21st Century Cyber Charter School Board of Trustees Meeting

Tuesday, October 13, 2026 5:30 PM
Virtual Only, 1245 Wrights Lane, West Chester, PA 19380

Tara Adams:	Present
Dr. Marlene Fares:	Present
Andrea Fox:	Present
James Holaska:	Present
Amelia Mills:	Present
Bernie Orglmeister:	Present
Lindsey Swigart:	Present

1. **MEETING OPENING**
    - 1.A. Call to Order - Roll Call
    - 1.B. Notification of Recording
    - 1.C. Pledge of Allegiance
    - 1.D. Executive Session Announcement
    - 1.E. CEO and Administrative Reports
    - 1.F. Public Comment
2. **CONSENT AGENDA**
    - 2.A. Review of Consent Agenda Items
        - 2.A.1. September 8, 2026 - Board Meeting Minutes
        - 2.A.2. Treasurer's Report and Board Summary Report - August 2026
        - 2.A.3. Expenditure Report - August 2026
        - 2.A.4. Procurement Cards / Fuel Cards for 2026-2027 SY
        - 2.A.5. Personnel Actions
        - 2.A.6. Agreement - Lancaster Lebanon IU13 IDEA Subgrant
        - 2.A.7. Agreement - Heritage Hotel - Lancaster
        - 2.A.8. Agreement - Holiday Inn Express - Meadville

2.A.9. Agreement - Luzerne County Community College

2.A.10. Agreement - Albright College - Reading

2.A.11. School Trip - The Franklin Institute

2.A.12. School Trip - Lincoln Financial Field

2.A.13. Proposal - Westmoreland County Community College - Murrysville Graduation

2.A.14. Agreement - Immaculata University - West Chester Graduation

2.A.15. Agreement - Coatesville Country Club - West Chester Prom

2.A.16. Picaboo - High School Yearbooks

2.A.17. 2026-2027 SY Student Parent Handbook - Revised

2.A.18. 2026-2027 SY School Calendar - Revised

3. **NEW BUSINESS**

3.A. Salary Adjustment (Job Classification Change)

3.B. New Position - PT Custodian

3.C. Memorandum of Understanding - Floating Holiday

4. **POLICIES AND ADMINISTRATIVE REGULATIONS**

4.A. Policies for Approval

4.B. Administrative Regulations

5. **BOARD MEMBER COMMENT**

6. **MEETING SCHEDULE**

7. **ADJOURNMENT**

_____
Chief Executive Officer

State of the Budget

Fiscal Year 2026-27

Current Financial Position, Enrollment and
Revenue Outlook, and Long-Term Sustainability

Jonathon Shiota | Business Administrator

October 2026

21ST CENTURY
CYBER CHARTER SCHOOL

FY2025-26 Financial Results

Preliminary Year-End Financial Position

	Revised Budget	Actual	% Budget
Total Revenues	$ 17,189,158	$ 16,930,716	98.50%
Total Expenditures	$ 22,279,259	$ 23,572,268	105.80%
Operating Surplus/(Deficit)	$ (5,090,101)	$ (6,641,552)	

FY2025–26 concluded with a preliminary operating deficit of $6.64 million, exceeding the revised budgeted deficit by approximately $1.55 million.

Financial results are preliminary and remain subject to final audit adjustments.

Fund Balance Position

FY2025-26

$23.14M → **($6.64M)** → **$16.5M**

Beginning Fund Balance

FY26 Operating Deficit

Projected Ending Balance

The FY2025–26 operating deficit reduced the school's projected fund balance by approximately 28.7%, highlighting the importance of achieving long-term financial sustainability.

FY2026-27 Budget Overview

Adopted Operating Budget

$13.98M
Budgeted Revenues

$17.43M
Budgeted Expenditures

($3.45M)
Budgeted Operating Deficit

$4.90M
Expenditure Reductions Incorporated

The FY2026–27 budget reflects significant staffing and operational expenditure reductions, lowering the projected operating deficit while maintaining essential school operations.

FY2026-27 Financial Activity

Year-to-Date Budget Performance

	Current Budget	YTD Actual	% of Budget
Revenue	$ 13,981,728.00	$ 1,734,571.70	12.41%
Expenditures	$ 17,430,173.00	$ 4,222,750.27	24.23%
Surplus/(Deficit)	$ (3,448,445.00)	$ (2,488,178.57)	



Through September 30, expenditures totaled 24.2% of the annual budget, compared with 12.4% of revenues recognized. Tuition billing and revenue recognition timing remain important considerations when evaluating year-to-date performance.

Enrollment & Tuition Revenue Outlook

FY2026–27 Enrollment Performance and Revenue Projections

700
Projected October 1 Enrollment

735
Actual October 1 Enrollment

+35
Students Above Projection

$12.83M
Budgeted Tuition Revenue

$12.96M
Current Annualized Estimate

Current estimate is preliminary and subject to outstanding district PDE-363 submissions and changes in enrollment or student classification.

Enrollment exceeded the October 1 projection by 35 students and is approaching the original June 2027 target of 750. Continued enrollment growth may positively influence tuition revenue performance.

FY2026-27 Financial Outlook

Projected Operating Results & Fund Balance

FY2025-26 Projected Ending Fund Balance	$ 16,496,996.00
FY2026-27 Budgeted Revenues	$ 13,981,728.00
FY2026-27 Budgeted Expenditures	$ (17,430,173.00)
FY2026-27 Budgeted Operating Deficit	**$ (3,448,445.00)**
Illustrative FY2026-27 Ending Fund Balance	**$ 13,048,551.00**

Based on the updated FY2025–26 fund balance and the adopted FY2026–27 operating budget, the school's illustrative ending fund balance is approximately $13.05 million. Actual results will depend on enrollment, tuition revenue, expenditure trends, and final audit adjustments.

Financial Management Priorities

FY2026-27 Fiscal Oversight & Long-Term Sustainability



Enrollment & Revenue

Monitor enrollment trends, district tuition rates, billing, and collections to refine revenue projections.



Expenditure Management

Maintain purchasing controls, departmental budget accountability, and oversight of personnel and benefit costs.



Financial Reporting

Regularly review actual financial activity, update forecasts, and communicate changes in the financial outlook.



Long-Term Sustainability

Evaluate opportunities to align recurring expenditures with sustainable revenues while supporting educational priorities.

School leadership remains focused on strengthening financial oversight, maintaining operational accountability, and supporting the school's long-term financial sustainability.

21st Century Cyber Charter School Board of Trustees Meeting

Tuesday, September 8, 2026 5:30 PM
Virtual Only, 1245 Wrights Lane, West Chester, PA 19380

Dr. Marlene Fares:	Present
Andrea Fox:	Present
James Holaska:	Present
Amelia Mills:	Present
Bernie Orglmeister:	Present
Lindsey Swigart:	Present

1. **MEETING OPENING**

1.A. Call to Order - Roll Call

The Board Meeting was called to order at 4:30 p.m.
Members Present: Andrea Fox, Marlene Fares, Lindsey Swigart, Amelia Mills, Bernie Orglmeister, Jim Holaska

Non Members Present: Jason Palaia - CEO, Lisa Iozzi - Board Secretary, Kevin McKenna, Esquire - Solicitor, Jonathon Shiota - Business Administrator, Dr. Nora Wheeler - Director of Curriculum, Instruction & Assessment, Mike Matz - Director of Information Technology, Erika Laidlaw - Principal, Melody Dunn - Assistant Principal, Dr. Heather Messenger - Supervisor of Student Services, Patti Dahl - Supervisor of Special Education, Megan Stellfox - Student Support Manager/PIMS, George Wade - Information Technology Services Manager, Jill Shomper - ISD Tech Developer, Ashley Cooke - School Counselor, New Board Member - Tara Adams

1.B. Notification of Recording

1.C. Pledge of Allegiance

1.D. Executive Session Announcement

1.E. CEO and Administrative Reports

Jim Holaska and Amelia Mills thanked everyone for the work and effort that went into the detailed presentation. Jim Holaska asked if the PSSA and Keystone data is affected by those students that do not

attend the testing and Heather Messenger confirmed that the data taken by the state is affected by those who do not attend and our percentages are lowered by this and especially by those that do not attend within each individual subgroup. Heather Messenger further provided that the percentages in the slides do not include those that did not attend the testing.

Jim Holaska asked for further clarification on Slide #3 and Heather Messenger indicated the percentage shows those that are proficient and agreed that the numbers were low.

1.F. Public Comment

2. **ORGANIZATION OF THE BOARD OF TRUSTEES**

2.A. Ratification of New Board Member

Recommend the Board approve the Ratification of the New Board Member, Tara Adams, and the respective seat. This motion, made by Andrea Fox and seconded by James Holaska, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

2.B. Oath of Office - Newly Elected Board Member

3. **CONSENT AGENDA**

3.A. Review of Consent Agenda Items

Recommend the Board approve the Consent Agenda Items. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.1. August 11, 2026 - Board Meeting Minutes

Recommend the Board approve the Minutes of the August 11, 2026 Board Meeting. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.2. Treasurer's Report and Board Summary Report - July 2026

Recommend the Board approve the July 2026 Treasurer's Report and Board Summary Report as presented. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.3. Expenditure Report and Void Payment Report - July 2026

Recommend the Board approve the July 2026 Expenditure Report and Void Payment Report as presented. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.4. Personnel Actions

Recommend the Board approve the routine personnel actions as presented (pending satisfactory completion of pre-employment paperwork for new hires). This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.5. Dual Enrollment Agreement - Northern Westmoreland Career & Technology Center

Recommend the Board approve the dual enrollment agreement with Northern Westmoreland Career & Technology Center at a cost of $7,979.50 per student plus any and all additional accommodation costs of whatever kind incurred on behalf of any special needs students for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.6. Dual Enrollment Agreement - Western Montgomery Career & Technology Center

Recommend the Board approve the dual enrollment agreement with Western Montgomery Career & Technology Center at a cost of $13,200.00 per student for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.7. CTE Program Agreement - CCIU - Technical College High School

Recommend the Board approve the CTE program agreement with CCIU - Technical

College High School for a cost of $$11,411.00 per year, per half-time student plus any and all additional accommodation costs incurred as a result of any special education or special needs students, for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.8. Agreement - CCIU Marketplace

Recommend the Board approve the agreement with CCIU Marketplace at costs compliant with industry standards for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.9. Ratification - Agreement - Lancaster Lebanon IU13

Recommend the Board ratify the agreement with Lancaster Lebanon IU13 at costs compliant with industry standards for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.10. Agreement - Learnwell - Virtual Teaching

Recommend the Board approve the agreement with Learnwell - Virtual Teaching at a cost of $76.00 per hour for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.11. Agreement - CCRES

Recommend the Board approve the agreement with CCRES at costs compliant with industry standards for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.12. 26-27 SY Student Parent Handbook Revision - Internet Reimbursement

Recommend the Board approve the 26-27 SY Student Handbook Revision - Internet Reimbursement. A copy of the revised language is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.13. Agreement - Philadelphia Marriott - PSSA & Keystone Testing Site

Recommend the Board approve the agreement with Marriott Philadelphia at a cost of $12,800.00 for the 2026-2027 SY, a copy of which is attached. This

motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.14. Revised Agreement - Four Points by Sheraton Allentown Lehigh Valley - PSSA & Keystone Testing Site

Recommend the Board approve the revised agreement with Four Points by Sheraton Allentown Lehigh Valley for a total cost of $3,200.00 plus any applicable fees for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.15. Project Go Memorandum of Understanding

Recommend the Board approve the Project Go Memorandum of Understanding at no cost for the 2026-2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.16. School Trip - Cherry Crest Farms

Recommend the Board approve the school trip to Cherry Crest Farms. The final count of attendees and cost will be determined before the event. The cost is $15.00 per person. Permission slips will be required, and 21CCCS staff will

chaperone. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.17. Adventure Club - Top Golf

Recommend the Board approve the Adventure Club event at Top Golf. The final count of attendees and cost will be determined before the event. The cost is $16.00 per person. Permission slips will be required, and 21CCCS staff will chaperone. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.18. Adventure Club - Pittsburgh Zoo

Recommend the Board approve the Adventure Club event at Pittsburgh Zoo. The final count of attendees and cost will be determined before the event. The cost is $32.00 per person. Permission slips will be required, and 21CCCS staff will chaperone. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

3.A.19. Contract - Picaboo Yearbooks

Recommend the Board approve the contract with Picaboo Yearbooks at a cost of $23.98 per hardcover book and $14.98 per softcover book for the 2026-

2027 SY, a copy of which is attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

4. **NEW BUSINESS**

4.A. Murrysville Lease

Recommend the Board approve the termination of the Murrysville office lease effective December 1, 2026, upon expiration of its current term, or earlier if mutually agreed upon with the landlord. This motion, made by Andrea Fox and seconded by Lindsey Swigart, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

4.B. Murrysville Furniture

Recommend the Board approve the sale of 21st Century Cyber Charter School-owned furniture and equipment located in the Murrysville office. This motion, made by Andrea Fox and seconded by James Holaska, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

4.C. Confidential Settlement Agreement

Recommend the Board approve the Confidential Settlement Agreement as presented. This motion, made by Andrea Fox and seconded by Bernie Orglmeister, Carried.

Dr. Marlene Fares:	Yea

Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

4.D. Board Audit Committee

Recommend the Board renew the appointment of Andrea Fox and Lindsey Swigart to the Board Audit Committee, as per Board Policy 4019, for this school year. This motion, made by Dr. Marlene Fares and seconded by James Holaska, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Abstain (With Conflict)
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Abstain (With Conflict)

Yea: 4, Nay: 0, Abstain (With Conflict): 2

5. **POLICIES AND ADMINISTRATIVE REGULATIONS**

5.A. Policies for Approval

Recommend the Board approve the listed policies, copies of which are attached. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0

5.B. Administrative Regulations

6. **BOARD MEMBER COMMENT**

Amelia Mills shared that she had the opportunity to attend the Professional Development Session in West Chester and it was "something to behold". It took a lot of planning and she wanted to thank everyone for their efforts, especially the Business Office (Pam, Ronnie and Maxie), Human Resources (Karis and Melanie), Lauren Michener and Lauren Dhanak, the Facilities Manager (Bryan), the Principals (Erika and Melody), the teachers and all others that launched our school year off to a good start. Amelia

continued that she apologized if she forgot to mention anyone for the wonderful effort and making the Board proud.

7. **MEETING SCHEDULE**

8. **ADJOURNMENT**

Recommend the Board adjourn the Board Meeting. This motion, made by Andrea Fox and seconded by Dr. Marlene Fares, Carried.

Dr. Marlene Fares:	Yea
Andrea Fox:	Yea
James Holaska:	Yea
Amelia Mills:	Yea
Bernie Orglmeister:	Yea
Lindsey Swigart:	Yea

Yea: 6, Nay: 0
The Board Meeting was adjourned at 6:15 p.m.

