
- III. It is the parent's responsibility to supply all medication directly to the **school nurse**.
- IV. Medication to be taken in school should be kept to a minimum. The time schedule, if at all possible, should be arranged so that the medication could be taken at home.
- V. Parents are encouraged to arrange a conference with the school nurse to discuss the use of medication in the school.

**SPECIAL TESTING**

**PALO IS NOT A TESTING CENTER FOR THE ACT AND SAT PROGRAM TESTS**

Information is also available on-line at [www.collegeboard.org](http://www.collegeboard.org), [www.act.org](http://www.act.org) or AOL keyword: College Board.

**INDIVIDUALIZED TESTING**

Individualized testing by the guidance staff, school psychologist and Intermediate Unit staff members is available. In many instances, a parent's permission is required before a test is administered. A conference may be scheduled following testing for sharing a further explanation with parents and the students. Teachers, parents, students or school administrators may initiate a request for this type of individual testing. This is in accordance with the Chapter 12 guidelines: 12.41.

**EMPLOYMENT CERTIFICATES**

State laws require all employed students under 18 years of age to complete working papers. These may be secured from the guidance secretary of your local school district. PALO is unable to provide work permits for students.

### **STUDENT INTERVENTION TEAM**

A Student Intervention Team is a way to identify students who are having problems in school and to begin a positive plan for intervention. The heart of the program is the Student Intervention Team, a group of concerned school personnel who are trained to recognize behaviors which interfere with students' academic performance, as well as their social, emotional, physical, and mental development. Referrals to the SIT Team can come from parents, teachers, students, or community members. Any student violating the district's drug and alcohol policy will automatically be referred to the SIT Team.

### **RIGHTS/RESPONSIBILITIES RULES/REGULATIONS**

#### **ATTENDANCE POLICY**

Each student's attendance record at school is very important. To achieve well in school, regular attendance is necessary. A day's attendance is defined as 2.5 hours of work per day for kindergarten, 5 hours of work per day for grades 1-5 (25 hours per week), or 5.5 hours a day for grades 6-12 (27.5 hours a week). When sickness or higher obligation to your family necessitates an absence that would cause a student not to be able to complete the required hours by week's end, the homeroom teacher should be notified by email. Any student who becomes two weeks behind will require a medical excuse or a meeting with the principal to discuss the child's continued enrollment at PALO.

The following reasons for absences are valid:

1. Illness - be specific.
2. Serious illness or death in the immediate family.
3. Emergency medical or dental attention.
4. Absences approved in advance by the principal.
5. Authorized religious holidays.

The following reasons are illegal and unexcused in accordance with the Pennsylvania State Attendance Laws:

1. Truancy.
2. Lack of transportation.
3. Trips not approved in advance.
4. Shopping.
5. Birthday or other celebration.
6. Hunting, fishing, attending ball games or sporting events.
7. Gainful employment.
8. Sleeping in.
9. Any other reason not listed in the legal excuse grouping.

Students of compulsory age having illegal absences will be handled as the state attendance laws prescribe. Chronic absence (10 days a semester or 15 days a year) requires that all future absences require a doctor's excuse faxed to the PALO office at 412-394-5969 directly from your doctor's office. Financial responsibility in fulfilling this requirement remains with the parent.

The individual teacher's attendance will stand as the official attendance for that class. It is the student's responsibility to stay current with his or her teachers.

The current standard set forth by the PA Department of Education states that one credit of instruction must meet for 120 clock hours. Students missing excessive days (except medical, funeral, college visits, or court appearances) would not receive credit for that course. Credits toward graduation begin at grade 9.

The procedure to follow is:

- THE RESPONSIBILITY LIES WITH THE STUDENT to present documentation to PALO.

A student shall not be considered absent from class when an absence is due to school-related activity (clubs, physical or fine arts activity, family field trip, etc.) or suspensions. The substitute activity should be logged by the family, preferably with a third-party sign-off, in order to count as for a portion of the student's instructional hours for that day.

Students who are moving mid-year are required to fulfill semester course requirements in order to receive PALO credit. This is in accordance with the Chapter 12 guidelines: 12.1.

