



Northwest Pennsylvania Collegiate Academy

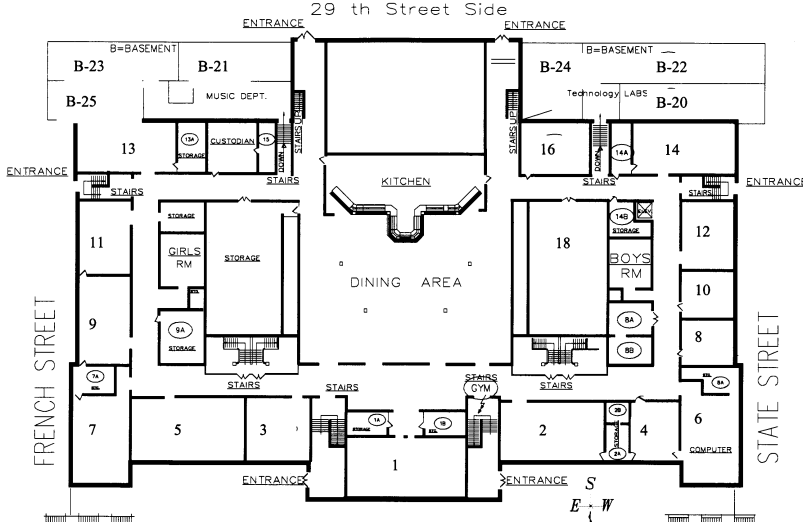
Student Handbook

Revised 2018



BUILDING MAPS

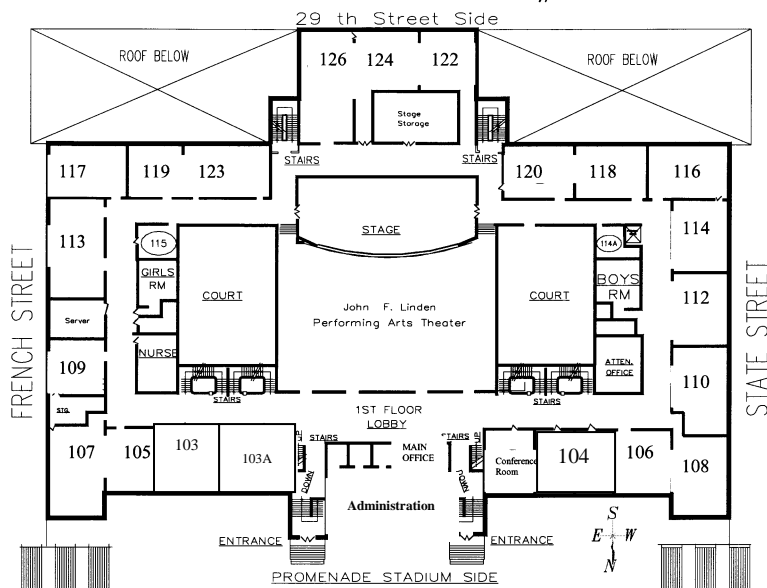
Ground Floor Plan Room # 01 to 25



01 Mr. Fuller
03 Mr. Weiss
05 Mr. Sheldon
07 Mrs. Supinski
09 Mrs. Petri
11 Mrs. Wisniewski
13 Mrs. Imler
17 Mrs. Leasure
21 Mrs. Huster
23 Ms. Federowicz
25 Ms. Dolan
27 Mrs. Kern
WF Mr. Boetger
WF Ms. Smrekar
Dance Ms. Hughes

02 Mr. Franz
04 Student Art Emporium
06 Mr. Lasher
08 Mrs. Gette
10 Ms. Debello
10A Ms. Palotas- SAP
12 Mr. Luthringer
14 Mr. Fanazini
18 Ms. Shannon
20 Mrs. Myers
22 Computer Lab
24 Computer Lab