Jason Palaia
_____
Chief Executive Officer

21st Century Cyber Charter School
Treasurer's Report for the Month Ending August 31, 2026

General Fund Cash Balance 8-01-2026	**4,872,634.11**
Cash on Receivables	1,237,598.02
Transfer to Payroll	(526,503.66)
Cash Disbursements	(1,308,683.13)
Transfer from Flex	0.00
Void Checks	0.00
General Fund Cash Balance at 8-31-2026	**4,275,045.34**
Other Account Balances at 8-31-2026	
Payroll Account - Fulton Bank	10,525.86
Federal Funds - Fulton Bank	100.00
CD-10-0110-08	0.00
CD-10-0110-15	0.00
CD-10-0110-16	0.00
CD-10-0110-17	0.00
CD-10-0110-18	0.00
CD-10-0110-19	1,180,602.86
Treasury Bill CD-10-0110-20	0.00
Full Flex Pool (MAX) 10-0110-010	10,723,186.51
Total Cash and Investments at 8-31-2026	**16,189,460.57**
Accounts Receivable at 8-31-2026	**(74,932.17)**
Total Cash, Investments, and Receivables at 8-31-2026	**16,114,528.40**

Verified by Jonathon Shiota, Business Administrator 9/3/2026

BOARD SUMMARY

Fund: 10 - GENERAL FUND Encumbrances Included

As of: 08/31/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 SALARIES						
1100 <1100>	2,766,143.95	2,766,143.95	0.00	78,545.67	2,687,598.28	2.84
1200 SPEC PROG ELEMEN/SECOND	729,286.90	729,286.90	0.00	34,911.93	694,374.97	4.79
1400 OTHER INSTRUCTION PROG	52,986.00	52,986.00	0.00	380.00	52,606.00	0.72
2100 SUPPORT SVCS-STUDENTS	1,325,897.93	1,325,897.93	0.00	155,181.83	1,170,716.10	11.70
2200 SUPPORT SERVICES-INSTRU	1,874,687.67	1,874,687.67	0.00	287,893.29	1,586,794.38	15.36
2300 SUPPORT SERVICES-ADMIN	436,163.52	436,163.52	0.00	145,714.17	290,449.35	33.41
2400 SUPP SVC-PUBLIC HEALTH	88,162.00	88,162.00	0.00	3,673.42	84,488.58	4.17
2500 <2500>	518,890.96	518,890.96	0.00	132,847.34	386,043.62	25.60
2600 <2600>	85,000.00	85,000.00	0.00	14,166.68	70,833.32	16.67
2800 SUPPORT SVCS-CENTRAL	618,495.38	618,495.38	0.00	106,712.32	511,783.06	17.25
Totals for 100s	8,495,714.31	8,495,714.31	0.00	960,026.65	7,535,687.66	11.30
200 EMPLOYEE BENEFITS						
1100 <1100>	1,693,894.70	1,693,894.70	0.00	44,991.38	1,648,903.32	2.66
1200 SPEC PROG ELEMEN/SECOND	640,634.91	640,634.91	0.00	15,533.05	625,101.86	2.42
1400 OTHER INSTRUCTION PROG	22,014.00	22,014.00	0.00	156.67	21,857.33	0.71
2100 SUPPORT SVCS-STUDENTS	776,443.11	776,443.11	0.00	69,215.30	707,227.81	8.91
2200 SUPPORT SERVICES-INSTRU	1,045,317.10	1,045,317.10	0.00	122,269.82	923,047.28	11.70
2300 SUPPORT SERVICES-ADMIN	405,528.61	405,528.61	0.00	54,862.94	350,665.67	13.53
2400 SUPP SVC-PUBLIC HEALTH	80,488.00	80,488.00	0.00	1,492.41	78,995.59	1.85
2500 <2500>	363,995.54	363,995.54	0.00	52,070.35	311,925.19	14.31
2600 <2600>	79,986.00	79,986.00	0.00	5,979.66	74,006.34	7.48
2800 SUPPORT SVCS-CENTRAL	405,793.72	405,793.72	0.00	50,037.53	355,756.19	12.33
Totals for 200s	5,514,095.69	5,514,095.69	0.00	416,609.11	5,097,486.58	7.56
300 PURCHASED PROF & TECH						
1100 <1100>	280,627.00	280,627.00	0.00	0.00	280,627.00	0.00
1200 SPEC PROG ELEMEN/SECOND	394,930.00	394,930.00	261,032.55	7,875.00	126,022.45	68.09

BOARD SUMMARY

Encumbrances Included

As of: 08/31/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2100 SUPPORT SVCS-STUDENTS	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
2200 SUPPORT SERVICES-INSTRU	28,000.00	28,000.00	300.00	1,595.00	26,105.00	6.77
2300 SUPPORT SERVICES-ADMIN	137,500.00	137,500.00	45,152.50	0.00	92,347.50	32.84
2400 SUPP SVC-PUBLIC HEALTH	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
2500 <2500>	10,000.00	10,000.00	13,750.00	2,750.00	(6,500.00)	165.00
2600 <2600>	32,500.00	32,500.00	7,768.95	4,858.79	19,872.26	38.85
2800 SUPPORT SVCS-CENTRAL	66,000.00	66,000.00	0.00	4,418.00	61,582.00	6.69
3200 STUDENT ACTIVITIES	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
Totals for 300s	955,807.00	955,807.00	328,004.00	21,496.79	606,306.21	36.57
400 PURCHASED PROPERTY SVC						
1100 <1100>	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
1400 OTHER INSTRUCTION PROG	67,500.00	67,500.00	12,552.00	1,000.00	53,948.00	20.08
2100 SUPPORT SVCS-STUDENTS	500.00	500.00	0.00	0.00	500.00	0.00
2200 SUPPORT SERVICES-INSTRU	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
2300 SUPPORT SERVICES-ADMIN	9,500.00	9,500.00	0.00	125.00	9,375.00	1.32
2400 SUPP SVC-PUBLIC HEALTH	500.00	500.00	0.00	0.00	500.00	0.00
2500 <2500>	13,000.00	13,000.00	9,704.66	902.44	2,392.90	81.59
2600 <2600>	290,000.00	290,000.00	212,755.41	69,983.47	7,261.12	97.50
2800 SUPPORT SVCS-CENTRAL	9,500.00	9,500.00	5,000.00	0.00	4,500.00	52.63
3200 STUDENT ACTIVITIES	10,000.00	10,000.00	0.00	615.10	9,384.90	6.15
4600 EXISTING BLDG IMPROVE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Totals for 400s	414,000.00	414,000.00	240,012.07	72,626.01	101,361.92	75.52
500 OTHER PURCHASED SERVICS						
1100 <1100>	223,981.00	223,981.00	18,706.19	20,005.15	185,269.66	17.28
1200 SPEC PROG ELEMEN/SECOND	6,000.00	6,000.00	0.00	84.34	5,915.66	1.41
1300 VOCATIONAL EDUCATION	117,746.00	117,746.00	0.00	0.00	117,746.00	0.00
1400 OTHER INSTRUCTION PROG	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00
1700 COMMUNITY/JR COLLEGE ED	18,000.00	18,000.00	0.00	(651.00)	18,651.00	(3.62)

BOARD SUMMARY

Encumbrances Included

As of: 08/31/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
2100 SUPPORT SVCS-STUDENTS	18,500.00	18,500.00	0.00	1,226.32	17,273.68	6.63
2200 SUPPORT SERVICES-INSTRU	8,750.00	8,750.00	0.00	18.10	8,731.90	0.21
2300 SUPPORT SERVICES-ADMIN	63,500.00	63,500.00	200.00	422.84	62,877.16	0.98
2400 SUPP SVC-PUBLIC HEALTH	3,000.00	3,000.00	0.00	2.59	2,997.41	0.09
2500 <2500>	16,000.00	16,000.00	5,000.00	(518.84)	11,518.84	28.01
2600 <2600>	88,000.00	88,000.00	133,358.00	0.67	(45,358.67)	151.54
2700 STUDENT TRANSP SERVICES	40,000.00	40,000.00	30,000.00	0.00	10,000.00	75.00
2800 SUPPORT SVCS-CENTRAL	160,079.00	160,079.00	53,740.08	22,049.07	84,289.85	47.34
3200 STUDENT ACTIVITIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Totals for 500s	793,556.00	793,556.00	241,004.27	42,639.24	509,912.49	35.74
600 SUPPLIES						
1100 <1100>	285,250.00	285,250.00	32,772.77	113,445.28	139,031.95	51.26
1200 SPEC PROG ELEMEN/SECOND	48,500.00	48,500.00	2,993.20	22,184.00	23,322.80	51.91
1400 OTHER INSTRUCTION PROG	25,000.00	25,000.00	4,267.00	0.00	20,733.00	17.07
2100 SUPPORT SVCS-STUDENTS	35,250.00	35,250.00	0.00	19,480.00	15,770.00	55.26
2200 SUPPORT SERVICES-INSTRU	114,250.00	114,250.00	0.00	55,504.18	58,745.82	48.58
2300 SUPPORT SERVICES-ADMIN	35,250.00	35,250.00	0.00	9,754.08	25,495.92	27.67
2400 SUPP SVC-PUBLIC HEALTH	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
2500 <2500>	84,500.00	84,500.00	10,184.15	9,204.60	65,111.25	22.95
2600 <2600>	79,000.00	79,000.00	63,070.03	10,885.04	5,044.93	93.61
2800 SUPPORT SVCS-CENTRAL	373,000.00	373,000.00	109,857.33	246,407.25	16,735.42	95.51
3200 STUDENT ACTIVITIES	18,000.00	18,000.00	0.00	0.00	18,000.00	0.00
Totals for 600s	1,101,500.00	1,101,500.00	223,144.48	486,864.43	391,491.09	64.46
700 PROPERTY						
2600 <2600>	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
2800 SUPPORT SVCS-CENTRAL	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
4500 BUILDING ACQUISITION	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
4600 EXISTING BLDG IMPROVE	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00

BOARD SUMMARY

Encumbrances Included

As of: 08/31/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Totals for 700s	56,500.00	56,500.00	0.00	0.00	56,500.00	0.00
800 OTHER OBJECTS						
1100 <1100>	2,000.00	2,000.00	0.00	770.00	1,230.00	38.50
1200 SPEC PROG ELEMEN/SECOND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
1400 OTHER INSTRUCTION PROG	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
2100 SUPPORT SVCS-STUDENTS	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
2200 SUPPORT SERVICES-INSTRU	2,750.00	2,750.00	0.00	179.00	2,571.00	6.51
2300 SUPPORT SERVICES-ADMIN	43,750.00	43,750.00	0.00	1,866.78	41,883.22	4.27
2400 SUPP SVC-PUBLIC HEALTH	500.00	500.00	0.00	0.00	500.00	0.00
2500 <2500>	6,000.00	6,000.00	0.00	2,504.64	3,495.36	41.74
2600 <2600>	3,500.00	3,500.00	650.00	180.00	2,670.00	23.71
2800 SUPPORT SVCS-CENTRAL	3,500.00	3,500.00	966.66	326.03	2,207.31	36.93
3200 STUDENT ACTIVITIES	17,000.00	17,000.00	0.00	95.00	16,905.00	0.56
3400 SCHOLARSHIPS AND AWARDS	0.00	0.00	0.00	56.07	(56.07)	0.00
Totals for 800s	87,000.00	87,000.00	1,616.66	5,977.52	79,405.82	8.73
900 OTHER USES OF FUNDS						
5100 <5100>	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Totals for 900s	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
Expenditure Totals	**17,430,173.00**	**17,430,173.00**	**1,033,781.48**	**2,006,239.75**	**14,390,151.77**	**17.44**
000 .						
6500 EARNINGS ON INVESTMENTS	(575,000.00)	(575,000.00)	0.00	(82,219.98)	(492,780.02)	14.30
6700 <6700>	(15,000.00)	(15,000.00)	0.00	(885.87)	(14,114.13)	5.91
6800 <6800>	(204,930.00)	(204,930.00)	0.00	0.00	(204,930.00)	0.00
6900 <6900>	(12,832,865.00)	(12,832,865.00)	0.00	(304,120.13)	(12,528,744.87)	2.37
7300 <7300>	(20,000.00)	(20,000.00)	0.00	0.00	(20,000.00)	0.00
7500 <7500>	(25,746.00)	(25,746.00)	0.00	0.00	(25,746.00)	0.00
8500 RESTRICT GRANTS-IN-AID	(308,187.00)	(308,187.00)	0.00	(609.11)	(307,577.89)	0.20

BOARD SUMMARY

Encumbrances Included

As of: 08/31/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
9900 <9900>	0.00	0.00	0.00	(18,701.69)	18,701.69	0.00
Totals for 000s	(13,981,728.00)	(13,981,728.00)	0.00	(406,536.78)	(13,575,191.22)	2.91
Revenue Totals	**(13,981,728.00)**	**(13,981,728.00)**	**0.00**	**(406,536.78)**	**(13,575,191.22)**	**2.91**
Fund 10 Totals						
Total Expenditure	**17,418,173.00**	**17,418,173.00**	**1,033,781.48**	**2,006,239.75**	**14,378,151.77**	**17.45**
Total Other Expenditure	**12,000.00**	**12,000.00**	**0.00**	**0.00**	**12,000.00**	**0.00**
Total Revenue	**(13,981,728.00)**	**(13,981,728.00)**	**0.00**	**(387,835.09)**	**(13,593,892.91)**	**2.77**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**(18,701.69)**	**18,701.69**	**0.00**

BOARD SUMMARY

Encumbrances Included

As of: 08/31/2026

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Grand Totals All Funds						
Total Expenditure	**17,418,173.00**	**17,418,173.00**	**1,033,781.48**	**2,006,239.75**	**14,378,151.77**	**17.45**
Total Other Expenditure	**12,000.00**	**12,000.00**	**0.00**	**0.00**	**12,000.00**	**0.00**
Total Revenue	**(13,981,728.00)**	**(13,981,728.00)**	**0.00**	**(387,835.09)**	**(13,593,892.91)**	**2.77**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**(18,701.69)**	**18,701.69**	**0.00**

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
0000018544	08/05/2026	LE2498200001	2600000371	9463	10-1110-650-000-30-000-000-000-0810		2,524.00	#
11657-Accelerate Education Incorporated				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**2,524.00**	
0000018545	08/05/2026	AP2508500001		25-26 Internet	10-1110-538-000-00-000-000-000-0100	1011105380100	422.65	#
DegroatA-Anastasia DeGroat				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**422.65**	
0000018546	08/05/2026	LE2506800010	2700001144	261354	10-2620-431-000-00-000-000-000-0600	1026204310600	1,265.00	
10537-Cooper Mechanical Services				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**1,265.00**	
0000018547	08/05/2026	LE2506800005	2700001136	89354587	10-2823-610-000-00-000-000-000-0200		8,075.00	
0000018547	08/05/2026	LE2506800006	2700001136	89354607	10-2823-610-000-00-000-000-000-0200		6,000.00	
0000018547	08/05/2026	LE2506800007	2700001136	89354625	10-2823-610-000-00-000-000-000-0200		1,400.00	
0000018547	08/05/2026	LE2506800008	2700001136	89354636	10-2823-610-000-00-000-000-000-0200		1,450.00	
0000018547	08/05/2026	LE2506800009	2700001136	89354662	10-2823-610-000-00-000-000-000-0200		550.00	
11753-CustomInk, LLC				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**17,475.00**	
0000018548	08/05/2026	LE2506800011	2700001152	Rental payment	10-2360-449-000-00-000-000-000-0700	1023604490700	125.00	
11761-Go-N-Play LLC				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**125.00**	
0000018549	08/05/2026	LE2498200004	2700001138	Security Deposit	10-1491-441-000-20-000-000-000-0130	10149144120	500.00	
0000018549	08/05/2026	LE2498200005	2700001138	Security deposit	10-1492-441-000-30-000-000-000-0130	10149244130	500.00	
10663-Hampton Inn & Suites Bensalem				**Remit ID R-2**	**Payment Date: 08/05/2026**	**Payment Amt:**	**1,000.00**	
0000018550	08/05/2026	LE2508200001	2700001155	40141235	10-2390-890-000-30-000-000-000-0830		19.30	