### **COMPUTERS/SUPPLIES**

Upon parental approval/signature upon the PALO Lease Agreement, PALO will provide a computer for students who are participating in the PALO curriculum. In instances where there are several PALO students in one family, one set of PALO equipment is provided for every two students. Students are provided the following components; PC, monitor, keyboard, mouse, printer, copier, scanner, surge protector, headphone/microphone, web cams, CD and/or disks related to curriculum and/or school procedures. The PALO equipment is to be used by the student and/or the student's parent/guardian for school purposes only. Upon withdrawal, PALO equipment is to be returned in good working order. Any damages or lost equipment will be at the family's expense as per the PALO lease agreement. Damaged parts will result in the family incurring standard equipment replacement charges plus an hourly technician rate, billed at a minimum of ½ an hour. Missing components will result in the family incurring charges to replace any missing items.

PALO families will be reimbursed for internet service for each month that the student is enrolled at PALO. In order to receive reimbursement, parents/guardians must provide proof of payment (receipts) to PALO on or before announced deadline dates each year.

### **DIRECTORY INFORMATION**

PALO will distribute directory information (names, addresses, and phone numbers) of members of the graduating class to military recruiters or institutions of higher learning upon the request of those organizations. This serves as student and parental notification of such procedures and law. Any student requesting to be excluded from the list must make a written request to the principal within 21 days of receiving the student handbook.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his country and its flag. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate. They will stand and remain respectfully silent. This is in accordance with the Chapter 12 guidelines: 12.10.

### **FREE EDUCATION AND ATTENDANCE**

All persons residing in the Commonwealth of Pennsylvania between the ages of 6 and 21 are entitled to a free and full education in the Commonwealth's public schools.

Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from any extracurricular activities because of being married or pregnant. Every student must have a guardian regardless of age. This is in accordance with the Chapter 12 guidelines: 12.1.

### **FREEDOM OF EXPRESSION**

Students have the right to speak or publish and distribute their opinions. However, they have the responsibility to observe the following whenever they speak or write:

1. Do not be obscene.
2. Do not ridicule a person.
3. Do not injure a person's reputation.
4. Do not cause disruption of the school operation.

Violators of the above are subject to disciplinary action.

### **COMPUTER INSPECTION**

At no time does PA-Learners Online relinquish control of school computers or property. Students do not have a reasonable expectation of privacy in regards to the use of school computers. PALO may show up on a doorstep and request to exchange a computer without notice and may do so either randomly or with reasonable suspicion that the computer is being misused. It is PALO's policy to fully cooperate with police, probation offices, Children and Youth Services, or other agencies.

School officials reserve the right to and will randomly search any and all school property at any time without specific cause. In addition, while participating in on-site activities, school officials have the right to search students, their possessions and automobiles parked on school property *if there is reasonable suspicion that the student is in violation of any school rule or policy, or poses a threat to self or others while on school property*. Searches may include, but are not limited to, the utilization of a certified police drug detection dog, metal detection units, or any other device deemed useful in protecting the health and welfare of the school population.

Should any of the following items be found, appropriate disciplinary and criminal proceedings will be instituted against the student in accordance with the PA Learners Online's Discipline Policy and State and Federal Law.

Examples include:

- a. knives, firearms, ammunition, firecrackers, smoke bombs, or any other incendiary or explosive device.
- b. tobacco products in any form.
- c. drugs (controlled substances) in any form.
- d. alcohol in any form.
- e. obscene materials.
- f. stolen property.
- g. drug use paraphernalia.

This is in accordance with the Chapter 12 guidelines: 12.9 and 12.14.

#### **PIAA ATTENDANCE**

For students who participate in local sports programs, it is the student's responsibility to prove daily work or to report an absence to his/her coach. PALO will report failing grades to coaches on a weekly basis upon request.

#### **STUDENT RESPONSIBILITIES**

Student responsibilities are delineated in the PALO Student Code of Conduct. Such responsibilities include regular school attendance, conscientious effort in work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

*NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE EDUCATION OF HIS FELLOW STUDENTS.*

It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

Students should express their ideas and opinions in a respectful manner. It is the responsibility of students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Maintain fair standards of safety and health, and not to cause disruption to the educational process.
4. Assist the school staff in operating an orderly school.
5. Comply with Commonwealth and local laws.
6. Exercise proper care with public facilities and equipment.
7. Attend school daily and maintain a regular schedule for completing on and off-line assignments.
8. Make up work when absent.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Not use indecent or obscene language in chat sessions, email, discussion boards, or other publications.
11. Without exception, uphold at all times the specifics elaborated in the PALO Student Code of Conduct.

