



# *Northwest Pennsylvania Collegiate Academy*

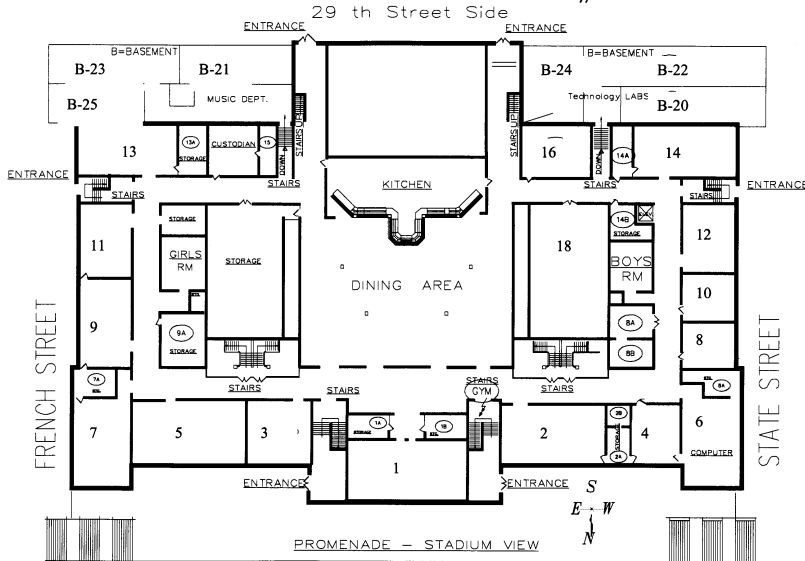
## *Student Handbook*

Revised 2016



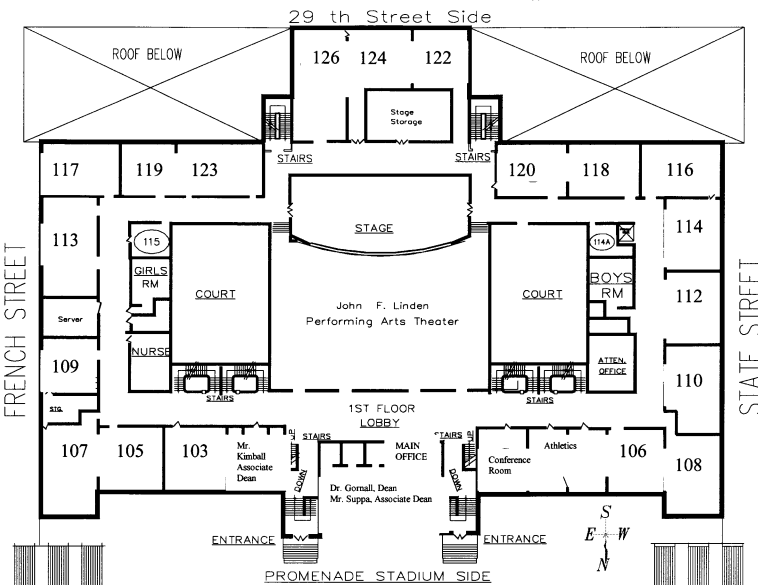
# BUILDING MAPS

## Ground Floor Plan Room # 01 to 25



- |                    |                         |
|--------------------|-------------------------|
| 01 Mr. Fuller      | 02 Mr. Franz            |
| 03 Mr. Weis        | 04 Student Art Emporium |
| 05 Mr. Sheldon     | 06 Mr. Lasher           |
| 07 Mrs. Supinski   | 08 Gifted Program       |
| 09 Mrs. Petri      | 10 Gifted Program       |
| 11 Mrs. Wisniewski | 10A Ms. Palotas- SAP    |
| 13 Mrs. Imler      | 12 Mr. Luthringer       |
| 17 Mrs. Leasure    | 14 Mr. Fanazini         |
| 21 Mrs. Huster     | 18 Mrs. Dudenhoeffer    |
| 23 Ms. Federowicz  | 20 Mrs. Myers           |
| 25 Piano Lab       | 22 Mr. Czulewicz        |
| WF Mr. Boetger     | 24 Computer Lab         |
| WF Ms. Smrekar     |                         |
| Dance Ms. Hughes   |                         |