First Floor Plan Room # 105 to 126

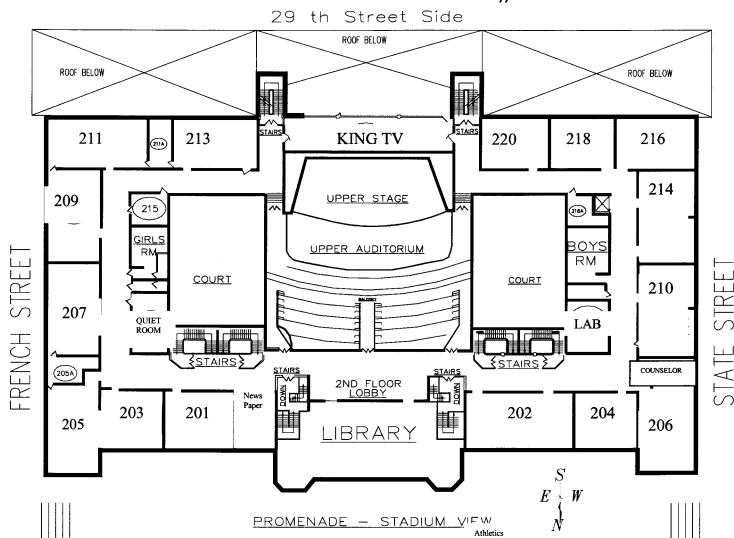


104 Ms. King,
103 Mr. Gilmore
103A Mr. Shawbenbauer
103A Alumni Office
105 Mr. Powell
107 Mrs. Smith

Mr. Neilson-Guidance
106 Mr. Warren
108 Mr. Bischof
110 Ms. Balsiger
112 Mrs. Chaffee
114 Mr. Mersk
116 Academic Enhancement
118 Heath Room.
120 Ms. Margosian
122 Mr. Pham
124 Ms. Lanich
126 Mrs. Ditrich

Nurse – Mrs. Guerriero is across from Room 111

Second Floor Plan Room # 201 to 220



Library
201 Mr. Graziano
203 Mr. LaFatta
205 Chemistry Lab
207 Chemistry Lab
209 Mr. Feiock
211 Mr. Harvey
213 Mr. Reed
217 KING TV

202 Mr. Fleming
204 Ms. Lasky
206 Mrs. Nicolai
210 Mr. Wojciechowski
214 Ms. Lutz
216 Ms. Olszewski
218 Lt Col Johns - ROTC
220 Ms. Parthenakis

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

HR: 8:40-8:50
Period 1: 8:54-10:16
Period 2: 10:20-11:42
Period 3: 11:46-1:12
First Lunch: 11:42-12:22
Class: 12:26-1:52
Second Lunch: 12:27-1:07
Class: 11:46-12:27 - 1:11-1:52
Third Lunch: 1:12-1:52
Class: 11:46-1:12
Period 4: 1:56-3:18

Early Dismissal Schedule

HR: 8:40-8:50
Period 1: 8:54-9:39
Period 2: 9:43-10:28
Period 4: 10:32-11:17
Period 3:
First Lunch: 11:17-11:57
Class: 12:01-1:27
Second Lunch: 12:02-12:42
Class: 11:21-12:02- 12:46-1:27
Third Lunch: 12:47-1:27
Class: 11:21-12:47

Dining Hall Hours

AM 7:30-8:30 - Breakfast 8:00-8:30

PM 3:30-4:45 - Dining Hall only, all others must be with a teacher

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/npca 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' 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.

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 your 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 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. If 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 into 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 at 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 into 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 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 3:30-4:30 on Wednesdays in Room 116. Classroom teachers and 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.

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

ALL TOPS & BOTTOMS SHOULD BE SOLID COLORS ONLY

General Rules:

The following regulations regarding student dress generally requirements of the Dress Code Policy below: Though an individual's dress and adornment/appearance is a matter of personal preference and choice, certain styles of dress/appearance are not appropriate in school for the health, safety, welfare of students and staff. Students will be required to change inappropriate clothing or appearance or be sent home to do so and return.

For this reason, the following guidelines are established:

- a) Wear clothes that are not revealing or suggestive, such as see-through blouses, halter tops, tank tops, bare midriffs, cutoffs.
- b) Wear clothing, jewelry, and other accessories which do not promote, encourage, or depict any form of drugs (including alcohol), obscene, lewd or vulgar language or action, or promote any illegal activity.
- c) Wear pants which are secure around the waist. Pants may not be "distressed" (e.g., have rips or holes).
- d) Wear clothing which cannot potentially cause harm to another person, damage to property, or create an unsafe environment.
- e) Wear shorts and skirts, the hem of which must be no shorter than two inches above the knee.
- f) Outdoor clothing or accessories such as coats, hats, bandanas, gloves, picks and the like may not be worn inside the school building. Outerwear must be placed in lockers and is not permitted to be worn during the school day. Hoodies may be worn during the school day. However, the hoods must remain down the entire time students are attending school.
- g) Students must wear shoes or footwear appropriate for the school setting. Hard-soled shoes, including sneakers, are appropriate. Students may not wear open-toed shoes, slippers, high-heels, sandals or flip-flops to school. The administration may impose additional limitations on dress and appearance if the attire or appearance causes a disruption of the educational process or constitutes a health or safety hazard.