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
10173-JOSTENS INC.				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**19.30**
0000018551	08/05/2026	LE2506800012	2700001151	Kona rental	10-2360-635-000-00-000-000-000-0700	102360635	475.00
11760-Kona Ice King of Prussia				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**475.00**
0000018552	08/05/2026	LE2498200009	2700001020	EES00029882	10-2818-650-000-00-000-000-000-0500	102818650	21,263.20
10187-LANCASTER-LEBANON IU 13				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**21,263.20**
0000018553	08/05/2026	LE2498200010	2700001142	Security Deposit	10-3210-441-000-00-000-000-000-3003	1032104413003	200.00
11116-Municipality of Murrysville				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**200.00**
0000018554	08/05/2026	LE2508200002	2700001153	00413273	10-1110-810-000-30-000-000-000-0800	10111081030	385.00
10224-National Principals Association				**Remit ID R-3**	**Payment Date: 08/05/2026**	**Payment Amt:**	**385.00**
0000018555	08/05/2026	LE2507900003	2700001124	PSE-PSI-65568	10-2620-350-000-00-000-000-000-0600	1026203500600	3,199.68
11758-Pavion Corp				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**3,199.68**
0000018556	08/05/2026	LE2506800013	2700001125	6774	10-1110-550-000-20-000-000-000-0900	10111055020	32.00
0000018556	08/05/2026	LE2506800014	2700001125	6774	10-1110-550-000-30-000-000-000-0800	10111055030	128.00
10786-Pulsar Print LLC				**Remit ID R-3**	**Payment Date: 08/05/2026**	**Payment Amt:**	**160.00**
0000018557	08/05/2026	LE2498200017	2700001131	203903062	10-1110-538-000-00-000-000-000-0100	1011105380100	58.80
0000018557	08/05/2026	LE2498200018	2700001131	203903062	10-2818-538-000-00-000-000-000-0100		1,003.56
0000018557	08/05/2026	LE2498200019	2700001132	205282247	10-1110-538-000-00-000-000-000-0100	1011105380100	450.00
11607-T-Mobile				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**1,512.36**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018558	08/05/2026	LE2498200011	2700001117	42606516	10-2540-448-000-00-000-000-000-0100		556.50
10608-Ubeo, LLC				**Remit ID R-4**	**Payment Date: 08/05/2026**	**Payment Amt:**	**556.50**
0000018559	08/05/2026	LE2498200002	2600000253	INVE2322768	10-2540-448-000-00-000-000-000-0100		1,015.93 #
10608-UBEO, LLC				**Remit ID R-3**	**Payment Date: 08/05/2026**	**Payment Amt:**	**1,015.93**
0000018560	08/05/2026	LE2498200013	2700001116	0000X2876Y306	10-1110-530-000-00-000-000-000-0150	1011105300100	951.02
0000018560	08/05/2026	LE2506800017	2700001116	0000X2876Y316	10-1110-530-000-00-000-000-000-0150	1011105300100	785.53
10447-UPS				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**1,736.55**
0000018561	08/05/2026	LE2498200014	2700001038	78200415	10-2620-350-000-00-000-000-000-0668	1026203500668	82.06
0000018561	08/05/2026	LE2507900005	2700001074	78273863	10-2620-350-000-00-000-000-000-0600	1026203500600	562.11
10367-VECTOR SECURITY INC.				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**644.17**
0000018562	08/05/2026	LE2506800018	2700001118	CINV-00017606	10-2511-330-000-00-000-000-000-0100		1,375.00
11391-Vertex Education-PA, LLC				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**1,375.00**
0000018563	08/05/2026	LE2498200015	2700001143	Deposit	10-3210-441-000-00-000-000-000-3003	1032104413003	250.00
WGOSHTWP-West Goshen Township				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**250.00**
0000018564	08/05/2026	LE2506800019	2700001145	Late Penalty	10-2620-810-000-00-000-000-000-0600	1026208100600	20.00
0000018564	08/05/2026	LE2506800020	2700001145	Burglar Alarm	10-2620-810-000-00-000-000-000-0600	1026208100600	10.00
WGOSHTWP-West Goshen Township				**Remit ID R-4**	**Payment Date: 08/05/2026**	**Payment Amt:**	**30.00**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018565	08/10/2026	LE2511000001	2700001161	INV-000047	10-2360-635-000-00-000-000-000-0700	102360635	1,900.00
11763-Big Chef Brands, LLC				**Order ID O-1**	**Payment Date: 08/10/2026**	**Payment Amt:**	**1,900.00**
0000018566	08/19/2026	LE2510700001	2700001053	2889518W360	10-2620-411-000-00-000-000-000-0600	1026204110600	401.32
10417-A.J. Blosenski Inc.				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**401.32**
0000018567	08/19/2026	AP2514300002		2K26-00005765	10-1496-650-000-00-000-153-000-0130		73.65 #
0000018567	08/19/2026	AP2514300003		2K26-00005761	10-1496-650-000-00-000-153-000-0130		77.30 #
11520-Come Alive Communications Inc.				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**150.95**
0000018568	08/19/2026	LE2512000005	2700001148	23550	10-2360-810-000-00-000-000-000-0700	102360810	605.00
10691-Pennsylvania Principals Association				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**605.00**
0000018569	08/19/2026	LE2513300001	2700001029	1673421	10-2818-538-000-00-000-000-000-0500	102818538	357.14
11748-Telesystem				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**357.14**
0000018570	08/19/2026	LE2511200009	2700001117	INVE2336593	10-2540-448-000-00-000-000-000-0100		91.92
10608-UBEO, LLC				**Remit ID R-3**	**Payment Date: 08/19/2026**	**Payment Amt:**	**91.92**
0000018571	08/19/2026	LE2511200010	2700001116	0000X2876Y326	10-1110-530-000-00-000-000-000-0150	1011105300100	6,982.14
0000018571	08/19/2026	LE2513900001	2700001116	0000X2876Y336	10-1110-530-000-00-000-000-000-0150	1011105300100	7,075.87
10447-UPS				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**14,058.01**
0000018572	08/19/2026	AP2514300007		6154	10-2390-441-000-30-000-000-000-0830		1,378.58 #
10748-West Chester University				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**1,378.58**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
0000018573	08/19/2026	LE2510700008	2700001048	0005813	10-2620-411-000-00-000-000-000-0600	1026204110600	305.00
10386-WIGGINS SHREDDING INC.				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**305.00**
* 000018446V	08/19/2026	OD2512500002		2K26-00005761-V	10-1496-650-000-00-000-153-000-0130		(77.30) #
11520-Come Alive Communications Inc.				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**(77.30)**
* 0000V18446	08/19/2026	OD2512500001		2K26-00005765-V	10-1496-650-000-00-000-153-000-0130		(73.65) #
11520-Come Alive Communications Inc.				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**(73.65)**
* 0073126GAS	08/17/2026	OD2515400001	2700001044		10-2620-621-000-00-000-000-000-0600	1026206210600	273.92
10253-PECO ENERGY				**Order ID O-1**	**Payment Date: 08/17/2026**	**Payment Amt:**	**273.92**
* 00HM081426	08/26/2026	OD2521000002			10-0462-072-000-00-000-000-000-0000	100462072	102.56
* 00HM081426	08/26/2026	OD2521000003			10-0462-070-000-00-000-000-000-0000	100462070	19.78
10419-Horace Mann Auto & Life				**Order ID O-1**	**Payment Date: 08/26/2026**	**Payment Amt:**	**122.34**
* 00HM083126	08/31/2026	OD2521000023			10-0462-072-000-00-000-000-000-0000	100462072	102.56
* 00HM083126	08/31/2026	OD2521000024			10-0462-070-000-00-000-000-000-0000	100462070	19.78
10419-Horace Mann Auto & Life				**Order ID O-1**	**Payment Date: 08/31/2026**	**Payment Amt:**	**122.34**
* 00UE081326	08/13/2026	OD2516000030			10-2823-250-000-00-000-000-000-0000		1,770.00
* 00UE081326	08/13/2026	OD2516000031			10-2818-250-000-00-000-000-000-0000		2,202.91

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* 00UE081326	08/13/2026	OD2516000032			10-2513-250-000-00-000-000-000-0000		1,140.00
* 00UE081326	08/13/2026	OD2516000033			10-2380-250-000-00-000-000-000-0000		2,105.94
* 00UE081326	08/13/2026	OD2516000034			10-2291-250-000-00-000-000-000-0000		3,354.00
* 00UE081326	08/13/2026	OD2516000035			10-2170-250-000-00-000-000-000-0000		1,383.00
* 00UE081326	08/13/2026	OD2516000036			10-2160-250-000-00-000-000-000-0000		2,965.00
* 00UE081326	08/13/2026	OD2516000037			10-1110-250-000-00-000-190-000-0000		2,372.00
* 00UE081326	08/13/2026	OD2516000038			10-1110-250-000-00-000-122-000-0000		1,755.00
* 00UE081326	08/13/2026	OD2516000039			10-1110-250-000-00-000-000-000-0000		7,764.58
10490-PA Department of Labor & Industry				**Order ID O-1**	**Payment Date: 08/13/2026**	**Payment Amt:**	**26,812.43**
* 073126ELEC	08/17/2026	OD2515400002	2700001044	Electric	10-2620-622-000-00-000-000-000-0600	1026206220600	5,643.02
10253-PECO ENERGY				**Order ID O-1**	**Payment Date: 08/17/2026**	**Payment Amt:**	**5,643.02**
* 0AFLAC0726	08/12/2026	OD2521000001		727214	10-0462-219-000-00-000-000-000-0000	100462219	488.26
11053-AFLAC				**Order ID O-1**	**Payment Date: 08/12/2026**	**Payment Amt:**	**488.26**
* 0FSA072026	08/17/2026	OD2516000005		CI00002578	10-0462-074-000-00-000-000-000-2026	1004620742026	49.50
10420-Horace Mann Flex Spending				**Order ID O-1**	**Payment Date: 08/17/2026**	**Payment Amt:**	**49.50**
* 0IBX092026	08/20/2026	OD2516000003		946001369499	10-0462-211-000-00-000-000-000-0000	100462211	187,335.90
11762-Independence Blue Cross				**Remit ID R-1**	**Payment Date: 08/20/2026**	**Payment Amt:**	**187,335.90**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* 0TSA081526	08/14/2026	OD2516000021			10-0462-071-000-00-000-000-000-0000	100462071	876.68
* 0TSA081526	08/14/2026	OD2516000022			10-0462-071-000-00-000-000-000-0000	100462071	348.53
* 0TSA081526	08/14/2026	OD2516000023			10-0462-071-000-00-000-000-000-0000	100462071	75.00
* 0TSA081526	08/14/2026	OD2516000024			10-0462-071-000-00-000-000-000-0000	100462071	25.00
* 0TSA081526	08/14/2026	OD2516000025			10-0462-071-000-00-000-000-000-0000	100462071	2,515.00
* 0TSA081526	08/14/2026	OD2516000026			10-0462-071-000-00-000-000-000-0000	100462071	650.00
* 0TSA081526	08/14/2026	OD2516000027			10-0462-071-000-00-000-000-000-0000	100462071	50.00
* 0TSA081526	08/14/2026	OD2516000028			10-0462-071-000-00-000-000-000-0000	100462071	1,525.00
* 0TSA081526	08/14/2026	OD2516000029			10-0462-071-000-00-000-000-000-0000	100462071	550.01
11330-US OMNI & TSACG Compliance Services Inc.					**Payment Date: 08/14/2026**	**Payment Amt:**	**6,615.22**
* 0TSA083126	08/28/2026	OD2521000007			10-0462-071-000-00-000-000-000-0000	100462071	882.43
* 0TSA083126	08/28/2026	OD2521000008			10-0462-071-000-00-000-000-000-0000	100462071	348.53
* 0TSA083126	08/28/2026	OD2521000009			10-0462-071-000-00-000-000-000-0000	100462071	75.00
* 0TSA083126	08/28/2026	OD2521000010			10-0462-071-000-00-000-000-000-0000	100462071	25.00
* 0TSA083126	08/28/2026	OD2521000011			10-0462-071-000-00-000-000-000-0000	100462071	2,515.00
* 0TSA083126	08/28/2026	OD2521000012			10-0462-071-000-00-000-000-000-0000	100462071	650.00

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
* 0TSA083126	08/28/2026	OD2521000013			10-0462-071-000-00-000-000-000-0000	100462071	50.00	
* 0TSA083126	08/28/2026	OD2521000014			10-0462-071-000-00-000-000-000-0000	100462071	1,525.00	
* 0TSA083126	08/28/2026	OD2521000015			10-0462-071-000-00-000-000-000-0000	100462071	2,404.13	
11330-US OMNI & TSACG Compliance Services Inc.					**Payment Date: 08/28/2026**	**Payment Amt:**	**8,475.09**	
* 0WPP073126	08/18/2026	OD2515700001	2700001050		10-2620-622-000-00-000-000-000-0668	1026206220668	206.86	
10752-West Penn Power				**Remit ID R-1**	**Payment Date: 08/18/2026**	**Payment Amt:**	**206.86**	
* AQUA071726	08/11/2026	OD2512100001	2700001057	0299615	10-2620-424-000-00-000-000-000-0600	1026204240600	235.81	
* AQUA071726	08/11/2026	OD2512100002	2700001057	0300033	10-2620-424-000-00-000-000-000-0600	1026204240600	261.32	
11001-Aqua Pennsylvania				**Remit ID R-1**	**Payment Date: 08/11/2026**	**Payment Amt:**	**497.13**	
* AQUA080326	08/26/2026	OD2518700001	2700001057	0310085	10-2620-424-000-00-000-000-000-0600	1026204240600	51.30	
11001-Aqua Pennsylvania				**Remit ID R-1**	**Payment Date: 08/26/2026**	**Payment Amt:**	**51.30**	
D000005559	08/05/2026	LE2506800001	2700001122	14GV-LJX6-FGMK	10-1110-610-000-30-000-000-000-0800	10111061030	317.71	*D*
D000005559	08/05/2026	LE2506800002	2700001127	1XF9-6KJK-XHXW	10-1110-610-000-20-000-000-000-0900	10111061020	20.99	*D*
D000005559	08/05/2026	LE2506800003	2700001128	1V46-1T71-YN41	10-1110-610-000-30-000-000-000-0800	10111061030	69.00	*D*
D000005559	08/05/2026	LE2506800004	2700001139	1LC1-69X3-HRTG	10-2511-610-000-00-000-000-000-0100		178.28	*D*
D000005559	08/05/2026	LE2508300001	2700001107	1XF9-6KJK-QHHF	10-1110-610-000-30-000-000-000-0800	10111061030	6,947.08	*D*
D000005559	08/05/2026	LE2508300002	2700001107	14TL-FW66-G9TC	10-1110-610-000-30-000-000-000-0800	10111061030	(10.88)	*D*
10010-Amazon Capital Services				**Remit ID R-2**	**Payment Date: 08/05/2026**	**Payment Amt:**	**7,522.18**	

