Ketterer Charter School, Inc.
AEC Students

2025- 2026 Student Handbook

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Ketterer Charter School
Education Program

Location

Ketterer Charter School

1135 Village Way

Latrobe, PA 15650

Web Address

www.ketterercharter.org

Enrollment

Eric Guldin, Chief Executive Officer

Brooke Pierce, Principal/Curriculum Supervisor

Tara Achtziger, Assistant Principal/Federal Programs Supervisor

Nicole Myers, Assistant Principal/Special Education Supervisor

Angela Apple, Guidance Counselor

Title I Schoolwide Plan is available for review in the front office and on the school's website.

Transportation

Provided by the home school district within a 10 mile radius of the charter school.

Child Find Notice

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, Charter Schools, and intermediate units are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts and charter schools are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, charter school and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact their district of residence.

Children age three through their school district's age of beginners are also eligible if they have developmental delays or one or more of the physical or mental commissions as defined in Chapter 14 and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information contact the intermediate unit.

Child Find Notice

Evaluation Process

Each school district, charter school and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Program Administrator.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.pattan.net.

Consent

Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff or intermediate unit staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Child Find Notice

Confidentiality of Information

The school districts, charter schools and to some extent the intermediate unit maintain records concerning children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the special education supervisor. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the intermediate unit.

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

Adelphoi
Ketterer Charter School

ADMINISTRATIVE OFFICE:
1133 Village Way
Latrobe, PA 15650
P: 724-537-9110
F: 724-537-9114

BUSINESS OFFICE:
354 Main Street
Latrobe, PA 15650
P: 724-804-7000
F: 724-539-7060

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

August 25, 2025

Dear Parent(s)/Legal Guardian(s):

Your child attends the Ketterer Charter School which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At the Ketterer Charter School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and

What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

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You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and

- Information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and

time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Eric Guldin at the Ketterer Charter School at 724 -537-9110 or email me at eric.guldin@kettererchartер.org.

Sincerely,

Eric Guldin
President/CEO

School – Parent and Family - Student Compact

Ketterer Charter School (KCS) and the parents of the students participating in activities, services and programs funded by Title I, agrees that this compact outlines how the parents, school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's academic achievement standards as follows:

School Responsibilities

Ketterer Charter School provides a high quality curriculum based on the PA Core. Teachers incorporate MAX teaching strategies (motivation, acquisition and extension), differentiated instruction and technology integration in a supportive and effective learning environment that enables the participating children to meet the state's academic achievement goals. The Title I programs support this instruction in a variety of ways. Depending upon the program area your child participates in, this support may be in the form of tutoring, language arts and/or mathematics support classes and/or assisting students during mathematics and English classes, in addition to each student scheduled for a minimum of 2 mathematics and English/Language Arts classes daily.

Parent/guardian engagement events are scheduled in the fall in the group homes for residential students and at the Adelphoi Education Center for our Alternative Education, Day Treatment and Emotional Support Students. In addition, individual conferences can be scheduled by parents or teachers throughout the year.

Parents receive information about their child's progress through regular mid-quarter progress reports, quarterly report cards, Title I progress reports and standardized assessment results.

Title I staff members are available to consult with parents before classes beginning in the morning and after scheduled classes in the afternoon or during their preparation period. The consultation may be person to person or phone conferences. They are also available at announced parent involvement activities.

Parents have the opportunity to participate in their child's educational program by attending:

Open House
Completion of surveys on Title I services
Request on-line access to grades, behavior and attendance.

Parent and Family Responsibilities

We, as parents/guardians of non-residential students, will support our children's learning in the following ways:

- Have my child well rested and ready for school every day.
- Provide a breakfast for my child at home, or through our school's breakfast program.
- Read and respond to all notices and information from the school in a timely manner.
- Make sure that all homework is completed and turned into the teacher.
- Attend as many events including meetings, conferences, etc. as possible.
- Participate, as appropriate, in decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.

We, as parents/guardians of residential students, will support our children's learning in the following ways:

- Participate, as appropriate, in decisions relating to my children's education.
- Attend Title I Parent and Family engagement activities.
- Complete surveys in order to have a voice in decision-making at KCS.
- Keep open communication with all classroom teachers and/or staff on my child's progress.
- Encourage and support my child's academic achievement.

STUDENT RESPONSIBILITIES

We, as students will become an active partner in my own learning progress by doing the following:

- Attending school regularly and on time.
- Bringing pencils, pens, paper, textbooks and other necessary learning tools to class.
- Working to the best of my ability.
- Completing all assignments.
- Participating in classroom activities.
- Cooperating with parents, teachers and staff.
- Asking for help when needed.
- Communicating issues and concerns appropriately to my parents/guardians, staff and teachers.
- Help create a positive environment by practicing respect, accepting responsibility, working together, and following the rules for safety.

STUDENT RESPONSIBILITIES

One of the primary goals is to assist students in becoming responsible citizens and to heighten the growth of each individual person as well as the total school community. To achieve this end, students must:

A. Assume responsibility for regular school attendance, conscientious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty the responsibility to develop the school's climate that is conducive to effective learning and living.

B. Not interfere with the education of fellow students. It is the responsibility of each student to respect the right of teachers, staff, students, administrators, and all others who are involved in the education process.

C. Express their ideas and opinions in a respectful manner so as not to offend or slander others.

D. Assume, but not necessarily limit their responsibility to the following:

1. an awareness of compliance with the state and local laws.
2. assisting the school staff in operating a safe school for all students.
3. an awareness of all rules and regulations for students.
4. understanding that a rule is in full effect until it is waived, altered, or repealed
5. attending school daily and be on time to all classes and school functions
6. pursuing satisfactorily the courses of study prescribed by state and local authorities
7. dressing and grooming themselves so as to meet fair standards of safety and health so as not to cause substantial disruption to the educational process
8. arranging for make up work missed during an excused absence from school
9. providing information in matters relating to the health, safety, and welfare of the school community and the protection of school property
10. exercising proper care in the use of public facilities and equipment
11. refraining from written and verbal use of indecent or abusive language
12. avoiding any inaccuracies in student publications

DISCIPLINARY POLICY

Students are frequently praised for appropriate behavior. For inappropriate behavior, the students use problem-solving techniques to devise and learn alternative responses to situations. It is the student's responsibility to then carry out the plan. During evaluations , each student is encouraged to take ownership for the behaviors teachers and/or peers held them accountable. By not accepting responsibility, the student may not earn privileges until ownership is taken. All positive, appropriate choices, including the choice to be responsible for mistakes, are rewarded by the opportunity to earn privileges and the continued involvement in the program. All disciplinary actions will be handled on a case by case basis by the faculty and administration present. It is the responsibility of the faculty and administration to determine if police involvement is necessary.