This is in accordance with the Chapter 12 guidelines: 12.2.

#### **GENERAL DISCIPLINE GUIDELINES**

The PA LEARNERS Online Administration reserves the right to suspend a student under certain circumstances. Some of the general discipline issues which follow apply only to on-site activities and not in the students' own homes where parental supervisory guidelines take precedence.

**AFFECTIONATE DISPLAYS IN PUBLIC**

1st offense: One day after school detention

2nd offense: 1-Day in/out of school suspension

3rd offense: 3 Days in/out of school suspension

**ARSON**

1st offense: 10 Days **out of school suspension**, will notify state police and discipline hearing for expulsion

**ASSAULT OF STAFF/STUDENT**

1st offense: 10 Day **out of school suspension**, discipline hearing, and recommend expulsion

**CHEATING/PLAGIARISM**

1st offense: a zero and/or F on that test, quiz, or assignment; teacher contacts parent

2nd offense: (in any class) will result in an F in that class for the semester. No credit for that class will be awarded

**CLASSROOM DISTURBANCE/DISRUPTIVE BEHAVIOR**

1st offense: Verbal warning

2nd offense: 1-3 Days in/out of school suspension, required parental meeting

**CONSISTENT DISRUPTIVE BEHAVIOR**

Disciplinary hearing and possible alternative education placement and/or disorderly conduct citation

**CUTTING SCHOOL/TRUANT**

1st offense: First warning given

2nd offense: Citation sent to magistrate for students of compulsory school age

**DRUG/ALCOHOL VIOLATION**

1st offense: 10 Day **out of school suspension** and selection of Option One or Option Two as per Board Policy as described in handbook

2nd offense: Recommended expulsion

**FIGHTING**

1st offense: 3 Days in/out of school suspension/citation

**FORGERY**

1st offense: 3 Days in/out of school suspension

2nd offense Discipline Hearing

**INSUBORDINATE BEHAVIOR**

1st offense: Verbal warning

2nd offense: Disciplinary hearing

**LEAVING SCHOOL WITHOUT PERMISSION**

1ST offense: Disciplinary hearing

**MAJOR VIOLATION**

1st offense: Any violation considered a major violation by the administration could result in a full 10 day in/out of school suspension, discipline hearing, and/or recommended alternative educational placement or expulsion.

**STEALING**

1st offense: 3 Days in/out of school suspension

2nd offense: Discipline hearing

**TERRORISTIC THREATS/BOMB THREATS/FALSE ALARMS**

1st offense: 10 Days **out of school suspension**, criminal/ civil prosecution, and expulsion recommended.

**TOBACCO VIOLATION**

1st offense: Citation sent to magistrate

**UNACCEPTABLE LANGUAGE**

1st offense: Verbal warning or possible citation at administrative discretion

**UNLAWFUL HARASSMENT OR ETHNIC INTIMIDATION**

1st offense: 5-10 Days in/out of school suspension, discipline hearing, and/or recommended expulsion

**VANDALISM**

1st offense: 3-10 Days in/out of school suspension and restitution 2nd offense: 5-10 Days in/out of school suspension and restitution

**VIOLENT BEHAVIOR**

1st offense: 3-10 Days in/out of school suspension. If administrator deems offense as severe, police action, a discipline hearing, or alternative education placement will occur

**WEAPONS**

1st offense: Expulsion for a period of not less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity. The police will be notified.

This is in accordance with the Chapter 12 guidelines: 12.3.

# PA LEARNERS ONLINE

## ACCEPTABLE USE OF COMPUTER NETWORKS/INTERNET

The undersigned have read the Acceptable Use of Computer Network/Internet Policy and agree to abide by the Terms and Conditions stated herein.

### Students

I understand and will abide by the Acceptable Use of Computer Network/Internet Policy, including never using a personal disk in the system and never removing a district disk from the district premises without prior written approval of the classroom instructor or building administrator. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

I have also received, read, and understand the PALO Student Handbook and Student Code of Conduct.