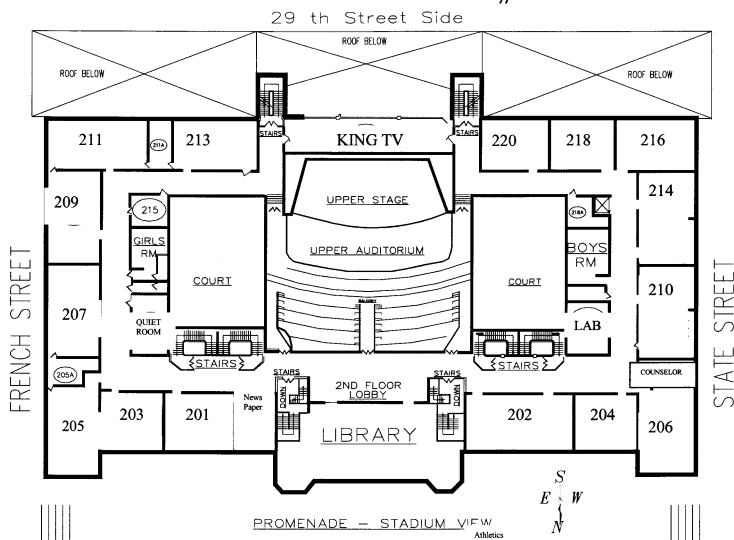
## First Floor Plan Room # 105 to 126



- |                                  |                          |
|----------------------------------|--------------------------|
| 104 Ms. King, Ms. James-Guidance | 106 Mr. Shaut            |
| 103 Mr. Schneider                | 108 Academic Enhancement |
| 105 Mr. Powell                   | 110 Ms. Smrekar          |
| 107 Mrs. Smith                   | 112 Mrs. Chaffee         |
| 111 Distance Learning            | 114 Ms. Parthenakis      |
| 113 Mrs. Pohl                    | 116 Mr. Bischof          |
| 117 Mr. Golembeski               | 118 Ms. Balsiger         |
| 119                              | 122 Mr. Kern             |
| 123 Mr. Mentges                  | 124 Ms. Lanich           |
|                                  | 126 Mrs. Ditrich         |

*Nurse – Mrs. Guerriero is across from Room 111*

## Second Floor Plan Room # 201 to 220



- |                   |                       |
|-------------------|-----------------------|
| Library           | 202 Mr. Fleming       |
| 201 Mr. Graziano  | 204 Ms. Enstrom       |
| 203 CDT           | 206 Mrs. Nicolia      |
| 205 Chemistry Lab | 210 Mr. Wojciechowski |
| 207 Chemistry Lab | 214 Ms. Ross          |
| 209 Mr. Feiock    | 216 Ms. Olszewski     |
| 211 Mr. Harvey    | 218 Student Senate    |
| 213 Mr. Reed      | 220 Mr. Hilinski      |
| 217 KING TV       |                       |

**Welcome to  
Northwest Pennsylvania  
Collegiate Academy!!**

**School Colors:** Navy and Gold  
**Mascot:** Lion

**Alma Mater**

(Original Alma Mater of Academy High School,  
now being used by Collegiate Academy)

High stands our alma mater  
Overlooking lake and town;  
High in our hearts we cherish  
Her ideals and fair renown.  
Noble in her grace and beauty,  
In her service frank and free,  
Training lives in truth and duty  
Honor, trust, and loyalty.  
Then we'll work and fight for her honor,  
And we'll work and fight for her fame,  
We will serve her right  
In the world's greatest fight  
We will ever uphold her name;  
For her sturdy sons are so valiant  
And her maidens so kind and true-  
We will carry on, till the stars are gone  
For Academy, the gold and blue.