CLASSROOM ENVIRONMENT

Each student will have an opportunity to receive individual instruction with additional assistance made available when it is required. This structure, in turn, establishes the groundwork needed to achieve two objectives:

1. To promote learning and academic success
2. To establish a sense of community that promotes taking responsibility for oneself and develops appropriate problem solving and interaction skills

STUDENTS ARE RESPONSIBLE FOR ANY MISSED WORK

STUDENT RIGHTS

Human rights and equal opportunity are intended for every citizen according to the United States Constitution. Laws are designed to protect individual and group rights. They work well if everyone (1) knows the law and (2) respects and obeys the laws. Students and staff are encouraged to become familiar with the items outlined on page 4.

DRESS CODE

Proper dress and grooming are marks of good citizenship and determine, in many cases, the behavior and attitude of a pupil. When attending school or school functions, a good citizen will wear properly fitted clothing that does not attract excess attention or reflect discredit upon the school.

Ketterer Charter School administration reserves the right to question any mode of dress/jewelry that is beyond current community/ school accepted standards or in any manner jeopardizing to the health, welfare or safety of a student or other students.

Any clothing judged to be a disruptive influence in class, or interfering with the educational rights of others, is considered improper dress. Certain types of clothing may be required for physical education classes or etc.

The following are specifics to the Dress Code for Ketterer Charter School.

GENERAL

1. Undergarments should not be exposed in any way.

2. All dress and grooming should be appropriate. Students are expected to dress in accordance with good taste and personal pride. Students have the responsibility to keep themselves and their clothes clean.

3. Back packs purses are not permitted to be carried by students during instructional time. Back packs and purses are to be placed in the students locker.

DRESS CODE

OFFENSIVE DRESS

1. Clothing, patches, buttons, pins, jewelry, are not permitted if they:

   Have sexually suggestive writing/pictures.

   - Advocate violence.
   - Advertise or promote the use of tobacco, alcohol or drugs
   -Have double meaning wording or obscene language

2. A tattoo (permanent or temporary) must be covered if it:

   - Has sexually suggestive writing/pictures.

   - Advocates violence.

   - Advertises or promotes the use of tobacco, alcohol or drugs.

   - Has double meaning wording or obscene language.

   -Slogans or symbols designed to be provocative or offensive to others.

HEAD WEAR

Hats, caps, bandanas, sunglasses, visors, and sweatbands are not permitted unless an accommodation is necessary.

DRESS CODE

DISCIPLINE

1. Students violating the Dress Code shall be subject to the following discipline

   A. FIRST OFFENSE: At the building administrator's discretion, the student will sit separately until student/professional/staff/ parent/guardian provides a proper change of clothing.

   B. SECOND OFFENSE: At the building administrator's discretion, the student will sit separately until student/professional/ staff/parent/guardian provides a proper change of clothing. Parents/Guardians will be notified by phone and a disciplinary action may be issued.

   C. SUBSEQUENT OFFENSES: Student will sit separately until parent/guardian provides a proper change of clothing. Students may receive further discipline. Parents/Guardians will be notified in writing when necessary.

2. Any refusal to correct dress code violations will be handled as insubordination.

The rules and procedures have been developed in respect to the Board Policy regarding student dress and grooming. However, solutions to situations not specifically covered are the responsibility of building level administrators. Appropriate decisions will be made based on the intent and spirit of Board Policy. Students and parents/guardians are expected to exercise careful judgment in the selection of appropriate attire for school.

METAL DETECTOR Policy

All students entering Adelphoi Education Center are subject to pass through a metal detector to mitigate any items that may cause harm or prohibited on school grounds. Please refer to Search and Seizure policy. Refusal to comply will not be tolerated due to safety concerns. If a student refuses to comply parent/ guardian will be expected to take the student home. Prior to returning to school a meeting will be scheduled and additional disciplinary action may result.

METAL DETECTOR Policy

Scanner: Personal belongings will be subject to scanning.

SEARCH AND SEIZURE Policy

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the charter school's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

SEARCH AND SEIZURE Policy

School officials have the authority to lawfully search students or their belongings, including lockers, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The Board authorizes the administration to conduct searches of students or their belongings, including lockers, electronic devices, purses, backpacks, clothing, and other possessions in accordance with the standards set forth in this policy.

Individualized Suspicion Searches

Students or their belongings, including lockers, electronic devices, purses, backpacks, clothing, and other possessions, may be searched without a warrant when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

SEARCH AND SEIZURE Policy

In determining whether reasonable suspicion exists, the principal or designee always should be able to articulate what is being looked for, and why it is thought to be located in the particular place to be searched. The scope of a search should be limited to the place or places the item sought is believed to be.

Examination by school staff of text messages, call logs, files, images or other data contained in a student's mobile telephone or other electronic device, without the student's consent, normally constitutes a search that must be justified by reasonable suspicion that material in violation of law, district policy or school rules, or evidence of such a violation, is contained in the particular files, directories or other data locations being examined in the device.