User/Student's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Parent or Guardian

I have read the district Acceptable Use of Computer Network/Internet Policy and understand that this access is designed for educational purposes. PA Learners Online has taken precautions to eliminate controversial material. However, I also recognize it is impossible for PA Learners Online to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further I accept full responsibility for supervision if and when my child's use is not in a school setting.

I have had the opportunity to read and reinforce the PALO Student Handbook and Student Code of Conduct with my child.

Parent/Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## ***SPECIFIC DISCIPLINE GUIDELINES***

### **ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

The use of the computer network must be in support of education and research and consistent with the educational objectives of PA Learners Online. Use of network and computer resources must comply with rules appropriate for that network. Network accounts are to be used only by authorized user of the account for authorized purposes.

The determination as to whether a use is appropriate lies solely within the discretion of the School District.

The use of the computer network for illegal, inappropriate, or unethical purposes is prohibited. More specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activities.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for non-work or non-school related work.
4. Use of the network for product advertisement or political lobbying.
5. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use of the network to access obscene, sexually explicit or pornography material.
8. Use of inappropriate language or profanity on the network.
9. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
10. Use of network facilities for fraudulent copying, communications, or modifications of materials in violation of copyright laws.
11. Loading or use of unauthorized games, programs, files or other electronic media.
12. Use of the network to disrupt the work of other users.
13. Destruction, modification, or abuse of network hardware and software.
14. Quoting personal communications in a public forum without the original author's prior consent.

### **Security**

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

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

### **Safety and Protection of Personal Information**

When sending electronic messages, users shall not include personal information, such as addresses and phone numbers, which could identify themselves or students and staff. Internet ID and passwords are provided only for personal use. Users shall not share their password with anyone and shall not use anyone else's password, regardless of how the password was obtained. Those who suspect that someone has discovered their password shall immediately notify the building principal and request a new password. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

Users of the network will be protected from harassment or unwanted or unsolicited communication.

1. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or building principal.
2. Users shall not reveal personal addresses or telephone numbers to other users on the network.

### **Copyright Infringement**

Users shall not:

1. Copy and forward.
2. Copy and download.
3. Copy and upload to the network or Internet server any copyrighted material without approval by the computer system operator, a teacher, or other school administrator. Copyrighted material is anything written by someone else including a game, a story, an encyclopedia entry, or software.

## **Commercial Use**

Users shall not use the School District's computer network to solicit sales or conduct business (e.g., by posting advertisements to a news group or by setting up web pages to advertise or sell a service without the approval of the Board of Trustees).

## **Consequences for Inappropriate Use**

1. The user shall be responsible for damages to the equipment, systems, and software resulting from the user's improper use of the network system.
2. Failure to follow the procedures and prohibited uses previously listed in this policy may result in loss of network access, disciplinary action and/or criminal charges.
3. Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

## **ARSON, BOMB THREATS & FALSE ALARMS**

Any of the above are considered to be serious offenses. They will be dealt with through federal, state and local law enforcement agencies. Students will also face suspension and recommended expulsion from school.

## **ASSAULT/ FIGHTING**

If a student fights, assaults, or threatens other students or school personnel while under the school jurisdiction, he/she will receive a full suspension from school, and disorderly conduct charges will be filed with the state police. The student may also be referred to the Student Assistance Team or the Anger Management group. If a student participates in a fight and refuses to stop when ordered by an administrator, teacher or supervisor, or attempts to reinitiate a fight (verbally or physically) after it has broken up, he/she will receive a 10 day suspension, be charged with disorderly conduct, and face possible expulsion proceedings.

If a student threatens a teacher, he/she will be suspended, face possible expulsion hearings, and criminal charges will be filed. If a student strikes or threatens to strike a teacher, he/she will face expulsion hearings and, in addition, criminal charges will be brought against the offending student.

## **CHEATING**

All students are required to abide by the basic principles of honesty in fulfilling assignments. Violations of these principles will result in penalties ranging from a failure on a given assignment to failure for the course. Parents will be contacted in the first instance; a second instance in a student's career will require the parent and child to meet with the principal.

Principles include:

1. Cheating - deliberately giving or receiving improper assistance on assignments or tests.
2. Plagiarism - using words, work or ideas of another without giving credit.