**Motto:**

**Pride, Honor, Respect.**

**Vision Statement:**

*Always Reaching Higher*

**Mission Statement:**

*The mission of the Northwest Pennsylvania Collegiate Academy, a regional public magnet school, is to provide a dynamic, rigorous college preparatory education in a diversified, student-centered urban environment. Our school is committed to developing life-long learners and responsible citizens in a global society.*

**Class Schedule**

Homeroom	8:10 – 8:20
Period 1	8:24 – 9:46
Period 2	9:50 – 11:12
<b><u>1<sup>st</sup> Lunch</u></b>	<b><u>11:12 – 11:52</u></b>
Class	11:56 – 1:22
<b><u>2<sup>nd</sup> Lunch</u></b>	<b><u>11:57 – 12:37</u></b>
Class	11:16 – 11:57
Class	12:41 – 1:22
<b><u>3<sup>rd</sup> Lunch</u></b>	<b><u>12:42 – 1:22</u></b>
Class	11:16 – 12:42
Period 4	1:26 – 2:48

**Early Dismissal Schedule**

Homeroom	8:10 – 8:20
1 <sup>st</sup> Period	8:24 - 9:13
2 <sup>nd</sup> Period	9:17 - 10:06
4 <sup>th</sup> Period	10:10 - 10:58
3 <sup>rd</sup> Period:	
<b><u>1<sup>st</sup> Lunch</u></b>	<b><u>11:02 – 11:37</u></b>
Class	11:42 – 12:57
<b><u>2<sup>nd</sup> Lunch</u></b>	<b><u>11:42 – 12:17</u></b>
Class	11:02 – 11:42
Class	12:22 – 12:57
<b><u>3<sup>rd</sup> Lunch</u></b>	<b><u>12:22 – 12:57</u></b>
Class	11:02 – 12:22

**Please note:** There are various times throughout the year when we will use an alternative schedule. Please utilize the announcements section from our website [www.eriesd.org/npc](http://www.eriesd.org/npc) to follow our schedule changes

## Communication

### **Infinite Campus (IC)**

This link is designed to allow parents 24-hour access to their student's grades. Parent's/guardians access to their student's information by using an Erie's Public Schools (EPS) generated unique ID number. Parents can log on to the EPS's web site <http://www.eriesd.org>, click on **PARENTS** tab and then select **[Infinite Campus Parent Portal](#)**. Then click on the Infinite Campus logo and follow directions for logging on or creating an account. Technical issues should be emailed to [parentportal@eriesd.org](mailto:parentportal@eriesd.org).

Parents/guardians can access the student grade information and attendance. Parents may also email the teachers directly from the Portal.

### **Parent Broadcast**

At various times throughout the school year we will send important information home via phone using the Onecallnow broadcast system. This system allows for the dissemination of information without written notices sent home. The Onecallnow broadcast system pulls phone numbers from our Infinite Campus (IC) student information. We can use multiple phone numbers, i.e. home phone, cell phones, and work numbers. Thus, it is of vital importance that Collegiate Academy has your correct phone number. Please contact our school office, 874-6300 for phone number changes and additions.

### **Email** (through Onecallnow)

In our continual effort to go green, Collegiate Academy is striving to go paperless. To that end we will use email as one of our two main systems for communication with our parents and students. It is imperative that we have you most current email to maintain a strong relationship between home and school. Please contact our school office, 874-6300 for email changes and additions

### **Email to Teachers**

Email is the preferred method of communication with our teachers. Virtually all addresses are easily accessible through our website [www.eriesd.org/npc](http://www.eriesd.org/npc) under the **Staff** tab. Teacher's addresses are also located in Infinite Campus within your student's schedule/grade area.

## Attendance

### **Early Dismissals**

All appointments should be scheduled after school hours. In the event that this is not possible, students: must bring a written note from a parent/guardian to the Attendance Office before homeroom. He/she will receive a yellow excusal slip to present to teachers for dismissal and re-entry.

***Students must bring verification of an appointment to the [Attendance Office](#) when they return to school or time away will be considered illegal/unlawful.*** Major assignments are expected to be turned in on the due date, regardless of absence. (Parents should call the school the morning of a student's absence to request the day's assignments, which may be picked up in the school office at 3:00.) Students are not permitted to make up work or tests for unexcused/illegal/unlawful days of absence. Homework assignments are due upon return to school.

- Responsible students will have work sent in to school on the day it is due with a parent or another student.

