



## STUDENT RULES AND REGULATIONS

PA College Prep and its staff are dedicated to the educational improvement of each individual who enrolls in our school. We strive to provide a safe environment that promotes learning. Through years of experience, we have developed certain guidelines to which each student must adhere to ensure a comfortable and safe environment. Please read the following rules and regulations carefully before signing your agreement.

### Attendance Policy

1. The student must arrive ON TIME to scheduled classes.
2. While a student is absent, a parent/guardian or the student should contact PA College Prep to obtain missed homework assignments. Details can be communicated via phone or email.
3. Students are not permitted to leave PA College Prep during registered class time without parental consent AND the permission of the PA College Prep staff.
4. Students are not allowed to present at school more than 15 minutes before or after their registered class time. PA College Prep is not responsible for providing supervision more than 15 minutes before or after their registered class time.

⇒ Parent initial: \_\_\_\_\_ Student initial: \_\_\_\_\_

### Banned Items

The following items are banned from the PA College Prep campus:

1. Gaming devices/board games/cards
2. Chewing gum
3. Tobacco in any form
4. Inappropriate reading material, such as obscene books or magazines
5. Any items, unrelated to the education process, which have the potential to be distracting in the classroom.

If seen or heard, item(s) will be confiscated. A parent/guardian must come in person to retrieve the item.

### Electronic Devices

Electronic items, especially cell phones, must be turned off and kept out of sight during class time and break time. They will be confiscated if seen in class and cause distraction. Electronic dictionaries may be used with teacher's permission. Students may use the PA College Prep phone to reach parents/guardians. Cell phone games are prohibited at all times.

⇒ Parent initial: \_\_\_\_\_ Student initial: \_\_\_\_\_

### Dress Code

PA College Prep is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. While on the premises of PA College Prep, students are expected to follow the following dress code regulations:

1. Pants and shorts may not be excessively tight, short, or baggy. Pants and shorts must be worn at the natural waist. Skirts may not be excessively tight or short.
2. Sunglasses, hats and baseball caps must be removed once indoors.
3. Students are prohibited from wearing provocative clothing, which include cut-off tops, low-cut tops or dresses, halter or backless tops or dresses, and strapless tops or dresses.



4. Students are prohibited from wearing clothes, badges, buttons, or other insignia which are obscene, gang-related, depict violence and/or cruelty, advertise alcohol, tobacco, and/or drugs, and advocate or express racial, ethnic, and/or sexual prejudice
5. Any appearance that may be distracting in the classroom is prohibited. This includes facial piercings, extreme hair color or styles, extreme make-up, excessive accessories, excessive tattoos.
6. Appropriate footwear is required at all times. Students are prohibited from wearing slippers, open-toed shoes, and/or high heels.

## Code of Conduct

All PA College Prep students are expected to abide by the following Code of Conduct while on PA College Prep premises:

1. Treat others the way you would like to be treated! Be respectful to both peers and staff. Disrespectful comments and/or behaviors are not tolerated.
2. Since classes are constantly in session, keep your voice at a respectful volume. **No shouting, screaming, or running is tolerated in the building.**
3. In order to maintain cleanliness, **no food or drinks (besides bottled water) are allowed in the classroom. Eating area is outside at the picnic tables.**
4. While at recess, students are allowed to go outside with their teacher's permission and supervision. Students should behave in an orderly manner that ensures the safety of themselves and others on the premises. The following rules apply to recess and drop-off/pick-up time:
  - a. Be aware and considerate of their surroundings at all times
  - b. No standing in driveway entrances or streets
  - c. No engaging in disorderly conduct, such as running in the parking lot and/or climbing on trees
  - d. No damaging properties include but not limited to picnic tables, light fixtures, fences, buildings, and trees
  - e. No disturbing nearby businesses or tenants

## Class Material and Supplies

The student is responsible for bringing all required materials and supplies necessary for each class. Reprinting misplaced material will result a fee of \$5-\$10. Besides class material, all SAT/ACT/SATII testing students are responsible for bringing their own calculators.