## **DISCIPLINE HEARINGS**

After a total of 10 days of detention or suspension, a disciplinary hearing will be scheduled with the parent and child required to attend.

This is in accordance with the Chapter 12 guidelines: 12.8.

## **DISORDERLY CONDUCT**

Disorderly conduct is defined as behavior where a person engages in fighting, threatening, or violent behavior; makes unreasonable noise; uses obscene language or makes an obscene gesture; or creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor. Disciplinary actions include: suspension and/or a board hearing with possible recommendation for expulsion. Police action may also occur.

Planning a fight is an illegal activity, even if the fight is to occur outside of school property and school time. All present at such fights are also at risk of arrest for disorderly conduct, for showing up to watch a pre-arranged fight either on or off of school property.

## **DRESS CODE**

Each student's mode of dress and grooming is a manifestation of personal style and individual preference. PALO will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others while participating in on-site activities.

The School District will enforce regulations prohibiting student dress or grooming practices which:

- a. Present a hazard to the health or safety of the student him/herself or to others in the school.
- b. Materially interfere with school work, create disorder, or disrupt the educational program.
- c. Cause excessive wear or damage school property.
- d. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

This is in accordance with the Chapter 12 guidelines: 12.11.

## **DRUG AND ALCOHOL POLICY**

Anyone found in violation of local, state or federal laws involving the possession, being under the influence, and/or use of drugs on school buses, at school, or at school sponsored events, either on or off school property, will be referred to the proper authorities for prosecution.

### **Definitions**

Drug/Mood Altering Substance - Any chemical, organic or inorganic substance classified as a "controlled substance" by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, Act of April 14, 1972, P.L. 233, No. 64, as amended, 33 P.S. 780 - 101-et seq. "Drug shall include but not be limited to:

1. Any opiate, or derivative or compound of opium;
2. Any hallucinogenic substance including lysergic acid diethylamide, mescaline, peyote, psilocybin and tetrahydrocannabinols;
3. Marijuana, including all forms, species and/or varieties of genus cannabis sativa L., seeds, resins, oils and compounds thereof;
4. Cocaine, coca leaves and any compound, derivative or preparation thereof;
5. Stimulants, including amphetamine phenmetramine, methylphenidate, methamphetamine and any compound, mixture or preparation containing any quantity thereof;
6. Depressants, including barbituric acid or any compound or derivative thereof;
7. The use of inhalants, such as amelnitrates or so called "Rush", airplane glue, ether, kerosene or compounds thereof;
8. Designer Drug - A controlled substance analog is a non-controlled substance which either produces the pharmacological effect or is represented to produce pharmacological effects similar to a controlled substance in Schedule I or 2 of the Pennsylvania Drug Device and Cosmetic Act of 1972.
9. "Look Alike"-Substance - A non-controlled substance whose physical appearance of the finished dosage form containing the non-controlled substance is substantially identical to any controlled substance packaged or intended to look like a controlled substance.
10. Health Endangering Substance - Any substance that may be harmful to the individual.

## **VIOLATIONS**

### **Distribution or Selling of Drugs**

A student discovered in the act of distributing, giving, selling, purchasing or receiving drugs and/or alternatives to or from another person will receive a ten (10) day out-of-school suspension and may be recommended to the Board for expulsion from school. Law enforcement officials will be notified and the student may be required to comply with the conditions of Option One or Option Two. No student involved will be considered for readmission to school after expulsion period is completed until written documentation of a negative drug / alcohol screening is provided. A student has the right to an informal hearing according to the State Board's regulations on Student Rights and Responsibilities.

### **Possession of Drug or Alcohol (Distribution Amount)**

If a student is found to be in possession of a distribution amount of drugs, the student will receive a ten (10) day out-of-school suspension and as deemed necessary by the administration be recommended to the board for expulsion from school. Law enforcement officials will be notified and the student may be required to comply with the conditions of Option One or Option Two. A student has the right to an informal hearing according to the State Board's regulations on Student Rights and Responsibilities. No student involved will be considered for readmission to school after expulsion period is completed until written documentation of a negative drug / alcohol screening is provided. Proof that the student has successfully completed a rehabilitation program is required, if the need for such a program is recommended through the screening and approved by the school district.