Random or General Searches Without Individualized Suspicion

Under certain circumstances, random or general searches of students and their belongings, including student lockers may be conducted during the school day or upon entry into school buildings or school activities, in the absence of suspicion focused on a particular student or students, for the purpose of finding or preventing entry onto school property or activities of controlled substances, weapons or other dangerous materials. Such searches normally will be conducted in a minimally intrusive manner using screening methods such as dogs or other animals trained to detect controlled substances, explosives or other harmful materials by smell, as well as metal detectors and other technology. When such screening methods provide a reasonable suspicion that particular students, items or places possess or contain controlled substances, weapons or other dangerous material, screening may be followed by physical searches of those particular students, items or places on an individualized basis.

Random or general searches for weapons may be conducted when there are circumstances, information or events tending to indicate increased likelihood that students may be armed or headed for physical confrontation because of community strife or tensions, or as a continuation or escalation of a prior incident, in or out of school, which threatens to spill over into school, into a school -sponsored activity, or into other times and places that students are under school supervision.

Random or general searches for controlled substances may be conducted when there are circumstances, events or information tending to indicate significant drug use, possession or trafficking among students in school.

SEARCH AND SEIZURE Policy

Random or general searches not based on individualized suspicion must be approved in advance by the Superintendent or designee, in consultation with the district solicitor. Coordination with law enforcement officials will be accomplished as provided in the memorandum of understanding with the applicable law enforcement agency

Searches Upon Consent

Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched.

Searches by or at the Request of Law Enforcement Officials

The legal standards governing searches initiated by school officials are less strict than the standards applicable to law enforcement authorities in many situations. When searches of students, student belongings or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of school staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. School staff will not interfere with or obstruct searches initiated by law enforcement, but may assist when law enforcement officials have requested such assistance and have represented that a warrant has been issued or that they otherwise have proper authority for a lawful search.

Locker Inspections and Searches

Lockers are assigned to or otherwise made available to students as a convenience for the safe storage of books, clothing, school materials and limited personal property, and to facilitate movement between classes and activities and to and from school. Such lockers are and shall remain the property of the school district, and to the extent students have any expectation of privacy of lockers at all, it is very limited.

No student may place or keep in a locker any substance or object that is prohibited by law, Board policy or school rules, or that constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself. Students are required to ensure that their lockers do not contain spoiled food items or beverages, or soiled clothing which may attract pests, create odors or cause unhealthy conditions. A student locker may be opened and inspected for cleanliness, with or without the consent of the student, whenever there are odors, pests or other indications that a locker contains spoiled food, soiled clothing in need of laundering or similarly unhealthy matter.

SEARCH AND SEIZURE Policy

Prior to an individual locker search or inspection, the student to whom the locker is assigned shall be notified and be given a reasonable opportunity to be present. However, when there is a reasonable suspicion that a locker contains materials which pose a threat to the health, welfare or safety of the school population, student lockers may be searched without prior notice to the student.

The principal or a designated staff person shall be present whenever a student locker is inspected for cleanliness or is searched. The principal or designee shall maintain written records of all occasions when a locker is searched or inspected. Such records shall include the reason(s) for the search, persons present, objects found and their disposition.

Searches Involving Removal of Clothing or Examination Beneath Clothing

Searches of students involving the removal of undergarments or examination beneath undergarments are subject to stricter standards than are required to justify other searches of a student's person or belongings. Such searches are permitted only when the basis for suspicion establishes either:

1. That the reasons for believing that the items being searched for are concealed specifically inside undergarments are stronger reasons than grounds that would support only a more general reasonable suspicion that the student is in possession of the items or has them somewhere on the student's person; or,
2. That the quantity or nature of the items being sought present a higher level of danger to the school population than other kinds of contraband.

Searches involving the removal of or examination beneath any clothing of a student, other than jackets, coats or other outerwear, shall be conducted only by a staff person of the same gender as the student, with at least one (1) other staff person of the same gender present as a witness, and in a location assuring privacy from observation by persons not involved in the search or of the opposite sex.

Searches involving the removal of undergarments or examination beneath undergarments will be conducted only after consultation with the district solicitor.

Handling and Disposal of Items Found in the Course of Searches

Any items or material found during a search or inspection, the student's possession of which is in violation of law, district policies or school rules, or otherwise is evidence of such a violation, may be confiscated, and may be used as evidence in student discipline proceedings or a criminal investigation, even if such items or material were not the original objective of the search or inspection.

The principal shall be responsible to ensure that confiscated items or material are properly inventoried and secured until the conclusion of disciplinary action, if any, and are then properly disposed of if not appropriate to be returned to the student. Items or materials that are evidence of a criminal offense, or that are not lawful for ordinary citizens to possess will be promptly turned over to proper law enforcement authorities for custody or disposal.

MEDICATION POLICY

The CSN must ensure that, for each medication to be administered there is a medication order from a licensed prescriber. Medication orders are required for both prescription as well as over-the-counter medications and herbal remedies.

a. ***Written, faxed, or electronic orders*:**

Medication orders from a licensed prescriber should be provided to the school nurse in writing, with an original signature or an authorized electronic signature.

These orders can be accepted from a licensed prescriber on his/her letterhead, prescription pad or on a form provided by the school for this purpose and signed and dated by a licensed prescriber.

b. *Oral (Verbal) orders*:

There are circumstances, such as an immediate change in medication dosage, when oral orders may need to be used, until a written order can be obtained.

A physician assistant, certified registered nurse practitioner and a registered nurse may accept these types of orders.

In accordance with standard medical practice, a medication order from a licensed prescriber should contain:

a. Student's name;
b. Name and signature of the licensed prescriber and phone number;
c. Name of the medication;
d. Route and dosage of medication
e. Frequency and time of medication administration;
f. Date of the order and discontinuation date;
g. Specific directions for administration, if necessary.

All medication orders should be renewed at the beginning of each academic year.

a. Parent/Guardian Consent

All medications given in the school setting must have a written authorization (consent) from a parent/guardian. (See Appendix I.) The written authorization, renewed at the start of each school year by the parent/guardian, should contain:

MEDICATION POLICY

b. Over-the-Counter Medications

If a school chooses to administer over-the-counter (OTC) medications, they must be treated as prescribed medications requiring both an order from a licensed prescriber and consent from a parent/guardian.