- Students who are continually tardy to school may be required to sign a punctuality contract. Failure to adhere to the terms of the contract may result in a student beginning removed from Collegiate Academy. See Punctuality Contract in the appendix section of this handbook.
- For the complete listing of acceptable tardy excuses, please refer to the Erie's School District's Student and Parent Handbook.

## **Absences**

Upon returning to school from an absence, a written note from the parent/guardian must be presented to the homeroom teacher explaining the absence. If excuses are not submitted within three (3) days, the absences will be marked illegal. When a student accumulates ten (10) days of absences within one school year, the student must submit a written excuse from a physician for all subsequent absences due to medical illness. If a student fails to submit a physician's note those absences will be considered illegal. The accumulation of three illegal absences may trigger the start of truancy prosecution, which leads to charges being filed with the District Judge.

Major assignments are expected to be turned in on the due date, regardless of absence. Parents should call the school the morning of a student's absence to request the day's assignments, which may be picked up in the school office at 3:00. Students are not permitted to make up work or tests for unexcused days of absence. Homework assignments are due upon return to school.

Responsible students will have work sent in to school on the day it is due with a parent or another student.

## **Illness During the Day**

If a student becomes ill during the day, they should ask permission from the classroom teacher to see the nurse. If the nurse is not available, students should report to the main office. Students must have a pass to see the nurse.

- **Students are not permitted to leave Collegiate Academy at any time during the school day without permission from an administrator.**
- **Students will only be released from school to those individuals listed in the Infinite Campus (IC) Information system.**

## **Computer Use**

Students are permitted to use their own technology during school hours. This policy is subject to annual review and change according to the assessment of the school district solicitor. Parents will receive a copy of this policy during the first week of school.

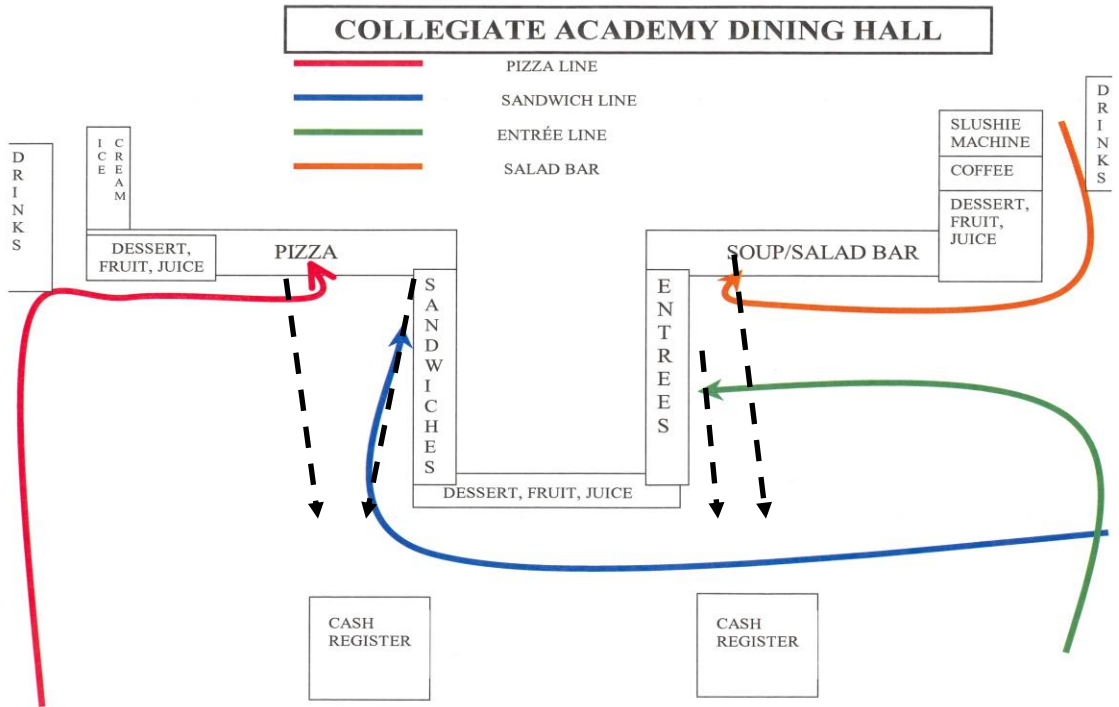
## **Daily Announcements**

Each morning, during homeroom, important information for students and teachers is presented on televised announcements through KING-TV. Activity information, changes in schedule, scholarship information, and important dates and times are part of this valuable service. Students need to listen carefully to the announcements daily.

