



# *Northwest Pennsylvania Collegiate Academy*

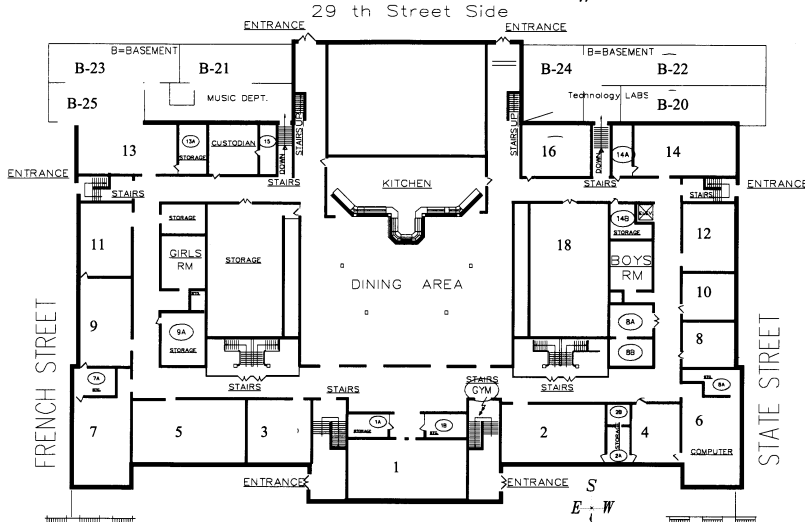
## *Student Handbook*

Revised 2019



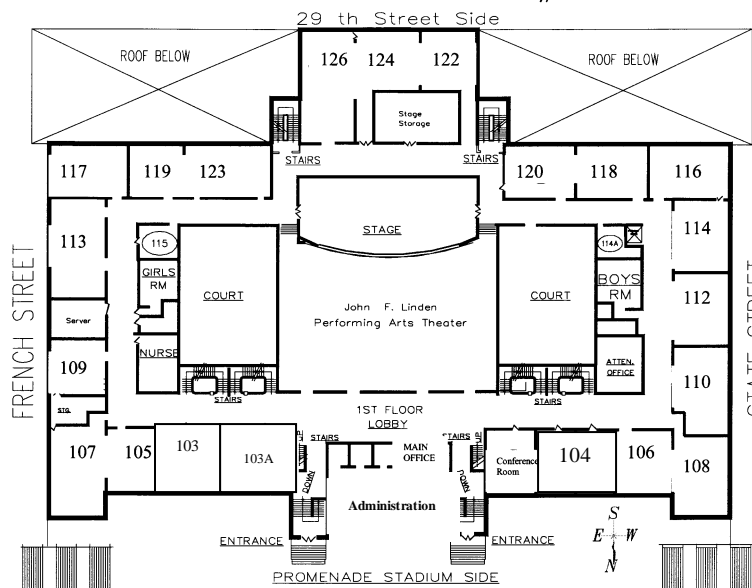
# BUILDING MAPS

## Ground Floor Plan Room # 01 to 25



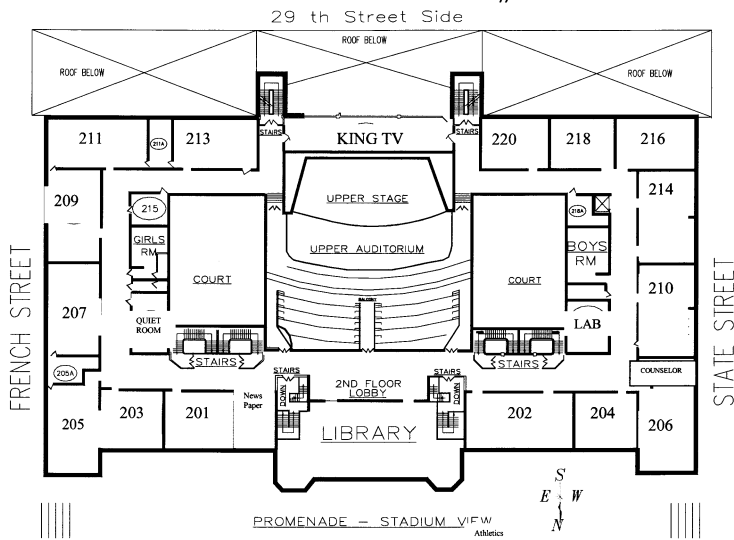
- 01 Library
- 02 Mr. Franz
- 03 Mr. Weiss
- 04 Student Art Emporium
- 05 Mr. Sheldon
- 06 Mr. Lasher
- 07 Mrs. Supinski
- 08 Mrs. Gette
- 09 Ms. Anderson
- 10 Ms. DeBello
- 11 Mrs. Wisniewski
- 10A Ms. Palotas- SAP
- 13 Mrs. Imler
- 12 Mr. Luthringer
- 17 Mrs. Leasure
- 14 Mr. Fanazini
- 21 Mrs. Huster
- 18 Ms. Shannon
- 23 Ms. Federowicz
- 20 Mrs. Myers
- 25 Ms. Dolan
- 22 Computer Lab
- 27 Mrs. Kern
- 24 Mr. LaFatta
- WF Mr. Boetger
- WF Mr. Greishaw
- Dance Ms. Hughes