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
D000005560	08/05/2026	LE2507900001	2700001087	2365	10-2620-413-000-00-000-000-000-0600	1026204130600	6,500.00	*D*
D000005560	08/05/2026	LE2507900002	2700001087	2365	10-2620-610-000-00-000-000-000-0600	1026206100600	242.98	*D*
11171-Brandywine Maintenance Company				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**6,742.98**	
D000005561	08/05/2026	LE2498200016	2700001010	AK1268Q	10-2818-650-000-00-000-000-000-0500	102818650	840.00	*D*
10056-CDW GOVERNMENT				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**840.00**	
D000005562	08/05/2026	AP2508500004		481491	10-1370-564-000-00-000-000-000-0130		13,985.00	*# D*
D000005562	08/05/2026	AP2508500005		481491	10-1370-564-000-30-000-000-000-0120	10-1370-564-30-0120	5,594.00	*# D*
D000005562	08/05/2026	LE2498200003	2700001025	481779	10-2818-650-000-00-000-000-000-0500	102818650	18,500.00	*D*
10055-CHESTER COUNTY INTERMEDIATE UNIT				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**38,079.00**	
D000005563	08/05/2026	AP2508500003		RA#3RNVN7	10-2360-444-000-00-000-000-000-0700	102360444	81.56	*# D*
11045-EAN Services LLC				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**81.56**	
D000005564	08/05/2026	LE2498200006	2700001068	13356	10-2511-650-000-00-000-000-000-0100	1025116500100	5,096.00	*D*
D000005564	08/05/2026	LE2498200007	2700001068	13356	10-2818-650-000-00-000-000-000-0500	102818650	8,526.10	*D*
11173-Incident IQ, LLC				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**13,622.10**	
D000005565	08/05/2026	LE2498200008	2700001137	SO#001949309	10-2260-810-000-00-000-000-000-0110	102260810	179.00	*D*
10168-ISTE+ASCD				**Remit ID R-3**	**Payment Date: 08/05/2026**	**Payment Amt:**	**179.00**	
D000005566	08/05/2026	LE2498200020	2700001022	2024-30238	10-2818-650-000-00-000-000-000-0500	102818650	6,534.00	*D*
11655-ParentSquare, Inc.				**Remit ID R-2**	**Payment Date: 08/05/2026**	**Payment Amt:**	**6,534.00**	

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
D000005567	08/05/2026	LE2506800015	2700001130	August rent	10-2620-441-000-00-000-000-000-0100	1026204410 100	19,498.90	*D*
10698-Regional Development Partners-Blue Spruce L.P.				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**19,498.90**	
D000005568	08/05/2026	LE2507900004	2700001076	6489	10-2620-413-000-00-000-000-000-0668	1026204130 668	1,475.00	*D*
11200-ServiceMaster Quality Commercial Care				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**1,475.00**	
D000005569	08/05/2026	LE2498200012	2700001129	210825967	10-1110-610-000-30-000-000-000-0800	10111061030	968.79	*D*
D000005569	08/05/2026	LE2506800016	2700001123	211149338	10-2530-610-000-00-000-000-000-0150	102530610	1,324.10	*D*
10352-ULINE				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**2,292.89**	
D000005570	08/05/2026	AP2508500002		218283022	10-0462-212-000-00-000-000-000-0000	100462212	4,560.99	*D*
11422-United Concordia Insurance Company				**Remit ID R-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**4,560.99**	
D000005571	08/05/2026	LE2506800021	2700001115	114247602	10-2650-626-000-00-000-000-000-0100		304.01	*D*
10418-Wex Bank				**Order ID O-1**	**Payment Date: 08/05/2026**	**Payment Amt:**	**304.01**	
D000005572	08/19/2026	AP2514300001		21-007	10-1241-329-000-00-000-000-000-0120	1212413290 120	1,150.00	*# D*
11613-Assessment Alternatives, LLC				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**1,150.00**	
D000005573	08/19/2026	LE2513900002	2700001056	CI-13184	10-2630-414-000-00-000-000-000-0600	1026304140 600	1,897.92	*D*
10436-BAXTER LANDSCAPE CONTRACTING LLC				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**1,897.92**	
D000005574	08/19/2026	AP2514300010		482071	10-1241-322-000-00-000-000-000-0120	1012413220 120	4,987.82	*# D*
D000005574	08/19/2026	AP2514300011		482071	10-1110-322-000-20-000-151-000-0910		12,194.91	*# D*
D000005574	08/19/2026	AP2514300012		482071	10-1190-322-207-00-000-000-000-2425		57,019.68	*# D*

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

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Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
D000005574	08/19/2026	AP2514300013		481940	10-1241-322-000-00-000-000-000-0120	1012413220 120	134.93	# D
D000005574	08/19/2026	LE2511200001	2600000161	482361	10-1241-322-000-00-000-000-000-0120	1012413220 120	11,493.50	# D
D000005574	08/19/2026	LE2511200002	2600000161	481751	10-1241-322-000-00-000-000-000-0120	1012413220 120	26.25	# D
D000005574	08/19/2026	LE2511200003	2600000161	481832	10-1241-322-000-00-000-000-000-0120	1012413220 120	28.35	# D
D000005574	08/19/2026	LE2511200004	2700001008	482677	10-2818-650-000-00-000-000-000-0500	102818650	8,600.00	D
D000005574	08/19/2026	LE2514200002	2700001007	482772	10-2818-650-000-00-000-000-000-0500	102818650	2,437.50	D
D000005574	08/19/2026	LE2514200004	2700001027	482761	10-2818-330-000-00-000-000-000-0500	102818330	1,500.00	D
10055-CHESTER COUNTY INTERMEDIATE UNIT				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**98,422.94**	
D000005575	08/19/2026	LE2510700002	2700001030	279383051	10-2818-538-000-00-000-000-000-0568		673.65	D
11402-Comcast				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**673.65**	
D000005576	08/19/2026	LE2511200005	2700001140	INV32671586	10-1110-650-000-00-000-000-000-0130		3,430.00	D
10115-EDMENTUM INC				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**3,430.00**	
D000005577	08/19/2026	LE2513900003	2700001169	47709	10-2620-650-000-00-000-000-000-0600	1026206500 600	4,156.95	D
11405-Facilities Management Express, LLC				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**4,156.95**	
D000005578	08/19/2026	LE2510700003	2700001147	200506-170818	10-1110-650-000-00-000-000-000-0110	1011106500 110	500.00	D
D000005578	08/19/2026	LE2510700004	2700001149	200506-170817	10-1110-650-000-30-000-000-000-0800	10111065030	4,247.50	D
D000005578	08/19/2026	LE2511200006	2700001159	200506-171360	10-1110-650-000-30-000-000-000-0800	10111065030	254.85	D
10581-Florida Virtual School				**Remit ID R-2**	**Payment Date: 08/19/2026**	**Payment Amt:**	**5,002.35**	

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
D000005579	08/19/2026	AP2514300005		HRA 25-26	10-2380-292-000-00-000-000-000-0000		142.50	# D
D000005579	08/19/2026	AP2514300006		HRA 25-26	10-2380-292-000-00-000-000-000-0000		1,355.00	# D
SHERBONDY-Kelly Sherbondy				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**1,497.50**	
D000005580	08/19/2026	LE2510700005	2700001141	7369	10-2111-650-000-00-000-000-000-0130		19,480.00	D
10925-LinkIt!				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**19,480.00**	
D000005581	08/19/2026	LE2510700006	2700001028	IN12357	10-2818-538-000-00-000-000-000-0500	102818538	552.36	D
10430-NETCARRIER TELECOM INC.				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**552.36**	
D000005582	08/19/2026	LE2511200007	2700001133	800090900485612 1	10-2530-432-000-00-000-000-000-0100		402.00	D
10422-PITNEY BOWES INC.				**Remit ID R-2**	**Payment Date: 08/19/2026**	**Payment Amt:**	**402.00**	
D000005583	08/19/2026	LE2511200008	2700001133	800090900485612 1	10-2530-448-000-00-000-000-000-0100		153.00	D
10422-PURCHASE POWER				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**153.00**	
D000005584	08/19/2026	AP2514300004		368596	10-1110-650-000-00-000-153-000-0130	1011106501 530130	204.00	D
DERITAS-Stephanie M Colmenares				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**204.00**	
D000005585	08/19/2026	AP2514300009		3005062	10-1241-329-000-00-000-000-000-0120	1212413290 120	2,559.00	# D
10343-THERAPY SOURCE INC				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**2,559.00**	
D000005586	08/19/2026	LE2510700007	2700001123	211506296	10-2530-610-000-00-000-000-000-0150	102530610	933.22	D
10352-ULINE				**Order ID O-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**933.22**	
D000005587	08/19/2026	AP2514300008		115	10-1241-329-000-00-000-000-000-0120	1212413290 120	475.13	# D

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount	
10670-US Healthcare Services LLC				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**475.13**	
D000005588	08/19/2026	LE2514200003	2700001099	236973	10-2818-650-000-00-000-000-000-0500	102818650	6,050.00	*D*
17280-WEIDENHAMMER SYSTEM CORP				**Remit ID R-1**	**Payment Date: 08/19/2026**	**Payment Amt:**	**6,050.00**	
* EZPASS0804	08/04/2026	OD2512300001	2700001114	Replenishment	10-2650-810-000-00-000-000-000-0100		150.00	
10746-E-ZPASS				**Order ID O-1**	**Payment Date: 08/04/2026**	**Payment Amt:**	**150.00**	
* FTMSA07312	08/21/2026	OD2520300001	2600000064		10-2620-424-000-00-000-000-000-0668	1026204240668	62.50	#
FTMSA-Franklin Township Municipal Sanitary Authority				**Order ID O-1**	**Payment Date: 08/21/2026**	**Payment Amt:**	**62.50**	
* GARNISH081	08/14/2026	OD2516000004			10-0462-078-000-00-000-000-000-0000	100462078	204.50	
11671-ExpertPay					**Payment Date: 08/14/2026**	**Payment Amt:**	**204.50**	
* GARNISH083	08/31/2026	OD2521000025			10-0462-078-000-00-000-000-000-0000	100462078	204.50	
11671-ExpertPay					**Payment Date: 08/31/2026**	**Payment Amt:**	**204.50**	
* INV9286160	08/04/2026	OD2516000043		INV9286160	10-0462-074-000-00-000-000-000-2026	1004620742026	79.98	
* INV9286160	08/04/2026	OD2516000044		INV9286160	10-0462-074-000-00-000-000-000-2026	1004620742026	793.21	
11160-WageWorks, Inc				**Order ID O-1**	**Payment Date: 08/04/2026**	**Payment Amt:**	**873.19**	
* INV9310409	08/11/2026	OD2516000041		INV9310409	10-0462-074-000-00-000-000-000-2026	1004620742026	233.97	
* INV9310409	08/11/2026	OD2516000042		INV9310409	10-0462-073-000-00-000-000-000-2026	1004620732026	237.39	
11160-WageWorks, Inc				**Order ID O-1**	**Payment Date: 08/11/2026**	**Payment Amt:**	**471.36**	

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* INV9331427	08/18/2026	OD2516000040		INV9331427	10-0462-074-000-00-000-000-000-2026	1004620742026	741.17
11160-WageWorks, Inc				**Order ID O-1**	**Payment Date: 08/18/2026**	**Payment Amt:**	**741.17**
* INV9346773	08/25/2026	OD2521000016		INV9346773	10-0462-074-000-00-000-000-000-2026	1004620742026	1,031.36
* INV9346773	08/25/2026	OD2521000017		INV9346773	10-0462-074-000-00-000-000-000-2026	1004620742026	60.00
* INV9346773	08/25/2026	OD2521000018		INV9346773	10-0462-073-000-00-000-000-000-2026	1004620732026	600.00
11160-WageWorks, Inc				**Order ID O-1**	**Payment Date: 08/25/2026**	**Payment Amt:**	**1,691.36**
* IRS0000812	08/13/2026	OD2516000006			10-0462-220-000-00-000-000-000-0000	100462220	4,706.20
* IRS0000812	08/13/2026	OD2516000007			10-0462-061-000-00-000-000-000-0000	100462061	13,389.21
* IRS0000812	08/13/2026	OD2516000008			10-0462-062-000-00-000-000-000-0000	100462062	892.03
* IRS0000812	08/13/2026	OD2516000009			10-0462-063-000-00-000-000-000-0000	100462063	3,814.17
10399-INTERNAL REVENUE SERVICE					**Payment Date: 08/13/2026**	**Payment Amt:**	**22,801.61**
* IRS0000814	08/13/2026	OD2516000010			10-0462-220-000-00-000-000-000-0000	100462220	26,930.09
* IRS0000814	08/13/2026	OD2516000011			10-0462-061-000-00-000-000-000-0000	100462061	37,158.61
* IRS0000814	08/13/2026	OD2516000012			10-0462-062-000-00-000-000-000-0000	100462062	5,104.43
* IRS0000814	08/13/2026	OD2516000013			10-0462-063-000-00-000-000-000-0000	100462063	21,825.66
10399-INTERNAL REVENUE SERVICE					**Payment Date: 08/13/2026**	**Payment Amt:**	**91,018.79**
* IRS0000831	08/31/2026	OD2521000019			10-0462-220-000-00-000-000-000-0000	100462220	27,221.59
* IRS0000831	08/31/2026	OD2521000020			10-0462-061-000-00-000-000-000-0000	100462061	35,697.90
* IRS0000831	08/31/2026	OD2521000021			10-0462-062-000-00-000-000-000-0000	100462062	5,159.65

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* IRS0000831	08/31/2026	OD2521000022			10-0462-063-000-00-000-000-000-0000	100462063	22,061.94
10399-INTERNAL REVENUE SERVICE					**Payment Date: 08/31/2026**	**Payment Amt:**	**90,141.08**
* LIFE082026	08/20/2026	OD2516000001		210843_080126	10-0462-214-000-00-000-000-000-0000	100462214	2,594.02
* LIFE082026	08/20/2026	OD2516000002		210843_080126	10-0462-213-000-00-000-000-000-0000	100462213	1,360.43
11746-Life Insurance Company of North America				**Order ID O-1**	**Payment Date: 08/20/2026**	**Payment Amt:**	**3,954.45**
* MAWC080626	08/06/2026	OD2512100003	2700001079		10-2620-424-000-00-000-000-000-0668	1026204240668	36.98
10791-Municipal Authority of Westmoreland County				**Order ID O-1**	**Payment Date: 08/06/2026**	**Payment Amt:**	**36.98**
* MEDINS0726	08/11/2026	OD2513000001		946007122503	10-0462-211-000-00-000-000-000-0000	100462211	220,344.18
11762-QCC Insurance Company				**Order ID O-1**	**Payment Date: 08/11/2026**	**Payment Amt:**	**220,344.18**
* MEDINS0826	08/12/2026	OD2513800001		946007122503	10-0462-211-000-00-000-000-000-0000	100462211	220,344.18
11762-Independence Blue Cross				**Remit ID R-1**	**Payment Date: 08/12/2026**	**Payment Amt:**	**220,344.18**
* MERCHAUG26	08/03/2026	OD2520600001			10-2511-810-000-00-000-000-000-0000		31.20
10609-Fulton Bank					**Payment Date: 08/03/2026**	**Payment Amt:**	**31.20**
* PATX000812	08/13/2026	OD2516000014			10-0462-066-000-00-000-000-000-0000	100462066	1,888.63
10407-PA DEPT OF REVENUE					**Payment Date: 08/13/2026**	**Payment Amt:**	**1,888.63**
* PATX000814	08/14/2026	OD2516000015			10-0462-066-000-00-000-000-000-0000	100462066	10,574.83