LOCKERS

This is the area that is designated for students to keep their hats, coats, book bags, and other articles which are considered inappropriate for the classroom environment. A student is only permitted in this area if given permission to be there. Failure to follow this policy may result in disciplinary action. Ketterer Charter School is not responsible for lost or stolen articles. It is recommended that items of personal value be left at home.

Students are reminded that lockers are the property of Ketterer Charter School and as such may be searched or inspected at any time to ensure they are neat, clean, and functional.

TELEPHONE CALLS

When possible, all instructions should be given to a student before he/she leaves for school. Student use of office telephones is restricted to emergencies only. Forgotten items and arranging after school plans does not constitute an emergency. All students must get permission from the administrator before he/she can use the phone.

Students will not be pulled from class for calls that are not classified as emergency as defined above.

CELLULAR PHONES

1. Ketterer Charter School respects the usefulness of cell phones and electronic devices in relation to after-school activities. However, we have continued to experience many situations that have created problems directly related to inappropriate usage during school hours and in most cases distractions or interruptions to the learning process. Ketterer Charter School has determined that the presence of personal electronic devices, has the potential to distract students from their educational mission and to otherwise disrupt the educational environment.

Therefore, Ketterer Charter School adopts this policy to maintain an educational environment that is safe and secure and free from distractions for its students. Students are prohibited from using personal electronic devices in the classroom.

Students and parents/guardians will be required to sign an acceptance of the ELECTRONIC DEVICES/CELL PHONE POLICY prior to enrollment and annually thereafter.

Electronic Devices shall include all existing and emerging technology devices, including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit or receive audio or video; personal digital assistants (PDA's);any device that can provide a connection to the Internet (whether wireless or wired); laptops and/or other electronic devices.

*** Laser Pointers are strictly prohibited***

Loss or Damage to Personally Owned Devices

Students are solely responsible for the safe storage of any electronic device/ cell phone that they choose to bring to school. Students who choose to bring electronic devices to school will be required to secure them in their assigned locker and lock provided by the charter school.

CELLULAR PHONES

Loss or Damage to Personally Owned Devices cont.

Ketterer Charter School shall not be liable or responsible for the loss or damage to any electronic devices that a student brings to school or from the confiscation of electronic devices as the result of a policy violation.

Penalties for Violations

The Board authorizes building administrators, teachers, and security personnel to confiscate a student's electronic devices when used in violation of this policy. All confiscated personally owned devices shall be delivered promptly to the building administrator or designee. Dr. Robert Ketterer Charter School reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred in order to maintain safety and security for all students and staff. **We ask that if a parent/guardian needs to get in touch with their child, please call the main office and we will pass on the message to your child. Likewise, if a student's activities or situation requires notification of his parent or guardian, a school administrator can grant permission for a supervised call.**

DISCIPLINARY ACTION MAY INCLUDE:

- Student will be required to secure their device in their assigned locker

- Device will be confiscated and returned to the student at the end of the day by an administrator or designee

- Device will be confiscated and returned only to a parent or guardian by an administrator or designee

- Device will be confiscated and returned only to a parent or guardian after a meeting with school administration has been held.

Failure of a student to comply with the above disciplinary responses may result in further disciplinary action.

BUS REGULATIONS

Violations occurring on school buses are subject to the same policies as if they happened on school grounds.

Safe school bus transportation means a team of people working together using the same rules. The most important member of the team is the student. To do his/her job, he/she needs self-discipline, independence and training.

1. Whenever possible, stand on the berm at least ten feet from the roadway or the bus waiting station when waiting for the bus.
2. Wait in an orderly manner and avoid horseplay at the bus stop.
3. Be on time, but avoid arriving at the bus stop too early before the bus is due. Students are expected to be at the bus stop five minutes before and after the scheduled arrival time of the bus.
4. Enter and leave the bus with minimum of disturbance to others.
5. Remain seated until the bus stops before departing.
6. Permission to open bus windows must first be obtained from the driver.
7. Keep all objects, as well as your head and arms, inside the bus at all times.
8. Avoid excessively loud talking and shouting. Keep your conversations to your immediate seating area.
9. Profane language will not be tolerated.
10. Fighting may be a cause for immediate withdrawal of bus riding privileges.
11. Smoking or possession of any tobacco product is not permitted on the bus.
12. Violation of any of the above rules and regulations will be reported to school officials for disciplinary action.
13. Bus drivers may apply their own rules to food, drink, and electronic devices
14. Students are not permitted to ride other buses.

PROHIBITED BUS CONDUCT

1. Failure to obey the driver.
2. Failure to remain seated.
3. Throwing objects in or out of the bus.
4. Fighting.
5. Placing any part of the body outside of the bus window.
6. Possession or use of tobacco, drugs, or alcohol.
7. Possession of a weapon.
8. Unauthorized use of emergency doors or windows.
9. Vandalism of bus.
10. Use of matches, lighters, or any other combustible item.
11. Use of vulgar language or obscene gestures.
12. Any conduct which annoys or disrupts other students or the driver or which affects the safe and orderly transportation to and from school.

DISCIPLINARY RESPONSE

The bus driver should ordinarily handle the initial disciplinary response for student misconduct. The driver may utilize disciplinary measures to correct the problem including conferring with the student changing the student's seat, or other measures approved by Administration.

Where the bus driver's actions have failed to correct the student misconduct or where the misconduct is so serious as to warrant immediate intervention, the bus driver will complete a School Bus Incident Report and submit the report to the building administrator for further action. All incident reports will be handled on a case by case basis.

Parents/guardians will be notified prior to suspension of bus transportation privileges. Students serving bus transportation suspensions are not excused from attending school. Parents/guardians will provide the transportation.

RIDING IN AUTOMOBILES

Students may have the privilege of riding to school in automobiles if they receive parental /guardian permission. All automobiles on school property must follow safe driving habits or will no longer be permitted on the property regardless of parental/guardian permission. Riding in automobiles is a privilege that can be revoked if problems occur. STUDENTS ARE NOT PERMITTED TO DRIVE TO KETTERER CHARTER SCHOOL.