## **Detention**

- Responsible students will accept the consequences of inappropriate behavior.
- Detention is conducted after school from 3:00-4:00 on Wednesdays in Room 108. Classroom teachers and/or administrators may assign detention.
- Students will be given a completed detention slip and 24-hour notice.
- Students must bring original detention slip signed by a parent/guardian to the detention room or two (2) detentions will be assigned.
- Failure to report to detention will result in two (2) detentions.

# Dining Hall



**\*All students must proceed to a cash register after you have completed your selections**

## Lunch Options –include the following:

- ✓ Entrée
- ✓ Choice of two - vegetable or fruit
- ✓ Milk

✓ Dessert

**FIVE ITEMS TOTAL**

Seating is available in the Dining Hall, the Ground Floor hallway (between room 06 and room 07), and on the Promenade, weather permitting.

## Dining Area

Expectations of all students in the dining area include, but are not limited to, the following:

- Display good manners and courteous behavior at all times.
- Waiting in line – cutting will result in a student going to the end of the line and receiving an after school detention.
- Clean up all trays and tables.
- Return chairs borrowed from other tables.
- Be respectful of classes in session during lunch.
- Keep the outdoor area clean when dining outside.

# Collegiate Academy

## DRESS CODE

established 1997



The intent of our Dress Code is to ensure that students present a neat appearance while at school.

The official school clothing colors for the Collegiate Academy are:

- **White/Off White**
- **Navy Blue**
- **Gray**
- **Black**
- **Beige Khaki**

### ALL TOPS & BOTTOMS SHOULD BE SOLID COLORS ONLY

#### Tops

- All shirts must have defined sleeves and a collar.
- Decorative scarves are not permitted.
- All shirts must be appropriately buttoned and tucked.
- Sweaters may be crew neck, v-neck, cardigan or turtle neck. All must be worn with a collared shirt or turtleneck underneath. **NOTE:** v-necks and cardigans must be worn with a collared shirt underneath; Camis, tank tops, and t-shirts are not permitted to be worn underneath.
- **Only Official** Collegiate Academy hooded sweatshirts are acceptable.
- No colored undershirts are to be seen through official school clothing. Clothing logos may not exceed 2 inches.
- Denim and sheer tops are not permitted.

#### Bottoms

- Denim, yoga pants, stretch and spandex pants/tights are not permitted.
- Pants may not be oversized and should not touch the floor.
- Pants must be secured at the waist.
- Pants and skirts should be solid colors only; white pants and skirts are not permitted.
- The length of dresses/skirts/shorts will not exceed 2 inches above the knee (this includes slits).
- Spandex, mini, pencil skirts are not permitted.
- Stockings/nylon tights must be dress code colors and accompanied with shorts or skirt of dress code length.
- No shorts or capri's are permitted after October 7<sup>th</sup> or before April 18<sup>th</sup>, 2017.

#### Shoes

- Dress shoes and sneakers are permitted.
- All shoes must have hard soles.
- *Not permitted:* high heels, sandals, open-toed shoes, and slippers.

#### Outerwear

- Outerwear should be placed in lockers and is not permitted to be worn during the school day. This includes, but is not limited to coats/jackets, windbreakers, wind pants, gloves, hats, and scarves.

#### Jean Days

- These days usually occur the last Friday of the month. The only bottoms which are permitted are **jeans** or **school appropriate shorts, no sweatpants /wind pants, and running shorts**. Additionally, shorts must meet the 2 inch rule and may not be worn between October 8<sup>th</sup> and April 17<sup>th</sup>.