## Academic Honesty Policy

Students shall not give or receive unauthorized information or assistance regarding class work or class activities. Use of electronic translators without permission is a violation of this rule. If a student is found cheating or using forgery on any homework assignment or exam, he/she will receive an automatic "F" or "0" on the assignment or exam. Parents will be notified immediately.

## Computer and Internet Use Policy

Students are expected to abide by the following rules while using any PA College Prep computer:

### *Students are expected to always:*

1. Act responsibly when given the privilege of using a PA College Prep computer.
2. Use computers for class work only.
3. Always report any hardware and/or software problem to a teacher or staff member.
4. Respect the privacy of others by not sending them unwanted e-mail messages, misrepresenting others when sending mail, or tampering with other accounts, files, or data.
5. Wifi internet is reserved for teachers for classroom use. No students or staff are allowed on wifi in order to ensure sufficient bandwidth for the classroom.



## Students are not allowed to:

1. Modify the settings of the computer and/or devices.
2. Add or delete any software or files or download any software from the Internet.
3. Use or otherwise access information on a teacher or staff member's computer without permission.
4. Use the Internet for any entertainment or personal use.
5. Use computers for illegal purposes, such as unauthorized copying of licensed or copyrighted software, images, music, movies, or other files.
6. Play computer games that are not documented in the class curriculum.
7. Attempt to break a computer system, access restricted data or websites, or harass other people, either by developing programs for these purposes or by using existing programs to do so.
8. Eat or drink in computer labs or library.

## Other Policies

### Damage of Public Property

Students shall not cause or attempt to cause damage to the property, equipment, materials or facilities on the PA College Prep premise, such as: fire alarm and fire extinguishers, mural decorations, and so on. ***If school property damaged, students and parents will assume full responsibility for the damages.*** Students may also be subjected to additional disciplinary action. Parents will be notified immediately.

### Damage / Loss of Personal Property

Students are here to learn, and we have all the equipment necessary for their academic success. Students shall not bring valuable property to school. PA College Prep is not responsible for loss or damage to personal property.

### Theft

Students shall respect the personal ownership rights of others. Students shall not touch or handle another person's property without his or her authorization. Students shall not take ownership of items of others. Any person who defaces, steals, damages, and/or destroys property that is not his/her own will be charged the monetary value of the item. Parents will be notified immediately. Law enforcement may be called as needed.

### Visitors

All persons who are not enrolled students or parents/guardians of enrolled students of PA College Prep are not allowed to loiter on the premises. Students are not allowed to have peers who are not enrolled students visit during the class.

## Disciplinary Policies

We are proud to say that seldom have any of our students had difficulty complying with PA College Prep policies and regulations. However, we will not tolerate any student breaking rules and causing disruptions. At PA College Prep, the action taken against a student who violates the rules can range from a warning, detention, or suspension.

The instructor and staff have the discretion to determine disciplinary actions for violation of the PA College Prep rules and regulations, misconduct, etc. Continual defiance of the authority of instructors or staff could lead to serious consequences, including but not limited to expulsion. Each incident of misconduct will be noted in the student records. Three (3) incidents of misconduct will result in expulsion from PA College Prep with no refund or credit.

⇒ Parent initial: \_\_\_\_\_ Student initial: \_\_\_\_\_



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## Student Awareness Agreement

My signature below indicates that I have received and read the PA College Prep Rules and Regulations in its entirety and agree to all of its terms.

Parents and/or guardians should inform the school of changes in residence, custody and home, work and emergency telephone numbers.

I understand that each incident of misconduct will be noted in the student records. Three (3) incidents of misconduct will result in expulsion from PA College Prep with no refund or credit.

STUDENT'S NAME (Print) \_\_\_\_\_ Grade: \_\_\_\_\_ Session/Year: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

## Computer Usage Agreement

My signature below indicates that I have received and read the Computer Usage Policy found in the PA College Prep Rules and Regulations document and agree to all its terms.

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

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