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
10407-PA DEPT OF REVENUE					**Payment Date: 08/14/2026**	**Payment Amt:**	**10,574.83**
* PATX000831	08/28/2026	OD2521000004			10-0462-066-000-00-000-000-000-0000	100462066	10,711.23
10407-PA DEPT OF REVENUE					**Payment Date: 08/28/2026**	**Payment Amt:**	**10,711.23**
* PEOPLE8112	08/25/2026	OD2518700002	2700001080		10-2620-621-000-00-000-000-000-0668	1026206210668	23.95
10776-Peoples				**Remit ID R-1**	**Payment Date: 08/25/2026**	**Payment Amt:**	**23.95**
+ PRO0000022	08/21/2026	OD2520700046	08062026		10-2818-580-000-00-000-000-000-0500	102818580	679.32
+ PRO0000022	08/21/2026	OD2520700047	08062026		10-2818-580-000-00-000-000-000-0500	102818580	679.32
10266-THE PENN STATER CONFERENCE CENTER					**Payment Date: 08/21/2026**	**Payment Amt:**	**1,358.64**
+ PRO0000023	08/21/2026	OD2520700044	08062026		10-2360-635-000-00-000-000-000-0700	102360635	335.47
+ PRO0000023	08/21/2026	OD2520700045	08062026		10-2360-635-000-00-000-000-000-0700	102360635	408.46
10377-WEGMANS FOOD MARKETS					**Payment Date: 08/21/2026**	**Payment Amt:**	**743.93**
+ PRO0000024	08/21/2026	OD2520700043	08062026		10-2220-650-000-00-000-000-000-0110	102220650	68.38
10563-Quizlet LLC					**Payment Date: 08/21/2026**	**Payment Amt:**	**68.38**
+ PRO0000025	08/21/2026	OD2520700042	08062026		10-2831-610-000-00-000-000-000-0400		11.87
10851-Michaels Stores Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**11.87**
+ PRO0000026	08/21/2026	OD2520700041	08062026		10-3210-441-000-00-000-000-000-3003	1032104413003	165.10

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Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
11116-Municipality of Murrysville					**Payment Date: 08/21/2026**	**Payment Amt:**	**165.10**
+ PRO0000027	08/21/2026	OD2520700039	08062026		10-2380-635-000-20-000-000-000-0900	10238063520	8.47
+ PRO0000027	08/21/2026	OD2520700040	08062026		10-2380-635-000-30-000-000-000-0800	10238063530	31.48
11224-BJ's Wholesale Club Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**39.95**
+ PRO0000028	08/21/2026	OD2520700037	08062026		10-2380-635-000-20-000-000-000-0900	10238063520	30.43
+ PRO0000028	08/21/2026	OD2520700038	08062026		10-2380-635-000-30-000-000-000-0800	10238063530	121.73
11224-BJ's Wholesale Club Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**152.16**
+ PRO0000029	08/21/2026	OD2520700036	08062026		10-2818-650-000-00-000-000-000-0500	102818650	24.19
11271-GODADDY.COM, LLC					**Payment Date: 08/21/2026**	**Payment Amt:**	**24.19**
+ PRO0000030	08/21/2026	OD2520700035	08062026		10-2818-650-000-00-000-000-000-0500	102818650	10.00
11273-ActiveCampaign, LLC					**Payment Date: 08/21/2026**	**Payment Amt:**	**10.00**
+ PRO0000031	08/21/2026	OD2520700033	08062026		10-2650-433-000-00-000-000-000-0600	1026504330600	125.14
+ PRO0000031	08/21/2026	OD2520700034	08062026		10-2650-433-000-00-000-000-000-0600	1026504330600	134.20
11279-Fred Beans Ford of West Chester					**Payment Date: 08/21/2026**	**Payment Amt:**	**259.34**
+ PRO0000032	08/21/2026	OD2520700032	08062026		10-2620-610-000-00-000-000-000-0600	1026206100600	33.35
11282-Home Depot U.S.A. Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**33.35**

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+ PRO0000033	08/21/2026	OD2520700031	08062026		10-2823-540-000-00-000-000-000-0200		900.00
11289-Meta Platforms, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**900.00**
+ PRO0000034	08/21/2026	OD2520700030	08062026		10-2823-540-000-00-000-000-000-0200		112.51
11289-Meta Platforms, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**112.51**
+ PRO0000035	08/21/2026	OD2520700029	08062026		10-2823-540-000-00-000-000-000-0200		541.45
11289-Meta Platforms, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**541.45**
+ PRO0000036	08/21/2026	OD2520700028	08062026		10-2823-540-000-00-000-000-000-0200		787.63
11289-Meta Platforms, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**787.63**
+ PRO0000037	08/21/2026	OD2520700027	08062026		10-2823-540-000-00-000-000-000-0200		900.00
11289-Meta Platforms, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**900.00**
+ PRO0000038	08/21/2026	OD2520700026	08062026		10-2823-540-000-00-000-000-000-0200		900.00
11289-Meta Platforms, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**900.00**
+ PRO0000039	08/21/2026	OD2520700025	08062026		10-2130-580-000-00-000-000-000-0130	102130580	187.04
11311-HIX Monroeville, LLC					**Payment Date: 08/21/2026**	**Payment Amt:**	**187.04**
+ PRO0000040	08/21/2026	OD2520700024	08062026		10-2130-580-000-00-000-000-000-0130	102130580	21.80
11325-Applebee's					**Payment Date: 08/21/2026**	**Payment Amt:**	**21.80**

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+ PRO0000041	08/21/2026	OD2520700023	08062026		10-2220-610-000-00-000-000-000-0110	102220610	73.00
11371-Sticker Mule					**Payment Date: 08/21/2026**	**Payment Amt:**	**73.00**
+ PRO0000042	08/21/2026	OD2520700022	08062026		10-2834-360-000-00-000-000-000-0110	1028343600 110	945.00
11491-QM Quality Matters, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**945.00**
+ PRO0000043	08/21/2026	OD2520700021	08062026		10-2130-580-000-00-000-000-000-0130	102130580	15.55
11529-McDonald's Restaurant					**Payment Date: 08/21/2026**	**Payment Amt:**	**15.55**
+ PRO0000044	08/21/2026	OD2520700020	08062026		10-2130-580-000-00-000-000-000-0130	102130580	11.43
11529-McDonald's Restaurant					**Payment Date: 08/21/2026**	**Payment Amt:**	**11.43**
+ PRO0000045	08/21/2026	OD2520700019	08062026		10-2130-580-000-00-000-000-000-0130	102130580	12.26
11529-McDonald's Restaurant					**Payment Date: 08/21/2026**	**Payment Amt:**	**12.26**
+ PRO0000046	08/21/2026	OD2520700018	08062026		10-2130-580-000-00-000-000-000-0130	102130580	13.64
11529-McDonald's Restaurant					**Payment Date: 08/21/2026**	**Payment Amt:**	**13.64**
+ PRO0000047	08/21/2026	OD2520700017	08062026		10-2360-890-000-00-000-000-000-0700	102360890	93.25
11559-1-800-Flowers					**Payment Date: 08/21/2026**	**Payment Amt:**	**93.25**
+ PRO0000048	08/21/2026	OD2520700016	08062026		10-2650-433-000-00-000-000-000-0600	1026504330 600	95.39
11569-Great Valley Car Wash					**Payment Date: 08/21/2026**	**Payment Amt:**	**95.39**

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+ PRO0000049	08/21/2026	OD2520700015	08062026		10-2130-580-000-00-000-000-000-0130	102130580	31.18
11631-Lorenzos Steaks					**Payment Date: 08/21/2026**	**Payment Amt:**	**31.18**
+ PRO0000050	08/21/2026	OD2520700014	08062026		10-2130-580-000-00-000-000-000-0130	102130580	13.14
11633-CHICK-FIL-A -VARIOUS					**Payment Date: 08/21/2026**	**Payment Amt:**	**13.14**
+ PRO0000051	08/21/2026	OD2520700013	08062026		10-2130-580-000-00-000-000-000-0130	102130580	10.55
11716-Pilot					**Payment Date: 08/21/2026**	**Payment Amt:**	**10.55**
+ PRO0000052	08/21/2026	OD2520700012	08062026		10-2823-540-000-00-000-000-000-0200		500.00
11737-XXVI Holdings, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**500.00**
+ PRO0000053	08/21/2026	OD2520700011	08062026		10-2823-540-000-00-000-000-000-0200		500.00
11737-XXVI Holdings, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**500.00**
+ PRO0000054	08/21/2026	OD2520700010	08062026		10-2823-540-000-00-000-000-000-0200		226.01
11737-XXVI Holdings, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**226.01**
+ PRO0000055	08/21/2026	OD2520700009	08062026		10-2823-540-000-00-000-000-000-0200		500.00
11737-XXVI Holdings, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**500.00**
+ PRO0000056	08/21/2026	OD2520700008	08062026		10-2823-540-000-00-000-000-000-0200		500.00
11737-XXVI Holdings, Inc.					**Payment Date: 08/21/2026**	**Payment Amt:**	**500.00**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
+ PRO0000057	08/21/2026	OD2520700007	08062026		10-2818-650-000-00-000-000-000-0500	102818650	59.36
11766-Anthropic, PBC					**Payment Date: 08/21/2026**	**Payment Amt:**	**59.36**
+ PRO0000058	08/21/2026	OD2520700006	08062026		10-2818-650-000-00-000-000-000-0500	102818650	(3.36)
11766-Anthropic, PBC					**Payment Date: 08/21/2026**	**Payment Amt:**	**(3.36)**
+ PRO0000059	08/21/2026	OD2520700005	08062026		10-2130-580-000-00-000-000-000-0130	102130580	209.79
11767-Holiday Inn Express & Suites Sharon-Hermitage					**Payment Date: 08/21/2026**	**Payment Amt:**	**209.79**
+ PRO0000060	08/21/2026	OD2520700004	08062026		10-2130-580-000-00-000-000-000-0130	102130580	315.24
11767-Holiday Inn Express & Suites Sharon-Hermitage					**Payment Date: 08/21/2026**	**Payment Amt:**	**315.24**
+ PRO0000061	08/21/2026	OD2520700003	08062026		10-2130-580-000-00-000-000-000-0130	102130580	33.82
11768-The Blvd 724					**Payment Date: 08/21/2026**	**Payment Amt:**	**33.82**
+ PRO0000062	08/21/2026	OD2520700002	08062026		10-2130-580-000-00-000-000-000-0130	102130580	39.64
11768-The Blvd 724					**Payment Date: 08/21/2026**	**Payment Amt:**	**39.64**
+ PRO0000063	08/21/2026	OD2520700001	08062026		10-2130-580-000-00-000-000-000-0130	102130580	18.26
11769-Randall's Restaurant					**Payment Date: 08/21/2026**	**Payment Amt:**	**18.26**
* RET0000731	08/06/2026	OD2516000018			10-0462-064-000-00-000-000-000-0000	100462064	21,517.00
* RET0000731	08/06/2026	OD2516000019			10-0462-064-000-00-000-000-000-0000	100462064	2,447.93

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT REGISTER

Bank Account: FB - FULTON BANK **Payment Dates:** 08/01/2026 - 08/31/2026

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Trans Date	Trans #	PO #/Proc Ctrl#	Invoice #	Account Code	ASN	Amount
* RET0000731	08/06/2026	OD2516000020			10-0462-064-000-00-000-000-000-0000	100462064	31,048.51
10409-PSERS - PA School Employee Retirement System				**Order ID O-1**	**Payment Date: 08/06/2026**	**Payment Amt:**	**55,013.44**
* VOYA081526	08/13/2026	OD2516000016			10-0462-230-000-00-000-000-000-0000	100462230	1,096.51
* VOYA081526	08/13/2026	OD2516000017			10-0462-064-000-00-000-000-000-0000	100462064	1,583.93
10409-PSERS - PA School Employee Retirement System					**Payment Date: 08/13/2026**	**Payment Amt:**	**2,680.44**
* VOYA083126	08/28/2026	OD2521000005			10-0462-230-000-00-000-000-000-0000	100462230	1,264.90
* VOYA083126	08/28/2026	OD2521000006			10-0462-064-000-00-000-000-000-0000	100462064	1,826.92
10409-PSERS - PA School Employee Retirement System					**Payment Date: 08/28/2026**	**Payment Amt:**	**3,091.82**

10 - GENERAL FUND	**1,308,683.13**
Grand Total All Funds	**1,308,683.13**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**248,772.63**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**973,597.75**
Grand Total Procurement Card Other Disbursement Non-negotiables	**11,430.49**
Grand Total Regular Checks	**74,882.26**
Grand Total Virtual Payments	**0.00**
Grand Total All Payments	**1,308,683.13**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

October 13, 2026 BOARD PERSONNEL ACTIONS

SORT CODE	NAME	POSITION	OPERATIONAL ACTION	FTE/DAYS	LOCATION	EFF. DATE	SALARY	GRADE / STEP
3	1415	Academic Advisor	Unpaid Leave of Absence	.70/193	Remote	10/30/2026	NA	NA

Lancaster-Lebanon Intermediate Unit 13
1020 New Holland Avenue
Lancaster, PA 17601

BUSINESS OFFICE USE ONLY

Contract PO C2670204

SUBRECIPIENT LETTER OF AGREEMENT

This Subrecipient Letter of Agreement ("Agreement"), is entered into on **September 9, 2026**, between **Lancaster-Lebanon Intermediate Unit 13,** (hereinafter called "IU13")**,** a Pennsylvania Intermediate Unit, with its principal place of business at 1020 New Holland Avenue, Lancaster, PA 17601, and

SUBGRANTEE*:	**21st CENTURY CYBER CHARTER SCHOOL** (hereafter referred to as "SUBGRANTEE")
*checks will be made out to this entity.	
Mailing Address:	1245 WRIGHTS LANE WEST CHESTER, PA 19380
Telephone Number:	(484) 857-5439
FAX Number:	
E-mail:	jpalaia@21cccs.org
Taxpayer ID# or SS# or EIN:	23-3086998
DUNS Number	
SUBGRANTEE Contact Person:	Patti Dahl
Title and contact Information:	Special Education Supervisor pdahl@21cccs.org

IU13 Program Administrator:
Title and Contact Information:

IU13 Contract Compliance Administrator: Kari Scheaffer
Contact Information: contractcompliance@iu13.org, 717.947.1716

Background: The IU13 has entered into an agreement with the Pennsylvania Department of Education to collaborate in the administration of the Pennsylvania Training and Technical Assistance Network (PaTTAN) project, and has been authorized by the Pennsylvania Department of Education, Bureau of Special Education, to disburse funds to approved SUBGRANTEES by establishing agreements with the SUBGRANTEES that set forth the conditions of the agreements.

Federal Award Identification Number (FAIN): 062-27-0033.
Federal Award Date: July 1, 2026 to September 30, 2027.
Federal Award Project Description: Individuals with Disabilities Education Act, Part B (IDEA-B) – Section 611.
CFDA Number and Name: Special Education – Grants to States Program – CFDA 84.027.
R and D (Yes or No): No
Indirect Rate:

Terms: The parties, intending to be legally bound, hereby agree as follows:

1. Subject to its other provisions and the availability of funds, the term of this Agreement shall commence on the July 1, 2026 and terminate on June 30, 2027.

2. Non-Appropriation: Notwithstanding anything in this Agreement to the contrary, all obligations of IU13 to make payments hereunder are subject to the appropriation of sufficient funds for such payments by the Legislature of the Commonwealth of Pennsylvania or federal grantor agency. Failure by the Legislature of the Commonwealth of Pennsylvania or federal grantor agency to appropriate funds shall relieve IU13 from the obligation to make such payments during the term of the non-appropriation.

3. This Agreement is 100% Federally funded and the disbursement of funds is under CFDA # 84.027 Individuals with Disabilities Education Improvement Act of 2004 – Part B for Support Services, P.L. 108-446.