High School (Grades 9-12) Dress Code:

- a.) Pants, shorts, skirts, skorts, in any solid color (e.g., no patterns, words or pictures, etc.), including denim or "jeans," which must be worn or belted at the waist. The hem of the shorts, skirts or skorts must be no shorter than two inches above the knee.
- b.) Shirts must be in any solid color (e.g., no patterns, words, pictures, etc.). Shirts must be tucked into the pants/skirts at all times, provided, however, students may wear shirts or jerseys with the official or approved name or logo of the home school to which they are assigned, including athletic jerseys and club gear.
- c.) Specific dress requirements may be assigned to students participating in technical labs or other classes or activities that necessitate the wearing of specific clothing to maintain the health and safety of that student and others. These class or activity-specific rules will be established by the Building Administrator or classroom teacher and will be delineated in the class, lab or activity syllabus. Failure of a student to abide by these health and safety dress requirements may result in the student's removal from that class, lab or activity

Exceptions:

- 1. Exceptions to both the K-8 and High School mandatory dress codes will be made on a case by case basis to health conditions.
- 2. The wearing of official and approved school club, school organization or school theme uniforms shall not be considered a violation of the Mandatory Dress Code policy.
- 3. School principals or building administrators at each school shall have the discretion to designate "School Spirit Days." School Spirit Days could include but are not limited to, non-uniform days, hat days, colorful sock days, special theme days, etc.

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.

Regular		<u>Honors</u>		<u>Advanced Placement</u>	
95 – 100	4.0	97 – 100	4.5	97 – 100	5.5
90 – 94	3.75	93 - 96	4.0	93 – 96	5.0
85 – 89	3.5	89 - 92	3.5	89 - 92	4.5
80 – 84	3.0	85 - 99	3.0	85 - 88	4.0
75 – 79	2.5	76 – 84	2.5	76 - 84	3.5
70 – 74	2.0	70 - 75	2.0	70 - 75	3.0
65 – 69	1.0	0 - 69	0		
51 – 64	0				

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

For example: 3.75 = Magna Cum Laude

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

How to Calculate GPA

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

9th Grade Student - SAMPLE

Class	Percentage	Credit	Grade Point Value
Ceramics	92	½	(3.5) ½ = 1.75
Piano	98	½	(4.5) ½ = 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>
		7	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.

Total Credits	29.0 credits
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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 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 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

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

1. Teacher and student with discuss the reasons for the assignment being incomplete. The teacher will assign up to 3 days of working lunch to complete the assignment.
2. The assignment will be considered INCOMPLETE until the assignment is returned to the teacher.
3. Please review the flow chart at the end of this handbook for detailed information.

Discipline

- Classroom rules may vary from teacher to teacher. It is the responsibility of students to follow each 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 the 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 and are subject to search at any time.** 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.

Appendix



Northwest Pennsylvania Collegiate Academy

Retest Policy

Rationale

This policy has been developed to benefit all students in achieving proficiency/mastery in all curricular areas.

1. The retest must be completed within three weeks from the original test date.

- The teacher will designate the date(s) for special help and test re-take as a piece of the student's prescription
- A minimum of one (1) study session may be scheduled during special help night as part of the prescription

2. A retest will be scheduled before or after school unless other arrangements have been made.

- Retest exemptions are designated and approved by the teacher
- Retests may not occur during class or another teacher's special help session
- With teacher approval, students may take retests during academic enhancement, teacher detention or special help sessions
- Teachers and students may schedule tests on RE-TEST NIGHTS (Thursdays)

3. The 20-80% formula will be used to determine the final test grade.

- Teachers will use 20% of lowest test grade + 80% of highest test grade = final grade
- A matrix will be provided
- Teachers are to help students understand how to compute final grade.

4. The prescription form must be completed and returned to the teacher as a prerequisite for taking the retest.

- Prescriptions must be signed by a parent
- Prescription completion is to be approved by the teacher
- A prescription is the teacher's professional judgment as to what information the student is expected to know at the proficient level.