*School officials reserve the right to make a judgment about any ambiguity in style, color, length, and/or fit of school dress. Students are not permitted to attend classes with a dress code violation.*

# *COLLEGIATE ACADEMY*

## *ATHLETES' DRESS CODE*



Student athletes may wear jerseys on game day with the following conditions:

1. May only be worn on game day.
2. Jersey must be tucked, except football. A collared shirt must be worn underneath the game jersey.
3. Game jerseys are shirts designated by the Coach, what the athlete plays in. Tank tops, T-shirts, hooded sweatshirts, sweatpants, etc. are not permitted.
4. Marching Band members may wear shirts on Fridays of competition weekends (Must follow #2,3, T-shirts w/collar).
5. Cheerleaders may wear uniform tops only – turtlenecks or dress code colored, collared-shirts must be worn under sleeveless uniform tops. No Warm Ups or sweat suits will be permitted.
6. A game jersey (for athletes) is the only part of the uniform to be worn. Whole uniforms are not acceptable.



## Grading System

Collegiate Academy uses a 4.5 scale for honor classes and a 5.5 maximum scale for Advanced Placement/Dual Enrollment (AP) classes. All classes are honors or Advanced Placement.

<u>Honors</u>		<u>Advanced Placement</u>	
97 – 100	4.5	97 – 100	5.5
93 - 96	4.0	93 – 96	5.0
89 - 92	3.5	89 - 92	4.5
85 - 99	3.0	85 - 88	4.0
76 – 84	2.5	76 - 84	3.5
70 - 75	2.0	70 - 75	3.0
0 - 69	0		

Grade point averages will not be rounded for the Honor Roll.

For example: 3.75 = Magna Cum Laude

In order to be eligible for the Honor Roll, students must pass all classes with a minimum of 70%

## How to Calculate GPA

1. Look at percentage grade for course.
2. Write grade point value – take half for ½ credit courses.
3. Add all values.
4. Divide by total credits for quarter.

### 9<sup>th</sup> Grade Student - SAMPLE

Class	Percentage	Credit	Grade Point Value
Ceramics	92	½	(3.5) ½ = 1.75
Piano	98	½	(4.5)1/2 = 2.25
Chorus	97	1	4.5
Biology	93	1	4.0
Spanish	78	1	2.5
Algebra	91	1	3.5
Civics	81	1	2.5
Lang. Arts	93	<u>1</u>	<u>4.0</u>
			25.0

25 divided by 7 = 3.57

## Graduation Requirements

A **minimum** of 29.0 credits is required for graduation, and includes the following:

Language Arts	4.0 credits
Mathematics	4.0 credits
Social Sciences	4.0 credits
Science	4.0 credits
World Languages	3.0 credits
Wellness & Fitness	1.5 credits
Required Electives	1.5 credits
Electives	7.0 credits

\*You must complete at least three (3) AP level courses during your career at Collegiate Academy.

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Total Credits      29.0 credits

## Re-Test Policy

- This policy has been developed to assist all students in achieving proficiency/mastery in all curricular areas.
- The Re-Test will be scheduled before or after school unless other arrangements have been made. A 20-80% formula will be used to determine the final test grade. The teachers will use 20% of the lowest test grade plus 80% of the highest test grade for the final grade. Students and teachers will complete the final test grade together.

## RETEST Procedures

1. After a test is given: When the test is returned to students:
  - a. All students receive this document with test return.
  - b. All students complete page 1: Reflect as review and keep for self-tracking and reflection
  - c. AP teachers will announce whether using retest or corrections for this exam. Honors must retest.
2. Parents are aware school wide that they receive this document after every test.
  - a. If not retesting, students will keep page 1 in their binder to track their own performances
3. All students that choose to retest or have failed are required to return page 2 signed.
  - a. Failing students are not required to retest but parents will be at least made aware and will have acknowledged that they are making a choice not to retest.
  - b. Retests will be completed within the two week window indicated on the document. The option to retest is forfeited beyond that date.

## Homework

- Homework is an important activity that contributes to student educational progress. By definition, homework is a task initiated and/or motivated in the classroom related to the objectives of the course studied, which is normally completed out of class. Homework may take the form of additional practice on exercises, reading of material on a specific subject, in-depth exercises, in-depth follow-up of classroom activities, or independent project work related to the subject.
- When students are absent it is their responsibility to meet with each teacher to find out what was missed.

## Working Lunches – See flow chart in appendix

Working lunches are assigned after the late/incomplete homework/assignment has not been submitted by the revised completion date.