ATTENDANCE

Each student is required to attend school on a regular basis. A student may be excused from classes because of student illness, a death in the immediate family, order of the student's physician, or impassable roads. For all absences the parent or guardian must furnish Ketterer Charter School with a written excuse stating the date and reason for absence. **The excuse must be received within three (3) days of a student's return to school. Failure to submit an excuse will result in the absence, no matter how legitimate, being classified as unlawful or unexcused.** Make-up work will be at the discretion of the Ketterer Charter School Faculty .

Please note:

* Poor attendance will result in lack of permission to participate in activities, field trips, or educational trips.
* After a student accumulates 10 absences, excused or unexcused, Ketterer Charter School will only accept a doctor's excuse as a legal or excused absence.
*

ATTENDANCE POLICY AND LAW

PARENTS, GUARDIANS, AND STUDENTS ARE URGED TO READ THE ATTENDANCE POLICY CAREFULLY. THOROUGH UNDERSTANDING IS IMPORTANT TO AVOID NEGLIGENCE, WHICH MAY RESULT IN VIOLATIONS. SERIOUS CONSEQUENCES CAN OCCCUR FOR VIOLATIONS OF THE ATTENDANCE POLICY.

Public School Code of 1949

Pupils and Attendance

Section 1333 (24 PS 13-1333) Penalties for Violation of Compulsory Attendance Requirements

Act 29 of Special Session #1 of 1995 extensively revises provisions for truancy. The law raises the fine placed on parents for truancy to $300 and requires parents to pay court costs or be sentenced to complete a parenting education program. Under the act, both the truant child and the parents would have to appear at a hearing by the district justice. If the parents show that they took reasonable steps to ensure the attendance of the child, they will not be convicted of a summary offense. If the parents are not convicted and the child continues to be truant, the child will be fined up to $300 or be assigned to an adjudication alternative program.

Other provisions allow a district justice to suspend a sentence given to a parent or child if the child is no longer habitually truant. A district justice may order the parents to perform community service for up to six months. The law grants to state, municipal, port authority, transit authority, housing authority, or school police powers as attendance officers and home and school visitors.

Attendance involves a sequential continuity of instruction, classroom participation, learning experience, and study in order that students attain the planned educational objective. Student interaction with one another and participation in planned learning activities under the supervision of school personnel are vital to the learning process.

REPORTING STUDENT ABSENCE

Parents/guardians are reminded to notify the school if their child will be absent. They can notify the school before school opens by leaving a voicemail on the answering machine. Please speak clearly, giving the student's full name. This phone call does not take the place of the written excuse. Frequently, the school will contact the homes of students who are absent and for whom no notification was received. The intent of this procedure is to insure an efficient and effective means for knowing who is absent from school as early as possible. Please call 724-537-9110 to report absences.

PENALTY FOR UNLAWFUL ABSENCE

1. First Notice—When a student has accumulated three (3) days of unlawful absence as verified by school personnel, the parent/ guardian is sent First Notice via regular and certified mail. The First Notice will include an offer of a School Attendance Improvement Conference(SAIC).
2. Habitually truant students will be referred to a school/ community based attendance improvement program.

TARDINESS

Students must arrive and be present in their homerooms by 7:40 am. Students arriving after this time will be considered tardy. Reasons acceptable for tardiness follow the same guidelines used for excused absences. All tardy days require a note from a parent/ guardian. Excessive tardies may result in additional un-excused

EARLY DISMISSALS

If a student needs to be dismissed early from school for an appointment, the student is required to bring a written excuse from a parent/guardian and have the parent/guardian call the school the DAY OF THE DISMISSAL. A voicemail may be left on the machine the day before. The excuse must indicate the following:

1. Student's name
2. Reason for early dismissal
3. Time of discharge from school and return time
4. Transportation
5. Phone number where parent/guardian may be contacted

PLEASE NOTE: No student will be permitted to leave the building for an early without proper notification. Parents /guardians must enter the building and sign the register before your child may leave the building.

MAKE-UP WORK AFTER ILLNESS/FIELD TRIPS/ ACTIVITY

Any student returning to school following an excused absence should contact each teacher as soon as possible to arrange for the completion of all work missed. The student must contact his/her teacher within three days of the absence to schedule make-up work. If contact is not made within three(3) days all work missed will be considered a "0" for grading. However, to avoid an "incomplete", the work must still be completed satisfactorily.

Make-up work is at the discretion of the Ketterer Charter School Faculty.

Students who participate in one day, school sponsored field trips are responsible for making up work missed immediately upon returning to the class. It is the responsibility of the student to obtain assignments from all teachers whose classes will be missed.

Teachers should be contacted PRIOR to the day of the field trip.

Each day that a student is absent on a scheduled gym day, he/she will have an automatic gym report or alternative assignment due. Guidelines for this assignment are available through the physical education teacher.

REPORT PERIODS AND GRADES

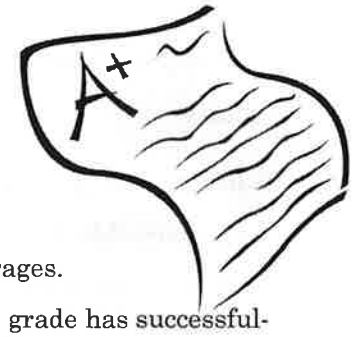
A system of grading has been established in which each student receives report cards indicating percentage grades for that period. Ketterer Charter School issues report cards every nine weeks on specified dates.

All subjects will be assigned a percentage grade. Percentage grades and the corresponding letter values are indicated below.

A collaborative effort between school and parent / guardian and Administration is essential for the student to experience success. Students are evaluated on a mid term and quarterly basis. The mid term report documents student progress half-way through the quarter. The quarterly progress report is the student's report card.

Coding Information

Percentage Grade	/	Letter Grade
92-100%		A
83-91%		B
72-82%		C
61-71%		D
Under 60%		F



Final grades will be determined by percentage averages.

Any student who receives a 61% or better as a final grade has successfully passed the class.