RE-TEST PRESCRIPTION FORM

Course: _____

Date: _____

Teacher: _____

Student: _____

Test Topic _____

Title of Test _____

Test _____	
Date	Score
Re-Test _____	<div style="border: 1px solid black; width: 100px; height: 40px;"></div>
Date	
20/80 Score	

REQUIRED TEST PREPARATION

☐ Test Corrections

☐ Attend Special Help sessions

(1)_____Date/Time (2)_____Date/Time (3)_____Date/Time

☐ Areas of study review

☐ Study log completion

■ **Mandatory** Self-reflection (written on the back of this form)

☐ Math lab sessions:

☐ Review assignment:

☐ Other:

Parent's Comments:

Parent Signature
Date

Date

Student Signature

Study Log

Date	Time		WHAT REQUIRED TEST PREPARATION DID YOU ACCOMPLISH?
	START:	END:	

SELF-REFLECTION

1. Write a paragraph reflecting your difficulties on this test that includes your commitment/ involvement in the following:

attendance

homework

class participation

studying in an organized manner/being organized

paying attention in class

other/specific area of concern
2. What can *you* change to make improvements in your study habits/preparation for next time?
3. How can I help you?



Late or Incomplete Assignment Form

Name: _____ Date: _____ Class Block _____

Student ESD Email: _____

Missing Assignment Title: _____

Parent Name _____ Parent Email: _____

Reason for Missing the Due Date: (I forgot is **NOT** an option.)

- | | |
|---|--|
| <input type="checkbox"/> School-Based Sports/Extracurricular | <input type="checkbox"/> Heavy Course Load |
| <input type="checkbox"/> Job/Work | <input type="checkbox"/> Social Event(s) |
| <input type="checkbox"/> Difficulty with Material/Lack of Understanding | <input type="checkbox"/> Club or Group Event Out of School |
| <input type="checkbox"/> Procrastination | <input type="checkbox"/> Other _____ |

Details (Please explain in complete sentences): _____

I eat _____ lunch on A day and _____ lunch on B day.

Ham/cheese	Turkey/cheese	PB& J	Cheese	Combo	I pack lunch.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Student Signature: _____

Teacher Use Only

Revised Due Date: _____ Beginning Date: _____

Parent Contact Date: _____ Details: _____

Date of Submission: _____

- | | |
|---|--|
| <input type="radio"/> Small/Medium | <input type="radio"/> Major/Habitual |
| <input type="radio"/> Subject to maximum grade of 80% | <input type="radio"/> High Level Remediation |

Teacher Signature: _____

GRADING SMARTER NOT HARDER: MISSING ASSIGNMENT FLOW CHART



Student assignment is not completed by due date

What type of work is it? ** Homework **OR** another assignment? Major assignments are single assignments that by themselves can drastically impact grades (>10%)

Homework

First Offense

Due next day, HR for ½ credit

Second Missed Assignment

Same as the above, but teacher must call/email home.

Third Missed Assignment

Administrative Action
Possible Insubordination

HABITUAL PROBLEMS

Any Other Assignment

Teacher and student will have a conversation to determine how much time in WL is needed to complete the assignment. The teacher will take into consideration the following;
Is there evidence that assignment has been started, evidence of effort, help has been sought out by the student before due dates, having legitimate difficulties with assignment?
Based on this, up to 3 days can be assigned at teacher discretion. If the assignment is not done after that time, a zero will be assigned, with a parent phone call.

Assignment **is** completed by prescribed deadline, all is well, full credit earned

Assignment is **not** completed by deadline.
Zero for assignment

RETESTS: If you have a student that is consistently retesting in your class, they may also be referred for remediation built around test preparation skills and time management.

High Level Remediation Options

Students meet with a counselor. Together counselor and student will;

- Best course of action determined.
- Parent Contact made.
- Remediation may include any of the following:
 - Agenda Books
 - Mandatory Special Help for subject/s
 - Tues/Thurs Peer Tutoring sessions
 - Study Skills sessions with counselors
 - Wednesday nights added for study time
 - Goal Setting
- Follow up meeting with counselor weekly until progress is made.
If the issues remain, an administrator will review progress, issues.

**Classroom teacher defines the type of assignments, small, medium, and major.

ALWAYS REACHING HIGHER