### **Subsequent Offenses**

A student involved in the possession and /or use of a drug or alcohol for subsequent offenses will receive a ten (10) day out-of-school suspension and as deemed necessary by school administrators may be recommended to the board for expulsion from school. Law enforcement officials will be notified and the student may be required to comply with the conditions of Option One or Option Two. A

student has the right to an informal hearing according to the State Board's regulations on Student Rights and Responsibilities. No student involved will be considered for readmission to school after expulsion period is completed until written documentation of a negative drug / alcohol screening is provided. Proof that the student has successfully completed a rehabilitation program is required, if the need for such a program is recommended through the screening and approved by the school district.

### **Possession of Drugs or Alcohol (Personal amount)**

A student involved in the possession and/or use of drug paraphernalia and/or an alcoholic beverage/drugs on school property or off school property during a school sponsored activity, function, or event will receive a ten (10) day out-of-school suspension, be reported to law enforcement officials, and will select either Option One or Option Two as indicated below. No student involved will be considered for readmission to school after the expulsion period is completed until written documentation of a negative drug / alcohol screening is provided. A student has the right to an informal hearing according to the State Board's regulations on Student Rights and Responsibilities.

#### **OPTION ONE**

The Parent/guardian and the student will sign a form at the time of the suspension stipulating that they will comply with the following terms and conditions:

1. Student, within the ten (10) day suspension, will voluntarily participate in a drug and/or alcohol screening at the expense of the parent/guardian. Parent/guardian has the right to select the agency of their choice to conduct the screening from a district approved list provided by the building principal at the time of the suspension.
2. Upon receipt of written notification that results of the screening were negative, the student, at the conclusion of the ten (10) day, out-of-school suspension, will be permitted to return to the regular education program.
3. If the written notification of the screening is not received prior to the end of the tenth (10th) day of the suspension, the student will be temporarily assigned to a regular education program or alternative education program as recommended by building administrator.
4. Upon receipt of written notification that results of the screening were positive, the student will agree to participate in and successfully complete the recommended treatment program recommended by the screening agency and approved.
5. If in-patient treatment is recommended, the student must continue to successfully complete, at parent/guardian expense, each phase of the prescribed treatment program. Upon receipt of written notification of successful completion of the recommended program, the student will return to the regular education program.
6. If out-patient treatment is recommended, the student must continue, at parent/guardian expense, to successfully comply with each phase of the prescribed treatment program. While participating in out-patient treatment, the student's continued participation in the regular education program will be contingent upon the receipt of written verification, on a regular basis, from the treatment agency, confirming the student's continued cooperation and compliance with the prescribed program.
7. Non compliance with Option One shall result in the student being recommended for Option Two.
8. Confidential information will be limited to those staff members who need to be involved.

#### **OPTION TWO**

Should the parent and student not elect Option One or not complete the terms and conditions of Option One, the following shall occur:

- The student shall receive a hearing before the Board of School Directors for possible expulsion from school.
- Any and all parent/guardian expenses associated with any of the provisions of Option Two are the responsibility of the parent/guardian.
- No student involved in a drug/alcohol related incident will be considered for readmission to school after expulsion period is completed until written documentation of a negative drug/alcohol screening for a three month period is provided.
- Proof that the student has successfully completed a rehabilitation program is required, if the need for such a program is recommended through the screening and approved by the school district.

### **ETHNIC INTIMIDATION**

Any student using racist remarks or distributing racist material will be disciplined for unlawful harassment.

### **EXCLUSION FROM SCHOOL (OUT OF SCHOOL SUSPENSION - OSS)**

OSS includes exclusion from school by temporary suspension, full suspension, or expulsion. Suspension will be from on-site activities and should not affect student work. During any suspension an informal meeting or a formal hearing with the principal will be required.

### **FIREWORKS**

If a student uses or possesses fireworks, the appropriate disciplinary action will be taken. (See weapons.)

## **FORGERY**

Forgery is falsely and fraudulently making or altering a document. Forgery includes, but is not limited to emails, signatures, grades, permission slips, excuses, etc. A mandatory informal hearing must be attended by parent and child when the administration has a reasonable suspicion that a child is representing him/herself as a parent, guardian, or any person other than him/herself.

## **GAMBLING**

Gambling will not be permitted at any time on or with school property.