Students in grades 6, 7, 8 will be promoted or retained based on their academic performance. In order to be promoted a student may not fail more than 2 core content classes.

Students in grades 9—12 will be promoted based on credit accumulation. In order to be seated in the following grades at Ketterer Charter School , students must accumulate the following credits:

- 5 credits to be seated in 10th grade (sophomore)
- 10 credits to be seated in 11th grade (junior)
- 16 credits to be seated in 12th grade (senior)

Each school district has its own guidelines for credit accumulation.

All financial and disciplinary obligations must be satisfied before the final report card is given to the students.

INCOMPLETE WORK

If course work is incomplete in any subject, a grade of "I" is issued. If the course work is not completed by the end of the course, a final grade of "I" will be issued indicating loss of credit in the course, regardless of any other grades during previous quarters. To avoid receiving an "I", a student must complete all course requirements and assignments satisfactorily; however, assignments submitted beyond the due date will be evaluated according to each individual teacher's class policy. If incomplete work is the result of illness or extreme emergency near the end of the school year, arrangements should be made with the teacher before the school term is over to make up the necessary work

CHEATING

Cheating may result in a failing grade being assigned for a test, quiz, project, research paper, etc., and/or the possibility of failing for the quarter in the class where the cheating occurred.

FOR YOUR HEALTH, SAFETY, AND WELFARE...

To maintain the health, safety and welfare of all students at Ketterer Charter School the following items constitute violations of the laws of the Commonwealth of Pennsylvania and/or Ketterer Charter School at AEC and may be punishable through the local law enforcement agencies.

SEXUAL HARRASSMENT

It shall be a violation of this policy on Sexual Harassment for any student to harass another student through conduct or communication of a sexual nature as defined below:

"Sexual harassment" is defined as an action that is sexually directed, unwanted and subjects the student to adverse learning conditions. Sexual harassment may include unwelcome sexual advances, requests for sexual favors or other verbal or physical nature.

Sexual harassment may include, but is not limited to, the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; suggesting or demanding sexual involvement whether or not accompanied by implied or explicit threats concerning one's grades or job; graphic or suggestive comments about an individual's dress or body; physical assault or other physical conduct of a sexual nature including unwanted touching; unwanted sexual advances and propositions; or other sexual comments.

BULLYING/CYBERBULLYING POLICY

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

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and which is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Bullying, as defined in this policy, includes cyberbullying.

School Setting means in the school, on school grounds, in school vehicles, or at any school activity.

The Board prohibits all forms of bullying by charter students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or assistant principals.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the charter school's legal and investigative obligations. No reprisals shall occur as a result of good faith reports of bullying.

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

BULLYING/CYBERBULLYING POLICY

The Chief Executive Officer/Principal or Assistant Principals shall ensure that this policy and administrative regulations are reviewed annually with students.

The Chief Executive Officer ,Principal or Assistant Principals, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

Charter administration shall annually provide the following information with the safe school report:

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

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

The charter may develop and implement bullying prevention and intervention programs. Such programs shall provide charter staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, and the Charter's Student Discipline Policy.

POSSESSIONS OF WEAPONS OR DANGEROUS ITEMS

The term "Weapon" shall include, but not limited to, any knife, cutting tool, needle, nunchaku (nun-chuck stick), firearm, shotgun, rifle, explosive weapon or device, smoke bomb, "look alike weapon and other tool, instrument capable of inflicting serious bodily injury.

"Weapon" shall also include anything readily capable of lethal use and possessed under circumstances not manifestly appropriate for lawful uses that it may have. The term includes a firearm, which is not loaded or lacks a clip or other component to render it immediately operable and components which can readily be assembled into a weapon.

"Look alike weapon" shall also include toys or models or any item having the appearance of any of the weapons in the above definition.

Students in possession may be referred to the police for criminal prosecution and may be expelled from school. Public Law 103-282 in effect requires a one-year mandatory expulsion for students who bring weapons to school.

If a person inadvertently takes a weapon into a school building, onto school property, or onto a school bus or conveyance, and upon discovery of the weapon, immediately surrenders it to the bus driver, a teacher, or any employee of the school, the following guidelines will be followed:

1. The school employee to whom the weapon was surrendered will promptly report the incident to the appropriate school administrator.
2. The school administrator shall conduct an investigation as promptly as convenient. If the administrator is satisfied that the possession of the weapon was innocent or inadvertent, the matter will end. In that event, the administrator will request a parent / guardian of the person surrendering the weapon to come to the school to retrieve it.
3. If the administrator's investigation finds that the possession of the weapon was not innocent or inadvertent, the case will be handled as other weapon cases under this policy.

POSSESSIONS OF WEAPONS OR DANGEROUS ITEMS

The administrator is authorized to proceed with the following actions:

1. Immediate Action: The staff member or administrator will confiscate the weapon, and the student will be escorted to the office. The staff member will write an anecdotal report of the incident and submit it to the administrator by the end of the school day.
2. Investigation: The administrator or designee will request that the student voluntarily relinquish all weapons. Where reasonable cause exists, the student's personal property may be searched in the presence of adult witnesses.
3. Notification of Parents/Guardians: The parents/guardians will be contacted as soon as possible, and the description of the weapon will be given. The parent/guardian will be informed that school authorities are required to report the infraction to the police.
4. Notification of Police: The police will be notified.
5. Confidentiality: Information will be limited to those staff members who are procedurally involved.
6. Disposition of Weapon: The weapon will be turned over to the police if the police are involved in the case. If the police are not involved, the Chief Executive Officer may retain the weapon.
7. If the facts make a prima facie showing that this weapons policy has been violated, the following steps will be taken:

A. The administrator or the administrator's designee will immediately schedule an informal hearing with the student and the student's parents/guardians.

B. Based on the factual situation concerning the violation of the weapons policy, the CEO or the CEO's designee may request a formal School Board hearing to determine if the student will be expelled from school.

C. The student may also be subject to criminal prosecution as determined by any law enforcement agency, which would have jurisdiction in the matter.