## First Floor Plan Room # 105 to 126



- 104/A Ms. King, Mr. Neilson-Guidance
  - 103 Mr. Gilmore
  - 106 Mr. Warren
  - 103A GO COLLEGE
  - 108 Mr. Bischof
  - 103A Alumni Office
  - 110 Ms. Balsiger
  - 105 Mr. Powell
  - 112 Mrs. Chaffee
  - 107 Mr. Anthony
  - 114 Mr. Fuller
  - 116 Health Room.
  - 113 Ms. Pohl
  - 118 Ms. Margosian
  - 117 Mr. Golembeski
  - 120 Mr. Tryzbiak
  - 119 Computer Lab
  - 122 Mr. Pham
  - 123 Mr. Luther
  - 124 Ms. Lanich
  - 126 Mrs. Ditrich
- Nurse – Ms. Black is across from Room 111**

## Second Floor Plan Room # 201 to 220



- 200 Mr. Olszewski
- 201 Mr. Graziano
- 202 Mr. Fleming
- 203 Mr. Texeira
- 204 Mr. Hillhouse
- 205 Chemistry Lab
- 206 Mrs. Nicolia
- 207 Chemistry Lab
- 210 Mr. Wojciechowski
- 209 Mr. Feiock
- 214 Ms. Lutz
- 211 Mr. Harvey
- 216 Ms. Olszewski
- 213 Ms. Stubenbort
- 218 Lt Col Johns - ROTC
- 217 KING TV
- 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*

## 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

## 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](http://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](mailto:parentportal@eriesd.org).

Parents/guardians can access your student's 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. We must 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](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. 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 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 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.**
- **Students who are ill must be dismissed through the nurse.**
- **If your students attends any type of Doctors appointment, the student MUST return with a slip from the doctor's office with the date and time.**

## 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 3:30-4:30 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:**

1. General rules regarding student dress. The following regulations regarding student dress generally apply to all district schools, in addition to the more specific requirements of the Dress Code Policy detailed further in this section: 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) 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.
- g) Outerwear: Outerwear must be placed in lockers from "bell to bell" and is not permitted to be worn during the school day. Outerwear includes but is not limited to coats/jackets, windbreakers, wind pants, gloves, hats, bandanas, and scarves.
- h) Hoodies: Students may wear hoodies during the school day, but only if the hood remains down. If a student pulls the hood up during the school day, it will be considered "insubordination" as defined in the Student Code of Conduct. 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. **Hoodies must be solid colors. However, Collegiate Academy and Erie High hoodies will be permitted.**

### **2. High School (Grades 9-12) Dress Code. Students shall wear:**

- 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/hoodies 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 currently assigned, including athletic jerseys and club gear.
- c) Exceptions to the High School mandatory dress code will be made on a case by case basis to accommodate bona fide religious beliefs and special health conditions.
- d) 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.

## 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>Regular</u>		<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 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 for the 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) 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>
		<u>7</u>	<u>25.0</u>
			<b>25 divided by 7 = 3.57</b>

## 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	1.0 credits
Electives	7.5 credits

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

\*All seniors must apply to a 4 year college or university.

---

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: The test is returned to students:
  - a. All students will have an opportunity to retake the test.
  - b. All students complete page 1: Reflect as review and keep for self-tracking and reflection
- 2) AP teachers may use retest or test corrections for this exam. Honors classes will retest.
  - 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 at the teacher's discretion. The option to retest is forfeited beyond that date or if a student is engaged in academic dishonesty.

## 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 the student's responsibility to meet with each teacher to find out what was missed.
- Missed Homework Assignments – Detention and 0 for the assignment. Note - 9-10 grade students will receive ½ credit. If the assignment is turned in the next day, before homeroom,

## 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 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 a 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. Retest must be completed within 3 weeks from original test date.***

- 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. 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 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 \_\_\_\_\_

<b>Test</b> _____	
<b>Date</b>	<b>Score</b>
<b>Re-Test</b> _____	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div>
<b>Date</b>	
<b>20/80 Score</b>	

## 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 back of form)

Math lab sessions:  
\_\_\_\_\_

Review assignment:  
\_\_\_\_\_

Other:  
\_\_\_\_\_

Parent's Comments:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

S

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

**SELF-REFLECTION**

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

attendance	studying in an organized manner/being organized
homework	paying attention in class
class participation	other/specific area of concern

---

---

---

---

- What can *you* change to make improvements in your study habits/preparation for next time?

---

---

---

---

- 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.)

- School-Based Sports/Extracurricular
- Job/Work
- Difficulty with Material/Lack of Understanding
- Procrastination
- Heavy Course Load
- Social Event(s)
- Club or Group Event Out of School
- 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: \_\_\_\_\_