4. SUBGRANTEE agrees to provide services ("Services") as described in the attached (Exhibits A and B) and incorporated as part of this Agreement.

5. For the services rendered and for actual costs incurred, subject to the approved and incorporated budget, the IU13 will reimburse the SUBGRANTEE an amount not to exceed **$10,000.00.**

6. Compliance with Program Requirements, Uniform Grant Guidance (UGG), General Terms & Conditions, which are incorporated by reference, *Commonwealth of Pennsylvania Standard Terms and Conditions STD-274 (SAP)*, and any other Governmental Laws and Regulations applicable to the SUBGRANTEE'S performance of the services provided, shall be the sole obligation and responsibility of the SUBGRANTEE and shall no longer be the obligation and responsibility of the IU13. Furthermore, SUBGRANTEE agrees to perform the services contemplated by this Agreement in a professional and a competent manner and in compliance with all local, state and federal laws and regulations governing the services to be rendered pursuant to this Agreement. Additionally, SUBGRANTEE has the sole responsibility for compliance with all other matters in conjunction with the services to be performed hereunder.

7. SUBGRANTEE is an independent contractor to the IU13. SUBGRANTEE and its employees are not agents or employees of IU13 and the SUBGRANTEE in not authorized to make any representations or incur any liabilities on behalf of IU13. It is hereby further understood and agreed that SUBGRANTEE, in performing this Agreement, is acting in the capacity of an independent contractor, and that SUBGRANTEE is not an agent, servant, partner, nor employee of IU13. SUBGRANTEE will have control over the work to be performed, and shall be solely responsible to pay its own federal, state and local income taxes, salary, Social Security payments, and any and all other payments incurred by SUBGRANTEE in the performance of this Agreement, as well as perform all necessary legal requirements pertaining to employment. None of the benefits provided by IU13 to its employees, including but not limited to workers' compensation insurance, disability insurance, medical insurance, and unemployment insurance are available from IU13 to SUBGRANTEE and/or any and all of SUBGRANTEE's agents, servants and employees. SUBGRANTEE has no authority hereunder to assume or create any obligation or responsibility, express or implied, on behalf or in the name of IU13 or to bind IU13 in any way whatsoever.

8. The SUBGRANTEE hereby agrees at all times to provide qualified personnel, properly licensed, with favorable clearances and background checks in compliance with all applicable laws and regulations, including, without limitation, the Commonwealth of Pennsylvania Department of Education's, Pennsylvania Department of Public Welfare's and Pennsylvania Public School Code's requirements, to perform all tasks as more fully set forth and described in Exhibit A of this Agreement. SUBGRANTEE further warrants and represents that it is currently properly licensed or otherwise permitted to operate in the Commonwealth of Pennsylvania.

9. The SUBGRANTEE shall be solely responsible for the payment of wages, salaries, benefits, and other amounts due these personnel. Additionally, the SUBGRANTEE shall be solely responsible for all reports and obligations respecting its personnel relating to social security, income tax, and pension, unemployment withholding compensation, workers' compensation, and similar matters

10. The furnishing of all personnel, facilities, materials and other business services needed to perform the Services within budget parameters, which is incorporated by reference, shall be the sole responsibility of the SUBGRANTEE. Furthermore, SUBGRANTEE shall perform the services, furnish the equipment, facility, and personnel, and do all things necessary and proper for the performance and completion of the work required by this Agreement at SUBGRANTEE's sole cost and expense.

11. The SUBGRANTEE agrees that any funds that may be received as a result of this Agreement are to be expended solely for the purposes set forth in the Agreement and that the Agreement may be canceled, in whole or in part, by the IU13 in the event that the funds are not utilized properly. Upon notice by the IU13 that the SUBGRANTEE has improperly spent Agreement funds, the SUBGRANTEE will return to the IU13 the amount of the improper expenditures within 60 days of the date of said notice from IU13.

12. **Examination of Records:** The SUBGRANTEE agrees to maintain books, records, documents and other evidence pertaining to the costs and expenses of this Agreement to the extent and in such detail as will properly reflect all net costs, or whatever nature for which reimbursements are claimed under the provisions of this Agreement. These records are subject to review by IU13 personnel or an independent auditor contracted by the IU13. The aforementioned records must be kept not less than seven years from the ending date of this Agreement.

13. **Assignment:** SUBGRANTEE shall not assign or subcontract its obligations under this agreement without the prior written consent of IU13, which consent may be withheld in the IU13's sole discretion. Any assignment of a subcontract not consented to by IU13 shall be void. Except as provided above, the SUBGRANTEE shall bind and benefit SUBGRANTEE and IU13 and their respective successors and permitted assigns.

14. **Department and IU13 Held Harmless:** The SUBGRANTEE agrees to indemnify, defend and save harmless the Commonwealth and IU13, its officers, directors, agents and employees: (a) from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other persons, firms or corporations furnishing or supplying work, services, materials or supplies in connection with performance of this Agreement, including attorneys' fees and expenses; and (b) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the SUBGRANTEE in the performance of this Agreement; and (c) against any liability, including costs and expenses, for violation of proprietary rights or right of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this Agreement or based on any libelous or other unlawful matter contained in such data. This Section 14 shall survive the expiration or termination of this Agreement.

15. **Material and Documents:** The SUBGRANTEE shall deliver to the IU13 background material prepared or obtained by the SUBGRANTEE incident to the performance of this Agreement. Material is defined as original workpapers, notes and drafts prepared by the SUBGRANTEE to support the data and conclusions in the final reports, and includes completed questionnaires, etc., and material in electronic data processing form, computer programs, other printed materials, pamphlets, maps, drawings and books acquired by the SUBGRANTEE during the term of the Agreement and directly related to the services being rendered. Any data, published documents, or copyright material generated in conjunction with this Agreement shall become the property of the Pennsylvania Department of Education.

16. **Governing Law:** Unless otherwise provided, the substantive law of the Commonwealth of Pennsylvania will govern this Agreement, its interpretation and performance, and the remedies for breach or any other claims related to this Agreement.

17. **Force Majeure.** Neither party will incur any liability to the other if its performance of any obligation under this Agreement is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, acts of God, war or terrorism, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, a national or Commonwealth of Pennsylvania emergency, disease, plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including quarantine or other employee restrictions, general strikes throughout the trade, work stoppages, accidents and freight embargos and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; other unforeseeable circumstances beyond the control of the Parties against which it would have been unreasonable for the affected party to take precautions and which the affected party cannot avoid even by using its best efforts. The Subgrantee shall orally notify IU13 within forty-eight (48) hours and notify in writing within five (5) days of the date on which the Subgrantee becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effects on performance, (ii) state whether performance under the Agreement is prevented or delayed an (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. After receipt of such notification, IU13 may elect to cancel this Agreement, or to extend the time for performance as reasonably necessary to compensate for the Subgrantees delay.

17. **Default and Termination:** If the SUBGRANTEE fails to perform the services within the time specified herein, or if the SUBGRANTEE fails to perform any of the other provisions of this Agreement, the IU13 has the right to terminate this Agreement after a review of such circumstances with the SUBGRANTEE. This Agreement may be canceled by either party upon thirty days written notice.

18. **Invoicing:** Invoices shall be paid for actual and necessary expenditures incurred. The IU13 reserves the right to withhold any or all payments when reported costs are questionable or when the SUBGRANTEE fails to comply with the terms of the Agreement. Reimbursement will be subject to "IU13 Reimbursement and Invoicing Procedures" available upon request.

19. **Reporting Requirements:** As requested.

20. **Reimbursement and Invoicing Procedures:** Upon receipt of fully executed Agreement:

    1. Invoices should be submitted regularly for actual and necessary expenses in accordance with the approved pass-thru budget, if one is attached. The invoices should be supported by general ledger printouts, timesheets, purchase orders, mileage reimbursement forms, etc. as appropriate to this agreement.

2. Invoices must be emailed or mailed to the PaTTAN Business Office at:

   Email Address: billing@pattan.net

   Mailing Address: Lancaster-Lebanon Intermediate Unit 13
   Attn: Corey Dickey
   6340 Flank Drive
   Harrisburg, Pa 17112-2764

3. A final invoice for actual costs incurred through June 30, 2027 must be received by July 15, 2027 in order for the IU13 to issue payment from this grant.

4. Payment of invoices received after July 15, 2027 will be denied.

21. **Notices:**

1. Any notices required or permitted to be given must be in writing and delivered in person, sent by certified or registered first class mail, return receipt requested, or express courier (such as FedEx or UPS), or via facsimile to the address set forth below (or to such other addresses as the parties may from time to time designate by notice to the other given pursuant to this Section 10), or via email to the email address set forth below. Such notices will not be effective until Receipt.

If to IU13:	Lancaster-Lebanon Intermediate Unit 13 1020 New Holland Ave Lancaster, PA 17601 Attn: Corey Dickey Tel: 717-901-2250 Email: cdickey@pattan.net	**If to the Subgrantee:**	As shown of page 1 of this agreement.

2. For purpose of this Section 22, “Receipt” is defined as follows:
   a. For hand delivery, the date the sending party delivers notice to the receiving party or its agent;
   b. For United States Mail, the third day after the sending party sends the notice by certified or registered mail to the receiving party; and
   c. For express courier, the date the express courier company delivers the notice to the receiving party or its agent.
   d. For email, the date the sending party successfully emails the notice to the receiving party and the sending party does not receive notification that there was a delivery failure. For email correspondence, the subject line of the email must clearly identify this Agreement and the parties thereto.

23. **Authority:**

The person signing this Agreement on behalf of the SUBGRANTEE individually warrants that he or she has full legal power to execute this Agreement on behalf of the SUBGRANTEE, and to bind and obligate the SUBGRANTEE with respect to all provisions contained in this Agreement.

24. **Policies:**

SUBGRANTEE agrees that it shall follow all applicable IU13 policies pertaining to (i) student confidentiality, (ii) student welfare; (iii) use of electronic devices; (iv) unlawful harassment of students and employees; (v) civility; (vi) attire and appearance; (vii) drugs and alcohol; (viii) weapons; and (ix) health and safety in the workplace. IU13 agrees to provide all applicable policies to SUBGRANTEE upon request by SUBGRANTEE.

25. **Miscellaneous:**

All schedules, appendices, exhibits and attachments hereto are hereby incorporated herein by this reference and shall be deemed to be a part of this Agreement as if they physically appeared within it.
Intending to be legally bound, the authorized representatives of the parties execute this Agreement effective as of the date first set forth above.

SUBGRANTEE	21st CENTURY CYBER CHARTER SCHOOL	LANCASTER-LEBANON INTERMEDIATE UNIT 13
By:		Dr Diane M. Schall
Name:	Andrea Fox	Diane M. Janney Schall, D.S.L., MA
Title:	Board of Trustees Chairperson	Project Director – Operations
Date:	10/13/2026	09/10/2026

EXHIBIT A
Program Participation: SSIP

21st Century Cyber Charter School (LEA), has been selected, as a learning site, to partner with the Pennsylvania Department of Education, Bureau of Special Education (BSE) on a project to improve graduation rates of students with disabilities. Everything BSE learns as the result of this partnership will be shared with all other LEA's in the commonwealth in accordance with all federal and state reporting requirements.

LEAs partnering with BSE will:

1) Receive funds to develop and support a local improvement plan for the fiscal year starting July 1, 2026. A total not to exceed $10,000 per year will be made available to each participating LEA and will be used to meet its specific needs as they relate to the project consistent with the LEA's improvement plan.
    a. Examples of specific project needs may include, but are not limited to, salaries and benefits, contracted services, travel, resources, equipment and supplies.
2) Identify a core building team that is interdisciplinary in nature to conduct a needs assessment. The team will determine which coherent improvement strategies will help meet identified needs. Training and technical assistance will be available from PaTTAN to support schools throughout the process.
3) Receive ongoing high quality training and technical assistance related to the adoption and implementation of evidence-based practices, interdisciplinary collaboration, structures that facilitate sustainable models, data analysis, and program evaluation.
4) LEAs will be required to submit periodic data to BSE to be included in the State Performance Plan federal report.
5) Select an evidence based Early Warning System if one is not in place, which will identify students with disabilities who are at risk of not graduating.
6) Financial resources cannot be used to support asynchronous instruction.

EXHIBIT B

INVOICE
FOR SSIP

Letter of Agreement: C2670204

21ST CENTURY CYBER CHARTER SCHOOL

<u>Directions</u>: Please fill the boxes below with the actual expense amount and attach a detailed printout from your general ledger (such as the "YTD Transaction Report – Flex Report" or similar document) **substantiating the amount claimed. Email to PaTTAN.**

Salary and Benefits Object Codes 100 & 200	Contracted Services Object Code 300	Travel (Staff & Non-Staff) Object Code 500	Supplies Object Code 600	Other	Total
Actual amount $	Actual amount $	Actual amount $	Actual amount $	Actual amount $	Actual amount $
Any combination of Object Codes listed above not to exceed the total of ➔					$10,000

All use of funds are subject to approval.

Financial resources cannot be used to support asynchronous instruction.

- School district certifies that reimbursement for expenses reflected in this invoice for merchandise and services were incurred and received in accordance with the terms and conditions of the grant, applicable regulations for pass-thru funds and were aligned with the goals of SSIP.

Deadlines and Instructions:

1) All stipend requirements must be completed by **June 30, 2027**.
    - Reimbursement will only be made for **ACTUAL EXPENDITURES PRIOR TO THIS DATE.** No reimbursement is available for encumbrances, payables, etc.

2) Expense reimbursement invoices (this Exhibit B and backup) may be submitted to PaTTAN **at any time throughout the year**. The last reimbursement invoice **must be submitted** to PaTTAN no later than **July 15, 2027.**

3) Invoices received after **July 15, 2027,** but before **July 25, 2027** may be considered for payment at PaTTAN's discretion.

4) Invoices received after **July 25, 2027** will be denied at PaTTAN's discretion.

Backup:

- Invoices must include as backup a printout from the LEA's accounting system supporting the expenses claimed such as the "YTD Transaction Report – Flex Report" or similar document. If the printout method is not used, then please attach copies of individual invoices, time sheets, etc. as backup. **Copies of Purchase Orders are not acceptable.**

Lancaster-Lebanon Intermediate Unit 13

The Lancaster-Lebanon Intermediate Unit 13 is the fiscal agent for PaTTAN.

Use of Funds:

Please refer to Exhibit A.

Fiscal matters:

- This financial commitment applies only to fiscal year 2026-27 (**July 1, 2026 to June 30, 2027**) subject to the terms of the executed Subrecipient Letter of Agreement.

Other information:

- The school district is a sub-recipient of federal funds.
- Disbursement of funds is under CFDA #84.027.
- Revenues received by the school district from the IU can be recorded to account 6832 – Federal IDEA Revenue received as pass-through revenue.
- Project number is 062-27-0033.
- Funding Source Dimension is 520.

Billing questions: Please contact billing@pattan.net

HERITAGE HOTEL
— LANCASTER —

LETTER OF AGREEMENT

Tuesday, September 22, 2026

21st Century Cyber Charter School

The 21st Century Cyber Charter School, hereinafter referred to as " Client," and Heritage Hotel - Lancaster, Lancaster, Pennsylvania, hereinafter referred to as "Heritage Hotel," hereby agree that Heritage Hotel will be engaged in providing services for the above referenced event, subject to the following terms and conditions:

EVENT SPECIFICS

MEETING AND BANQUET FACILITIES:

ASSIGNMENTS: the number of guests anticipated assigns Function room(s). Charges for function rooms are based on Client's program including group food and beverage functions and pick-up of guest rooms reserved. Should Client's program change, additional charges may apply. We reserve the right to change reserved function space with notification to Client when possible.