FIGHTING AND DISORDERLY CONDUCT

The Law enforcement may be contacted when incidents of fighting or disorderly conduct occur. Legal action will be the responsibility of the parents/ guardians of the students involved.

VANDALISM

Students involved in acts of vandalism may be referred to the police for criminal prosecution. Students will be required to pay for repairs or replacement of objects or facilities. Vandalism may include misuse of technology. All financial obligations must be fulfilled before final report cards are distributed.

DRUGS AND ALCOHOL

The Board prohibits the use, possession, or distribution of alcohol or other drugs during those hours when Ketterer Charter School administrators and employees have the right to exercise in locus parentis powers over the student in accordance with the Public School Code of 1949, including but not limited to, school hours, at any school sponsored event and during the time required in going from their homes to school and from school to their homes. The Board further prohibits the use, possession, or distribution of alcohol or other drugs on school property at any time. The Board further prohibits students from being present at school or school sponsored events during the times described in this paragraph when they are under the influence of alcohol or drugs.

Any student who violates this code will be subject to the following disciplinary actions:

1. For the first violation of this policy, Ketterer Charter School will contact local law enforcement. A student may also receive a suspension.
2. For the second or subsequent violation of this policy, Ketterer Charter School will contact local law enforcement . A student may also receive a suspension up to ten (10) days.

Students who are involved in incidents of fighting (including threats of harm), possession of weapons or dangerous items, and incidents of drug and alcohol possession /use may face charges as well as disciplinary action that may include expulsion.

OUTPATIENT DRUG AND ALCOHOL SERVICES

If your son or daughter is struggling with drug or alcohol use, help will be available as they attend school at Ketterer Charter School. Outpatient Drug and Alcohol services will be available at Ketterer through Outside In.

Services will be available from Outside In to students who meet eligibility requirements through their private health insurance, Value Behavioral Health, or Value Options. Also accepted are Highmark/Blue Cross and Blue Shield and UPMC, which includes UPMC for kids CHIP).

Teachers and counselors at Ketterer Charter School will be available to help guide your son or daughter to get in contact with the outpatient counselors at Outside In.

Posters and literature about the service will also be on hand for the students at the school. Outside In. has a office right in the Charter school, so services will be conveniently and discreetly offered during the school day.

If you would like to contact the professionals at Outside In's Outpatient Drug and Alcohol Clinic prior to the beginning of the school year, they can be reached at: 724-837-1518

PHOTO/AUDIO/VIDEO RELEASE

Throughout the school year, Dr. Robert Ketterer Charter School produces marketing pieces to promote the school. Pictures/video/ audio are used within these promotional pieces. The forms of media are current and may include the pictures or videos of students doing school activities. Parents or students may object to the use of these forms of media by informing Dr. Robert Ketterer Charter School in writing.

TOBACCO POLICY

For purpose of this policy, "smoking" shall mean all use of tobacco products, including cigars, cigarettes, pipes, vapes and vaping paraphernalia chewing tobacco, and snuff.

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, Ketterer Charter School prohibits smoking by students in school buildings, on the bus or their loading areas, at school sponsored activity, or on any school property at any time.

Possession of smoking materials and/or smoking paraphernalia by students, is not permitted in school buildings, on the bus or their loading areas, at any school-sponsored activity, or on the school property at any time.

Any violation of this policy shall subject the student to discipline in accordance with statutes of the Commonwealth of Pennsylvania; all violations of this policy will be referred to the local magistrate for prosecution and shall be punishable by a civil fine. Additional consequences may be administered as deemed appropriate by school administration.

SERIOUS/REPEATED VIOLATIONS

In an effort to create a safe atmosphere conducive to learning, the administration will not tolerate serious offenses or repeated violations of the discipline code.

Any student who is found to be:

* In possession of or under the influence of drugs (including look- alike drugs) or alcohol;
* In possession of a weapon;
* Responsible for committing acts of vandalism or theft;
* Repeatedly violating the discipline code;

will be subject to serious consequences for those violations in addition to the normal suspension or detention or other consequences assigned.

SUSPENSION AND EXPULSION-HEARING PROCESS

Definitions:

Suspension: exclusion from school for a period of one (1) to ten (10) school days

Expulsion: exclusion from school by the RKCS Board of Trustees for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing in accordance with the mandates of this section.

SUSPENSION

The administrator in charge may suspend any student for disobedience or misconduct for a period of one to ten consecutive school days, and shall report the suspension to the Chief Executive Officer as soon as possible thereafter.

No student shall be suspended until the student is informed of the reasons for the suspension and 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 parents of the student and the CEO shall be notified immediately in writing when the student is suspended.

When the suspension from school exceeds three (3) school days, the student and parent/guardian shall be given an opportunity for an informal hearing if requested. 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/guardians which future offenses can be avoided.

The following due-process requirements are to be observed in regard to the informal hearing:

1. Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
2. Sufficient notice of the time and place of the informal hearing shall be given.
3. The student has the right to question any witnesses present at the hearing.
4. A student has the right to speak and produce witnesses on his/her own behalf.
5. RKCS shall offer to hold the informal hearing within the first five (5) days of the suspension.

EXPULSION

The Ketterer Charter School Board of Trustees may expel a student for a period exceeding ten (10) school days or may permanently expel from the rolls of Ketterer Charter School any student whose misconduct and disobedience is such as to warrant this sanction. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of Trustees or a duly authorized committee of the board, or a qualified hearing examiner appointed by Ketterer Charter School Board of Trustees. Where a hearing is conducted by a committee of Ketterer Charter School Board of Trustees or a hearing examiner, a majority vote of the entire school board is required to expel a student.

Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law, even though expelled. The initial responsibility for providing the required education rests with the student's parents/guardians, through placement in another school, through tutorial or correspondence study or through an educational program approved by the Ketterer Charter School board of Trustees. If the parents/guardians are unable to provide for the required education, they must, within 30 days, submit to Ketterer Charter School written evidence so stating. Ketterer Charter School then has the responsibility to make some provisions for the student's education. If 30 days pass without Ketterer Charter School receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent/guardian and, pending the parent's/guardian's provisions of such education, Ketterer Charter School must make some provision for the student's education or take appropriate actions under Juvenile Act, or both.