1. Teacher assigns working lunch using email link.
2. A Student will have WL until the assignment is returned to the teacher.
3. A student who had 5 consecutive days will be assigned Saturday detention to complete all missing work.
4. A teacher removes the student from WL using the email address when the completed assignment is submitted.
5. All graded assignments in all grades are eligible.
6. Parent contact is not required for working lunches, but is encouraged – students should inform their parent/guardian.

## Please Note:

- 24 hour lag time from the agreement made on the late assignment form.
- Teachers should enter in “I” in the gradebook until the assignment is completed.
- When an assignment is deemed incomplete, a working lunch will be assigned by the teacher beginning the following school day.
- Students, who miss an assigned working lunch, will automatically be assigned a 1 hour afterschool detention.
- Please refer to the information in the appendix of this handbook for further details.

## Discipline

- Classroom rules may vary from teacher to teacher. It is the responsibility of students to follow each individual teacher's classroom rules. Collegiate Academy follows Erie's Public Schools Student Handbook and Code of Conduct for all infractions. Students receive a copy of and are in-serviced on the Discipline Handbook each year. Appropriate and responsible behavior is expected of students at all times.

## Honor Roll

Students are recognized each quarter on the honor roll bulletin board in the front hall for grade point averages in each of the following categories:

Summa Cum Laude	4.0+
Magna Cum Laude	3.5 – 3.99
Cum Laude	3.0 – 3.49

**Grade Point Averages (GPA)** will not be rounded or determining honor roll status. A failure in any class, regardless of overall grade point average, makes a student ineligible for honor roll.

## Academic Excellence Ceremony

Students who have achieved honor roll status each of the first three (3) quarters will be invited to attend the Academic Excellence Ceremony in May.

## Lockers and Locks

Students will receive a locker and lock assignments from their homeroom teachers. Each student is responsible for the contents of the locker assigned. Students may not use any other lock or locker than the one issued by the school. **All lockers and locks are the property of the Erie School District. Please do not use any type of tape on lockers.** Students who do not return their assigned lock to the homeroom teacher at the end of the school year will be assessed a \$10.00 fee for replacement.

## Student Senate

The Collegiate Academy School Government is a collaborative body comprised of the School Administration (Dean and Associate Deans), the Instructional Leadership Team (ILT) (Department Representatives), the Student Government (Student Senate President, Class Vice Presidents and Homeroom Representatives). The unique feature of Collegiate Academy's School Government is the Student Government branch. The Student Senate is the steering committee and decision-making body for all student activities. All nine elected members of the Student Senate participate in a yearlong class titled "Leadership, Decision-making and Strategic Planning". The course will explore a variety of governing styles and structures prevalent in education, business and local government. Student Senate representatives will plan and coordinate all student sponsored projects and activities in conjunction with elected homeroom representatives. This body will work cooperatively with the School Administration, and when necessary the ILT to govern Collegiate Academy. The goals of the Student Government branch of the Collegiate Academy School Government are to effectively manage student affairs, generate student input for all relevant school issues and provide valuable leadership experience and training for the students involved in Student Government.

## **Statement of Behavioral and Ethical Expectations**

The Northwest Pennsylvania Collegiate Academy, along with its Administration, has a legitimate interest in enhancing and protecting its unique school culture. Our culture is deeply rooted in our mission and belief statements which are designed to encourage scholarship in a collegial environment. Collegiate Academy strives to establish and maintain order within our school community which is consistent with these philosophies and mission. Therefore, it is the understanding of each student that continued attendance at Collegiate Academy is based on the ongoing privilege of being a contributing member of this unique academic community. A student's failure to comply with the philosophy, mission and behavioral expectations of Collegiate Academy may lead to his/her revocation of the privilege of attending Collegiate Academy. Thus, as vested member of this community, a student will not only abide by its philosophies, mission, and expectations, but also to adhere to the Erie's Public Schools Student Code of Conduct. Violations of the provisions contained in the District's Student Code of Conduct, will revoke a student's privilege to continue to attend Collegiate Academy and he/she will have to return to their home school.



*Always Reaching Higher*

# Appendix