## **OBLIGATIONS**

Students are expected to fulfill all obligations. This financial responsibility includes loss, failure to return, or excessive wear of computer or other school materials. Failure to do so will be considered for disciplinary action.

Seniors must fulfill all obligations prior to participating in commencement exercises.

## **SMOKING**

The law defines possession or use of tobacco products or smokeless tobacco by a student in the school building, a school bus or on school property owned by, leased by or under the control of a school district (including the student parking lot) as a summary offense. School districts must initiate prosecution. The student may be sentenced to pay a fine and to pay court costs or be assigned to an adjudication alternative. This ban includes all school-sponsored activities, both home and away.

Anyone (including adults) smoking in school buildings is in violation of the law. Violators will be fined between \$75 and \$300 by the district magistrate.

## **STEALING**

Stealing is taking property that does not belong to you. No stealing will be tolerated at PA Learners Online. The police may be involved depending on the severity of the theft. Restitution and further disciplinary action will also be required.

## **THREATS/VERBAL ABUSE**

Any student who threatens a teacher, staff member or other student will be disciplined for harassment. This is a very serious offense and will be dealt with according to state law.

This is in accordance with the Chapter 12 guidelines: 12.6 and 12.7.

## **TRUANCY**

If a student is truant from school, his/her parents shall be notified and the student will receive the appropriate punishment. After three days of unlawful absence (not necessarily consecutive), the student and/or the student's parents shall be subject to prosecution and fine. Habitual truancy may be resolved by referral to an appropriate social agency.

## **UNLAWFUL HARASSMENT**

PALO strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

PALO prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

PALO encourages students who have been harassed to report promptly such incidents to the designated employees.

PALO requires that complaints of harassment shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the districts, legal and investigative obligations. No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

The term **harassment** includes but is not limited to slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability.

**Ethnic harassment** includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

**Sexual harassment** shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive education environment.

Examples of sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or which creates an intimidating, hostile or offensive learning or working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and to ensure an atmosphere free from all forms of unlawful harassment.

Students shall be informed that they may choose to report harassment complaints to:

1. Principal.
2. Teachers.
3. Curriculum Coordinator.
4. Special Education Administrator.

All employees who receive harassment complaints from a student shall report such to the principal.

When a student believes that s/he is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive or inappropriate. If the unwelcome, offensive or inappropriate behavior continues, the student shall follow the established complaint procedure.

### **Complaint Procedures**

1. A student shall report a complaint of harassment, orally or in writing, to the building principal or a designated employee, who shall inform the student of his/her rights and of the complaint process.
2. The building principal immediately shall notify the CEO or other designated administrator and shall conduct an impartial, thorough and confidential investigation of the alleged harassment. In determining whether alleged conduct constitutes harassment, the totality of the circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated.
3. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the CEO and others directly involved, as appropriate.
4. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure that the harassment ceases and will not recur.

### **Discipline**

A substantiated charge against a district student shall subject such student to disciplinary action, consistent with the student discipline code, and may include educational activities and/or counseling services related to unlawful harassment. If it is concluded that a student has made false accusations, such student shall be subject to disciplinary action, consistent with the student discipline code.

### **Appeal Procedure**

1. If the complainant or accused is not satisfied with the principal's decision, s/he may file a written appeal to the Special Education administrator.
2. The Special Education administrator or designee shall review the initial investigation and report and may also conduct a reasonable investigation and prepare a written response to the appeal. Copies of the response shall be provided to the complainant, the accused, principal and others directly involved, as appropriate.

### **VANDALISM**

Vandalism is a serious offense. If a student damages school property, he/she will be punished according to PA Learners Online's Discipline Code. Students are also responsible for restitution for any damage they cause and may face police action.

## **WEAPONS**

Weapons and replicas of weapons are forbidden on school property or any property under the supervision or control of PALO. Weapons shall include, but not be limited to: firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. A dangerous weapon means any weapon, device, instrument, material or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. School premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for official school purposes. Any loaded or unloaded firearms or dangerous weapons possessed on or about a person while on district property are subject to seizure or forfeiture. Incidents of students possessing weapons will be reported to the student's parents and to the police. Appropriate disciplinary and/or legal action in accordance with Acts 26 and 30 will be taken against students who possess or assist with possession in any way.