FORMAL HEARINGS

The following due-process requirements shall be observed with regard to any formal hearing pertaining to student discipline:

1. Notification of the charges shall be sent to the student's parents/ guardians by certified mail.
2. Sufficient notice of the time and place of the hearing must be given.
3. The hearing shall be held in private unless the student or parent requests a public hearing.
4. The student has the right to be represented by counsel.
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 any such witnesses appear in person and answer questions or be cross-examined.
7. The student has the right to testify and present witnesses on his/her own behalf.
8. 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.
9. The proceeding must be held with all reasonable speed.

During the period of time prior to a formal hearing and decision of the Board of Trustees in an expulsion case, the student shall be placed in his/her normal class unless it is determined after an informal hearing that the student's presence in his/her normal class would constitute a threat to the health, safety, morals, or welfare of others. If it is determined after an informal hearing that such presence would constitute such a threat, 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 ten days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with an alternative education which may include home study.

CONFIDENTIALITY

All hearings, whether informal or formal, shall be conducted as private hearings unless the student and parents/guardians request the hearing to be held as a public hearing. The name of the student under eighteen (18) years of age who has been subject to disciplinary proceedings under this section shall not become part of the agenda or minutes of a public meeting. Nor shall the name of such a student become part of any public record maintained by the Ketterer Charter School Board.

CHILD ABUSE

Under the Child Protective Service Act of 1975, all school district personnel are MANDATED by law to report suspected child abuse. Reports of suspected abuse will be made to the Children's Bureau immediately by telephone. A written report will be submitted within 48 hours.

Concerned citizens may also make a report of suspected child abuse with reasonable cause by calling toll-free Childline at 1-800-932-0313 and/or the Children's Bureau at 724-834-2191. All reports made are strictly confidential, and you may remain anonymous. Parents may use the Childline directly without notifying the school.

Homeless Services

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Succeeds Act (ESSA), the Dr. Robert Ketterer Charter School is attempting to identify all children within the school that maybe experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence.

This includes individuals:

-Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason.

-Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations.

-Living in emergency or transitional shelters.

-Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings.

-Living in substandard housing (no running water or working utilities, infestations, ect.)

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Mrs. Tara Achtziger, Assistant Principal, Homeless Liaison at 724-804-7030.

If your living situation changes during the school year, and you and your child(ren) become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

ROUTINE PROCEDURES

FIRE DRILL

Fire drills at regular intervals are required by law and are important as safety precautions. It is imperative that when the fire alarm is sounded everybody exits the building quickly and quietly as per fire drill procedure. Fire drill procedures should be posted in all rooms for your safety and general welfare. Your classroom teacher will provide whatever student instruction is necessary.

EMERGENCY CLOSING OF SCHOOL

In the event that school is delayed or cancelled due to inclement weather or other situations, information will be communicated through our GroupCast system. The announcement will be delivered via phone, text and email.

For this reason, it is imperative that contact information be up to date in the school office.

CHANGE OF ADDRESS/PHONE

Parents/guardians should immediately notify Ketterer Charter School in writing of any address change or change in phone number.

VISITORS

Parents and those interested in Ketterer Charter School from a professional point of view may visit the classrooms and consult with teachers or administrators. Arrangements should be made prior to visiting. All visitors must report to the office upon entering the building to sign in and receive a visitor's badge.

WORKING PAPERS

Employment certificates must be obtained at the high school in your district of residence. District's should be contacted regarding their procedures and documentation necessary.

COMPLIANCE STATEMENT—TITLE IX

It is the policy of Ketterer Charter School not to discriminate on the basis of sex, race, religion, or national origin in the educational programs or activities which it operates as required by Title IX. Ketterer Charter School does not discriminate on the basis of sex, race, religion or national origin in the educational programs and activities extending to employment in an admission to such programs and activities.

EMERGENCY NUMBERS

Ambulance/Fire/Police	911
Latrobe Mental Health	724-537-1650
Lifeway Pregnancy Care	724-539-2002
National Runaway Switchboard	1-800-621-4000
Youth Crisis	1-800-448-4663

2025-2026 Faculty

English Department

Mrs. K. Hahn

Mrs. S. Hayden

Mrs. M. Hoak

Mrs. S. Sucke

Mrs. J. Shepard

Mrs. K. Wilson

Ms. Mulvihill

Math Department

Ms. S. Mostoller

Ms. S. Clark

Mr. M. Lukon

Mrs. C. Pawlowski

Ms. R. Frederick

Mr. M. Higinbotham

Mrs. B. Canter

Social Studies Department

Mr. A. Cicero

Mr. B. Saunders

Mr. M. Ungvarsky

Mrs. K. Wilson

Employability Skills/Bio Lab

Mrs. D. Mauro

2025-2026 Faculty

Science Department

Ms. M Kondrich

Mrs. J. Schimizzi

Mr. K. Patrick

Mrs. M. Pfeifer

Career Readiness

Mr. E. Pavlik

Mr. B. Weinrich

Health and PE

Mr. M. Sledge

Mr. B. Weinrich

Special Education

Mrs. J. Arrigonie

Mr. J. Ansell

Mrs. M. Landowski

Mrs. P. Bittner

Ms. R. Edmundson

Promise Program

Mrs. S. Shank

Student Services

Mrs. T. Desport– School Based Therapist

Mrs. A. Apple – Guidance Counselor

Mr. E. Pavlik- Student Support Services

Mr. R. Wright- Case Manager

Ms. S. Mena – Full-time Permanent Substitute

KETTERER CHARTER SCHOOL
A service of Adelphoi

HANDBOOK SIGNATURE PAGE

I, the undersigned, acknowledge and understand the information as stated in the Ketterer Charter School Student handbook

I was given a copy of the handbook and agree to abide by these rules and regulation.

Parent/Guardian Signature:_____

Parent/Guardian EMAIL: _____

Date: _____

Student Signature:_____

Printed Name :_____