Space has been reserved at Heritage Hotel to accommodate the following functions:

Date	From	To	Function Name	Function Room	Covers	Rent
May 4, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
May 5, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
May 6, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
May 7, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
						$4800++

There will be a 20% service charge added onto the above price for a grand total of $5,760

MEETING / BANQUET SPACE:

We reserve the right to change reserved function space with notification to Client when possible. Access to room prior to contracted times is subject to availability and not guaranteed; and may incur additional charges.

ARRIVALS AND DEPARTURES: Attending guests will be admitted to, and expected to depart from, the function room at the times indicated on this contract. ***Client will be charged $50.00 per each additional 30 minutes if any scheduled function extends beyond the time(s) outlined above.*** All guests that attend the function(s) listed above are required to vacate the function room by the end time of the function at the latest for the Client to avoid any additional fees to pay for staffing. _____ ***(Client's initials)***

PROGRAM PLANNING:

HERITAGE HOTEL
— LANCASTER —

FINAL PLANS: To ensure full menu selection, a Heritage Hotel Catering Sales Manager will contact Client 2-4 weeks in advance of function date to review menu selections and function details.
GUARANTEED ATTENDANCE: Client must provide the Sales Office with final guaranteed attendance for all food and beverage functions **3 business days prior to function date**. This guaranteed attendance is not subject to reduction after this deadline and is the minimum number of persons for which the Client will be charged. If Heritage Hotel does not receive a final guaranteed attendance by this deadline, Client will be charged for the number indicated in **FUNCTION ROOM SPECIFICS** of this Letter of Agreement.

In order for Heritage Hotel Food and Beverage staff to accommodate Client's requirements, a 72 hour written notice of any additions or changes to Client's Food & Beverage Menu is required. **Any additions within 72 hours will be subject to a $3.00 per additional person charge.** _____ ***(Client's initials)***

GRATUITY/TAX: All catered functions are subject to 20% service charges (gratuity) and applicable State Sales Tax of 6%.

HERITAGE HOTEL CONTACT: A Sales Manager will serve as Client's main contact for booking, detailing and billing function. A Catering Captain will serve as Client's main contact during the actual function while following details from the function event order(s) created by Client's Sales Manager. _____ ***(Client's initials)***

MENU PRICES: **ALL MENU PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**

OUTSIDE FOOD/BEVERAGES: Due to being a full service catering and restaurant venue, at no time is any outside food or beverage allowed to be brought onto the premises **UNLESS** it is a specialty cake or dessert.
_____ ***(Client's initials)***

BILLING ARRANGEMENTS:

"REQUIRED" for ALL CUSTOMERS CREDIT CARD INFORMATION:
Required to be on file to guarantee the event unless, client has Direct Bill account. Credit Card will not be charged unless payment is not received and or with the terms of a Direct Bill account. You will be notified prior to any charges being posted to the credit card on file.

_____ ____/____/____ _____
Credit card number (3 digit security #) Exp. Date Name on Credit Card

Will credit card listed above be used for final payment? _____

DEPOSIT DUE: $0.00

Will credit card listed above be used for deposit? _____

PAYMENT: "Final" payment is due no later than the end of the function by check or credit card. Any add-ons /additional charges will be due at the end of the event.
.
AGREEMENT AND DEPOSITS: Heritage Hills reserves the right to release this space, with no obligation to Client, if a signed Letter of Agreement and initial deposit in the amount indicated, are not received by the due date below. **This policy will be strictly enforced.** _____ ***(Client's initials)***

BANQUET CHECKS AND EVENT CHANGE ORDERS: All event orders must be signed by Client's representative prior to function. All banquet checks must be signed by Client's on-site designated representative at the completion of Client's function. Any discrepancies in counts or charges must be identified at these times.

CHECK PAYMENTS: All checks accepted by Heritage Hotel must include the driver's license number and home/office telephone number of Client. **Client will be assessed a $30.00 handling fee for any check returned by our bank for insufficient funds.**

CANCELLATION POLICY AND PENALITIES:

Client will be assessed a cancellation fee as follows:

1. Cancellation within 6 months before function date: **Seventy-five** percent (**75%**) of the estimated value of the function, or the deposit, whichever is greater.
2. Cancellation prior to 6 months before function date: no cancellation fee, however, the deposit (if applicable) will not be refunded.
   _____ ***(Client's initials)***

In the event that Heritage Hotel hires an attorney, collection agency, or any other lawful method to collect any amounts due under this agreement, Client agrees to pay all expenses of collection, including reasonable attorney's fees and court costs.

ACTS OF GOD, UNFORSEEN CIRCUMSTANCES:

Heritage Hotel shall not be liable for non-performance of this contract when such non-performance is a result of labor troubles, disputes, or strikes, accidents, acts of God, governmental (Federal, state or municipal) regulations or restrictions, or causes preventing or interfering with Heritage Hotel's performance, whether enumerated herein or not, which are beyond the reasonable control of Heritage Hotel.

ALCOHOL: Heritage Hotel is the only licensee authorized by the Commonwealth of Pennsylvania to sell and serve food and alcoholic beverages on the premises. Accordingly, guests can bring no food or beverage of any kind into any banquet or conference room. Exceptions for ethnic or religious reasons must be pre-approved through the Sales & Marketing Office. Heritage Hotel requires that Heritage Hotel servers and bartenders disperse beverages. Our alcoholic beverage license requires proper identification of any person as proof of age. Heritage Hotel reserves the right to refuse alcoholic beverage service to any person who appears to be intoxicated. Heritage Hotel prohibits the outside sale of liquor, malt or brewed beverages on its premises. Heritage Hotel reserves the right to service all bars.

AUDIO VISUAL: Special engineering and audio visual requirements must be specified to our Catering Department at least 7 business days prior to Client's function. Rates are quoted upon request.

BANDS/DISC JOCKEYS: Bands or Disc Jockeys must contact the Catering Department directly to arrange proper staging and electrical requirements. A fee will be assessed for special electrical requirements.

DECORATIONS: Heritage Hotel Lancaster does allow guests to bring decorations and decorate for their event. Heritge Hotel Lancaster is not responsible for packing up and cleaning up the client's own decorations. There is to be absolutely no glitter or confetti of any kind that is brought in by the client. If there is, there will be an **additional $300 cleaning fee charged directly to the client.** _____ ***(Client's initials)***

DAMAGE: Heritage Hotel is not responsible for damage to or loss of any items left at Heritage Hotel before or after a function. Client will reimburse Heritage Hotel for any damages, loss, or liability incurred by Heritage Hotel caused by any of Client's guests, or any persons or organizations contracted by Client to provide any services or goods before, during and/or after Client's function.

OUTDOOR FACILITIES: A set-up fee may be assessed for use of outdoor facilities.

HERITAGE HOTEL
— LANCASTER —

GUEST ROOM ACCOMMADATIONS:

ACCOMMODATIONS: Accommodations have been reserved at Heritage Hotel, hereinafter referred to as "Heritage Hotel," as follows:

Date	Room Type	Rooms	Rate
May 3, 2027 – May 7, 2027	**Double Queen or King**	**5**	**$139+**

This room block will be released 14 days, April 3, 2027, prior to the check-in date.
Please send your rooming list by this date to ensure that the needed rooms are secured.

RESERVATION PROCEDURES/RETURN RESERVATION FORMS:

GROUPS: Heritage Hotel reserves the right to accommodate groups, or any part thereof, in another hotel of equal rating or better, as determined by reasonable judgment of Heritage Hotel for the duration of the group's stay or any part thereof, at no extra charge to Client.

INDIVIDUAL RESERVATIONS: Reservations will be held until 4:00 p.m. on the expected day of arrival unless reservations are accompanied by the appropriate deposit or by credit card guarantee. Reservations must be made directly with Heritage Hotel to obtain a group rate. It is the individual guest's responsibility to pay all incidentals (which are not paid for by the group) incurred during their stay. Individuals must establish credit upon check-in to be able to charge to their guestroom.

EARLY ARRIVALS / LATE DEPARTURES:

Client's guests may wish to arrive prior to and / or extend their departure beyond those dates of Client's program. Our Reservations Manager will be pleased to respond to each of these requests on an individual basis, based upon availability. It is our desire to house a guest in a clean room. **Please note our 4:00 p.m. check-in and 11:00 a.m. check-out times.**

CHILDREN: There is no additional room charge for children under the age of eighteen (18) staying in the same room with an adult eighteen (18) years of age or older.

AIR MATTRESS: The charge per night for an air mattress is **$20.00 and based on availability.**

EXTENDED CHECKOUT TIMES: We will do our best to accommodate requests for extended checkout times. Extended checkout times may be requested by calling the front desk by 9:00 a.m. on the day of checkout. If we are unable to grant an extension, guests will be charged at Fifty Percent (50%) of the rate of the room or Fifty Percent (50%) of the rack rate, whichever applies.

SMOKING POLICY: The entire Heritage Hotel, including the sleeping rooms, banquet/meeting rooms and Restaurants are all Non-Smoking. Please notify your guests of this policy. **This policy will be strictly enforced.**
_____ (Client's initials)

HERITAGE HOTEL
— LANCASTER —

TAX: The above net, non-commissionable rates are quoted European plan and are subject to tax. Currently, state tax is Six Percent (6%) of the daily room rate. A Five Percent (5%) occupancy tax will also be assessed.

SIGNS: Signs, banners, posters, or postings of any kind are not permitted in our public areas. Postings in function areas require written approval from Heritage Hotel Management.

INDEMNIFICATION:
To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless York Sherwood Associates DBA Heritage Hotel Lancaster and the owner, and their respective employees and agents against all claims, losses, or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of Heritage Hotel Lancaster. You represent and warrant that your activities conducted in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

PROPERTY PLANNING:

PROPERTY DAMAGE: If Client's guests or any persons or organizations contracted by Client relative to Client's function alter or damage a function room or any public area of Heritage Hotel, Client is solely responsible for all costs incurred to repair such damage. Hanging of theatrical lighting, decorations, sound equipment, and/or like items require the prior written consent of Heritage Hotel.

SMOKING POLICY: All areas are designated non-smoking including sleeping rooms, banquet/meeting rooms and restaurants. Please notify your guests of this policy. **This policy will be strictly enforced.** _____ ***(Client's initials)***

WARRANTY OF AUTHORITY:

Louanne or Dennis Harding, the designated on-site representative indicated on event order and/or the authorized representative signing this Acceptance on Client's behalf, represent and warrants that he/she is duly authorized and appointed agent of the Harding 50th Wedding Anniversary Celebration & Room Block. He/she is fully empowered to bind Harding 50th Wedding Anniversary Celebration & Room Block to all provisions contained in this Agreement, and any and all additional expenses incurred during the event. Acceptance indicated by signature of Client's agents, noted herein, on Heritage Hotel receipt.

HERITAGE HOTEL - LANCASTER

Heather M. Strine 9/22/2026

_____

Heather Strine, Director of Resort Sales

ACCEPTED BY: 21st Century Charter School

_____

Signature Andrea Fox, Board of Trustees Chairperson

10-13-2026

Date

CONTRACT DUE DATE: Friday, October 16, 2026

Without a signed contract Heritage Hotel is not obligated to hold function/meeting space and room blocks.
We reserve the right to change reserved function space with notification to Client when possible.

HERITAGE HOTEL
— LANCASTER —

LETTER OF AGREEMENT

Tuesday, September 22, 2026

21st Century Cyber Charter School

The 21st Century Cyber Charter School, hereinafter referred to as " Client," and Heritage Hotel - Lancaster, Lancaster, Pennsylvania, hereinafter referred to as "Heritage Hotel," hereby agree that Heritage Hotel will be engaged in providing services for the above referenced event, subject to the following terms and conditions:

EVENT SPECIFICS

MEETING AND BANQUET FACILITIES:

ASSIGNMENTS: the number of guests anticipated assigns Function room(s). Charges for function rooms are based on Client's program including group food and beverage functions and pick-up of guest rooms reserved. Should Client's program change, additional charges may apply. We reserve the right to change reserved function space with notification to Client when possible.

Space has been reserved at Heritage Hotel to accommodate the following functions:

Date	From	To	Function Name	Function Room	Covers	Rent
May 18, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
May 19, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
May 20, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
May 21, 2027	7:30am	4:30pm	21st Century Cyber Testing	The Great Hall Ballroom	60	$1200++
						$4800++

There will be a 20% service charge added onto the above price for a grand total of $5,760

MEETING / BANQUET SPACE:

We reserve the right to change reserved function space with notification to Client when possible. Access to room prior to contracted times is subject to availability and not guaranteed; and may incur additional charges.

ARRIVALS AND DEPARTURES: Attending guests will be admitted to, and expected to depart from, the function room at the times indicated on this contract. ***Client will be charged $50.00 per each additional 30 minutes if any scheduled function extends beyond the time(s) outlined above.*** All guests that attend the function(s) listed above are required to vacate the function room by the end time of the function at the latest for the Client to avoid any additional fees to pay for staffing. _____ ***(Client's initials)***

PROGRAM PLANNING:

HERITAGE HOTEL
— LANCASTER —

FINAL PLANS: To ensure full menu selection, a Heritage Hotel Catering Sales Manager will contact Client 2-4 weeks in advance of function date to review menu selections and function details.
GUARANTEED ATTENDANCE: Client must provide the Sales Office with final guaranteed attendance for all food and beverage functions **3 business days prior to function date**. This guaranteed attendance is not subject to reduction after this deadline and is the minimum number of persons for which the Client will be charged. If Heritage Hotel does not receive a final guaranteed attendance by this deadline, Client will be charged for the number indicated in **FUNCTION ROOM SPECIFICS** of this Letter of Agreement.

In order for Heritage Hotel Food and Beverage staff to accommodate Client's requirements, a 72 hour written notice of any additions or changes to Client's Food & Beverage Menu is required. **Any additions within 72 hours will be subject to a $3.00 per additional person charge.** _____ ***(Client's initials)***

GRATUITY/TAX: All catered functions are subject to 20% service charges (gratuity) and applicable State Sales Tax of 6%.

HERITAGE HOTEL CONTACT: A Sales Manager will serve as Client's main contact for booking, detailing and billing function. A Catering Captain will serve as Client's main contact during the actual function while following details from the function event order(s) created by Client's Sales Manager. _____ ***(Client's initials)***

MENU PRICES: **ALL MENU PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**

OUTSIDE FOOD/BEVERAGES: Due to being a full service catering and restaurant venue, at no time is any outside food or beverage allowed to be brought onto the premises **UNLESS** it is a specialty cake or dessert.
_____ ***(Client's initials)***

BILLING ARRANGEMENTS:

"REQUIRED" for ALL CUSTOMERS CREDIT CARD INFORMATION:
Required to be on file to guarantee the event unless, client has Direct Bill account. Credit Card will not be charged unless payment is not received and or with the terms of a Direct Bill account. You will be notified prior to any charges being posted to the credit card on file.