## **BOMB THREATS**

Should a bomb threat exist during an on-site activity, it is most likely that the building will be evacuated. This will be determined by the ranking school administrator in conjunction with the state police.

### **Condition**

A bomb threat warning has been received and orders are given to evacuate the building.

### **Procedure**

All students, faculty, administration and support personnel are to evacuate the building as indicated by directives of the public address system. Note: All persons are to use the standard fire drill procedure and go to the assigned standing area as per directions.

### **Student Responsibilities:**

1. Evacuate the building as directed as quickly as possible.
2. Report to the "safe area" and remain there until released by your instructor.
3. Identify any missing students.
4. Contact your instructor if you have any information related to the bomb threat.

**NOTE:** Should the public address system be inoperable, runners will be dispatched.

## **CODE RED STATUS**

In case of an emergency during an on-site activity, we may need a CODE RED STATUS. If this should occur, please adhere to the following:

1. Classroom Teacher Responsibilities
  - a. Lock the classroom door to outside students and deny them admission unless a member of your class.
  - b. Do not allow any student to leave unless requested by an administrator.
  - c. Note all students who are currently out of class and where you understand them to be. An administrator will collect this.
  - d. Disregard all bells including emergency warnings unless directed by the administration otherwise.
  - e. If assistance is needed in the classroom, locate a faculty member that will be stationed in the hallway.
2. Responsibilities of All Teachers Not Assigned to a Class
  - a. Report immediately to the administration.
  - b. Check all restrooms and hallways on the way to the office, sending students directly to their assigned classroom.
3. Maintenance Responsibilities
  - a. Lock down all exits to prevent outsiders from entering the building.
  - b. Standby for special instructions and to regulate traffic flow into the building.
4. Secretary and Support Staff Responsibilities
  - a. Maintain open telephone lines to contact emergency response teams.
  - b. Plug in emergency telephone (if applicable).
  - c. Serve as communication center.
5. Following CODE RED STATUS, an announcement of ALL CLEAR will be made by an administrator specifying the following:
  - a. Emergency status has passed; all is now safe.
  - b. Time of emergency faculty meeting to update facility.
  - c. Directions to students as to where to report.

## **PROMOTION AND RETENTION**

This determination of promotion or retention is based on a team decision with input from all parties involved with the students. The team will make these decisions on a case-by-case basis with the focus being on what is best for the student. The student's social, academic and emotional needs are taken into consideration before any decision is made.

## **GRADUATING WITH IEP**

Students earn their diploma upon successful completion of credits and/or IEP goals. A diploma from PALO is awarded to those students who have earned the required credits and/or completed IEP goals. Students may participate in the graduation ceremony with their high school peers. Completion of graduation requirement can occur at any point, as determined by the IEP, up until the school year the student turns 21 when eligibility ends.

## **COMPLAINT PROCEDURE**

Parents are first encouraged to discuss problems directly with the student's teacher. If not resolved at that level, it would then go to the Assistant Principal. If still not resolved, the parent would contact the Principal/CEO and then the President of the Board of Directors. Current names and phone numbers are published under the administration tab on the website.

## **COMPUTER RETURN INFORMATION**

When determined by the PA Learners Online Technical staff that any equipment is no longer functioning for a family the following procedure is in place to ensure the equipment is replaced and/or repaired in a timely manner.

- Families who live in the area of our Central Office are encouraged to bring their malfunctioning equipment into our Central Office for repairs or replacements. In the event that any repair will take an excessive amount of time, or parts are needed to complete the repair, the student will be given replacement equipment upon arrival.
- Families who are unable to drive to the Central Office can arrange with us to have their malfunctioning equipment shipped to us for repairs. After repairs are made PA Learners Online will send the working equipment back to the family.
- In some cases where shipping takes an excessive amount of time and the student does not have convenient access to personal equipment, replacement equipment will be sent prior to the family sending in the malfunctioning equipment eliminating down time.
- At any time when equipment is not personally returned or delivered to PALO, the parent may:
  1. Request PA Learners Online schedule UPS to arrive at the family's home and pick the equipment up for safe return
  2. Request pre-paid UPS return labels. Upon receipt of the labels via U.S. mail, parents will ship equipment from any UPS shipping location.