_____ ____/____/____ _____
Credit card number (3 digit security #) Exp. Date Name on Credit Card

Will credit card listed above be used for final payment? _____

DEPOSIT DUE: $0.00

Will credit card listed above be used for deposit? _____

PAYMENT: "Final" payment is due no later than the end of the function by check or credit card. Any add-ons /additional charges will be due at the end of the event.
.
AGREEMENT AND DEPOSITS: Heritage Hills reserves the right to release this space, with no obligation to Client, if a signed Letter of Agreement and initial deposit in the amount indicated, are not received by the due date below. **This policy will be strictly enforced.** _____ ***(Client's initials)***

BANQUET CHECKS AND EVENT CHANGE ORDERS: All event orders must be signed by Client's representative prior to function. All banquet checks must be signed by Client's on-site designated representative at the completion of Client's function. Any discrepancies in counts or charges must be identified at these times.

CHECK PAYMENTS: All checks accepted by Heritage Hotel must include the driver's license number and home/office telephone number of Client. **Client will be assessed a $30.00 handling fee for any check returned by our bank for insufficient funds.**

CANCELLATION POLICY AND PENALITIES:

Client will be assessed a cancellation fee as follows:

1. Cancellation within 6 months before function date: **Seventy-five** percent (**75%**) of the estimated value of the function, or the deposit, whichever is greater.
2. Cancellation prior to 6 months before function date: no cancellation fee, however, the deposit (if applicable) will not be refunded.
   _____ ***(Client's initials)***

In the event that Heritage Hotel hires an attorney, collection agency, or any other lawful method to collect any amounts due under this agreement, Client agrees to pay all expenses of collection, including reasonable attorney's fees and court costs.

ACTS OF GOD, UNFORSEEN CIRCUMSTANCES:

Heritage Hotel shall not be liable for non-performance of this contract when such non-performance is a result of labor troubles, disputes, or strikes, accidents, acts of God, governmental (Federal, state or municipal) regulations or restrictions, or causes preventing or interfering with Heritage Hotel's performance, whether enumerated herein or not, which are beyond the reasonable control of Heritage Hotel.

ALCOHOL: Heritage Hotel is the only licensee authorized by the Commonwealth of Pennsylvania to sell and serve food and alcoholic beverages on the premises. Accordingly, guests can bring no food or beverage of any kind into any banquet or conference room. Exceptions for ethnic or religious reasons must be pre-approved through the Sales & Marketing Office. Heritage Hotel requires that Heritage Hotel servers and bartenders disperse beverages. Our alcoholic beverage license requires proper identification of any person as proof of age. Heritage Hotel reserves the right to refuse alcoholic beverage service to any person who appears to be intoxicated. Heritage Hotel prohibits the outside sale of liquor, malt or brewed beverages on its premises. Heritage Hotel reserves the right to service all bars.

AUDIO VISUAL: Special engineering and audio visual requirements must be specified to our Catering Department at least 7 business days prior to Client's function. Rates are quoted upon request.

BANDS/DISC JOCKEYS: Bands or Disc Jockeys must contact the Catering Department directly to arrange proper staging and electrical requirements. A fee will be assessed for special electrical requirements.

DECORATIONS: Heritage Hotel Lancaster does allow guests to bring decorations and decorate for their event. Heritge Hotel Lancaster is not responsible for packing up and cleaning up the client's own decorations. There is to be absolutely no glitter or confetti of any kind that is brought in by the client. If there is, there will be an **additional $300 cleaning fee charged directly to the client.** _____ ***(Client's initials)***

DAMAGE: Heritage Hotel is not responsible for damage to or loss of any items left at Heritage Hotel before or after a function. Client will reimburse Heritage Hotel for any damages, loss, or liability incurred by Heritage Hotel caused by any of Client's guests, or any persons or organizations contracted by Client to provide any services or goods before, during and/or after Client's function.

OUTDOOR FACILITIES: A set-up fee may be assessed for use of outdoor facilities.

HERITAGE HOTEL
— LANCASTER —

GUEST ROOM ACCOMMADATIONS:

ACCOMMODATIONS: Accommodations have been reserved at Heritage Hotel, hereinafter referred to as "Heritage Hotel," as follows:

Date	Room Type	Rooms	Rate
May 17, 2027 – May 21, 2027	**Double Queen or King**	**5**	**$139+**

This room block will be released 14 days, April 3, 2027, prior to the check-in date.
Please send your rooming list by this date to ensure that the needed rooms are secured.

RESERVATION PROCEDURES/RETURN RESERVATION FORMS:

GROUPS: Heritage Hotel reserves the right to accommodate groups, or any part thereof, in another hotel of equal rating or better, as determined by reasonable judgment of Heritage Hotel for the duration of the group's stay or any part thereof, at no extra charge to Client.

INDIVIDUAL RESERVATIONS: Reservations will be held until 4:00 p.m. on the expected day of arrival unless reservations are accompanied by the appropriate deposit or by credit card guarantee. Reservations must be made directly with Heritage Hotel to obtain a group rate. It is the individual guest's responsibility to pay all incidentals (which are not paid for by the group) incurred during their stay. Individuals must establish credit upon check-in to be able to charge to their guestroom.

EARLY ARRIVALS / LATE DEPARTURES:

Client's guests may wish to arrive prior to and / or extend their departure beyond those dates of Client's program. Our Reservations Manager will be pleased to respond to each of these requests on an individual basis, based upon availability. It is our desire to house a guest in a clean room. **Please note our 4:00 p.m. check-in and 11:00 a.m. check-out times.**

CHILDREN: There is no additional room charge for children under the age of eighteen (18) staying in the same room with an adult eighteen (18) years of age or older.

AIR MATTRESS: The charge per night for an air mattress is **$20.00 and based on availability.**

EXTENDED CHECKOUT TIMES: We will do our best to accommodate requests for extended checkout times. Extended checkout times may be requested by calling the front desk by 9:00 a.m. on the day of checkout. If we are unable to grant an extension, guests will be charged at Fifty Percent (50%) of the rate of the room or Fifty Percent (50%) of the rack rate, whichever applies.

SMOKING POLICY: The entire Heritage Hotel, including the sleeping rooms, banquet/meeting rooms and Restaurants are all Non-Smoking. Please notify your guests of this policy. **This policy will be strictly enforced.**
_____ (Client's initials)

HERITAGE HOTEL
— LANCASTER —

TAX: The above net, non-commissionable rates are quoted European plan and are subject to tax. Currently, state tax is Six Percent (6%) of the daily room rate. A Five Percent (5%) occupancy tax will also be assessed.

SIGNS: Signs, banners, posters, or postings of any kind are not permitted in our public areas. Postings in function areas require written approval from Heritage Hotel Management.

INDEMNIFICATION:
To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless York Sherwood Associates DBA Heritage Hotel Lancaster and the owner, and their respective employees and agents against all claims, losses, or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of Heritage Hotel Lancaster. You represent and warrant that your activities conducted in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

PROPERTY PLANNING:

PROPERTY DAMAGE: If Client's guests or any persons or organizations contracted by Client relative to Client's function alter or damage a function room or any public area of Heritage Hotel, Client is solely responsible for all costs incurred to repair such damage. Hanging of theatrical lighting, decorations, sound equipment, and/or like items require the prior written consent of Heritage Hotel.

SMOKING POLICY: All areas are designated non-smoking including sleeping rooms, banquet/meeting rooms and restaurants. Please notify your guests of this policy. **This policy will be strictly enforced.** _____ ***(Client's initials)***

WARRANTY OF AUTHORITY:

Louanne or Dennis Harding, the designated on-site representative indicated on event order and/or the authorized representative signing this Acceptance on Client's behalf, represent and warrants that he/she is duly authorized and appointed agent of the Harding 50th Wedding Anniversary Celebration & Room Block. He/she is fully empowered to bind Harding 50th Wedding Anniversary Celebration & Room Block to all provisions contained in this Agreement, and any and all additional expenses incurred during the event. Acceptance indicated by signature of Client's agents, noted herein, on Heritage Hotel receipt.

HERITAGE HOTEL - LANCASTER

Heather M. Strine 9/22/2026

Heather Strine, Director of Resort Sales

ACCEPTED BY: 21st Century Charter School

Signature Andrea Fox, Board of Trustees Chairperson

10-13-2026

Date

CONTRACT DUE DATE: Friday, October 16, 2026

Without a signed contract Heritage Hotel is not obligated to hold function/meeting space and room blocks.
We reserve the right to change reserved function space with notification to Client when possible.

Meeting room & Boardroom Rental Agreement
21st Century Cyber Charter School

Function Date:
May 4th-May 7th, 2027
May 18th-May 21st, 2027

Time: **All-Day**

Meeting room & Boardroom Rental: ***$100+tax per day ($800 +tax total)***

Meeting room Food & Beverage: Complimentary Coffee + Water

Set-Up: Classroom

Meeting Room Policies:

-Cancellation of a function must be given to the hotel at least 48 hours prior to the function date or you will still be charged for the room.

Security Statement:

The Holiday Inn Express in Meadville, PA will not assume responsibility for the damage or loss of any merchandise or article brought into the hotel.

Acceptance

By signing and returning the original contract by **September 23rd, *2026***, this agreement will constitute a binding contract between the parties signing below. Please retain the copy of the contract in your files. The individuals signing below represent that each is authorized to bind his or her party to this agreement. If we do not receive the signed meeting room contract all arrangements will be cancelled and neither party will have any further obligations under this agreement.

I have read and understand the standard terms and conditions printed and agree to these terms and conditions.

Client: 21st Century Cyber Charter School
Andrea Fox, Board of Trustees Chairperson

Signature:

Date: 10-13-2026

Sales Manager: Lauren Sklenar

Signature: Lauren Sklenar

Date: 9.9.26

CONTRACT

Food and Events Services
Luzerne County Community College
521 Trailblazer Drive
Nanticoke, PA 18634
(570) 740-0476

Contract Date: 2026-09-04

21st Cyber Charter School
c/o Sanna McCoy
for 21st Cyber Charter Test

Event Date / Time	5/4/27-5/7/27 and 5/18/27-5/21/27 730 am - 400pm
Event Location	Rm C130 + 119
Total Cost	$ 5,200.00

Item	Description	Rate	Qty	Price
Facilities*	Room 119 full day rental = $300 * 8 = $2400.00 Room 130 full day rental = $350 * 8 = $2800.00	$5,200.00	1	$5,200.00
Media**	IT will ensure the rooms are set up for computer or projectors if needed.	$0.00	0	$0.00

*Vendor / display tables must be rented from LCCC at $15 per table.
**LCCC is not responsible for loss or damage to outside AV equipment.
A $50 fee will be charged if assistance is required for outside AV equipment.

Estimated Guest Count: 50
Invoice #: 5971

Total Services Fee	$5,200.00
Tax Exempt #	$0.00
Total Cost	$5,200.00

SIGNATURES

Please be advised that room reservations are subject to change. All food service items must be provided by LCCC Food Services. Due to health and safety concerns, food service items will not be permitted to leave the building. Use of confetti in the ECC is prohibited.

Food and Event Services Specialist — Date: 9/25/2026

Client — Date: 10/13/2026

Andrea Fox, Board of Trustees Chairperson
21st Century Cyber Charter School

RELEASE AND INDEMNIFICATION OF CLAIMS

This Release and Indemnification of Claims (the "Release Agreement") is given to Luzerne County Community College ("LCCC"), located at 521 Trailblazer Drive, Nanticoke, PA 18634, which owns and/or operates a building known as Educational Conference Center (the "Facility") for which 21st Century Cyber Charter School ("Client"), having an address of 1245 Wrights Lane, West Chester, PA 19380 desires to use solely for State Testing purposes(the "Event").

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, and intending to be legally bound, the Client hereby agrees as follows:

1. **License.** LCCC does grant a license to the Client for purposes of preparation for, conducting of and cleaning up from the Event (and for no other purposes whatsoever), which Event is to occur on _____, 20___. The Client agrees to comply with LCCC's policies with respect to the Event, which are attached hereto as Exhibit "A" and incorporated herein by reference.

2. **Waiver and Release.** Client does hereby, for itself, its heirs, personal representatives, administrators, executors, successors and assigns (collectively, "Releasing Party") (a) acknowledges and agrees that Releasing Party will not be providing any goods or services for which LCCC, its successors, assigns, subsidiaries, affiliates, officers, directors, owners, representatives, employees, and agents (collectively, the "Released Parties") have agreed to or otherwise will be responsible, and (b) releases, forgives, waives and forever discharges LCCC and the other Released Parties from any and all claims, basis for claims, demands, suits, actions, causes of action, liabilities, complaints, damages, judgments, or any other loss or harm of any nature whatsoever (including, without limitation, claims for compensation for goods or services and also claims for attorneys' fees and expenses), arising directly or indirectly from Client's conducting of the Event at the Facility or on any other party of the property owned or operated by LCCC, or otherwise, including personal injury, property damage and/or death, whether known or unknown, foreseen or unforeseen, asserted or unasserted, and caused in any manner, except for the gross negligence or willful misconduct of LCCC, through the date of this Release Agreement and forever hereafter (collectively, "Claims" or individually, a "Claim").

3. **Indemnification.** The Client, for itself and all Releasing Parties, further, hereby agrees, at Client's expense, utilizing counsel reasonably satisfactory to the Released Parties and their respective insurance carriers, to defend, indemnify and hold harmless the Released Parties from and against any and all Claims. The Released Parties shall be permitted to cooperate in the conduct of any such Claim and in any negotiations and/or settlements thereof. The Client further agrees that any or all of the Released Parties may, at its/their option, jointly participate in the defense of any Claim at the expense of the Client, and in all cases, no Claim for which indemnification is sought shall be compromised or settled without the prior written consent of the Released Parties.

4. **Insurance.** At all times during which the Client is preparing for, conducting and cleaning up from the Event, the Client shall procure and maintain in force, at the Client's sole cost and expense, general liability insurance in the amount of $1,000,000, naming LCCC as an additional insured and including an endorsement so indicating, including, without limitation, (a) such insurance as is reasonably necessary to protect the Released Parties from liability arising from or incident to the conducting of the Event at the Facility; (b) such insurance as is required under applicable law; and (c) any other insurance reasonably required by LCCC. Simultaneously with the execution and delivery of this Release, the Client shall furnish to LCCC Certificates of Insurance evidencing the insurance coverage, which shall provide for not less than thirty (30) days' written notice by the insurer to LCCC of any cancellation or material alteration of such insurance. In addition, the Client shall promptly notify LCCC of any cancellation or other material alteration in the amount or scope, of the insurance coverage required under this Section 4.

5. **Miscellaneous.** The Client acknowledges and agrees that the Client shall comply with applicable law and LCCC's policies and procedures during the time Client is providing services at the Facility. This Release Agreement is governed by and construed under the laws of the Commonwealth of Pennsylvania, and any dispute related hereto shall be adjudicated in the Court of Common Pleas of Luzerne County.

IN WITNESS WHEREOF, and intending to be legally bound hereby, Client has executed and delivered this Release and Indemnification as of this _____ day of _____, 20_____.

WITNESS/ATTEST:

_____

Lisa A. Iozzi, Board Secretary
21st Century Cyber Charter School

CLIENT:

By: _____

Andrea Fox, Board of Trustees Chairperson, 21st Century Cyber Charter School
Print (Name, Position, Organization)

709981.2
07013-169

EXHIBIT "A"

Educational Conference Center at Luzerne County Community College Catering and Facility Policies

Deposits and Payments

The Educational Conference Center at Luzerne County Community requires a $200.00 deposit when booking facility space and/or food service. This fee is non-refundable unless the College is forced to reschedule/ cancel a function due to unforeseen circumstances. At the time of booking, the following required documents must be submitted including **Tax Exempt documentation (if applicable) and Liability Insurance.** All functions will be invoiced within 7 business days of the close of the function and payment is expected within 30 days of receipt. Payments may be made by either check or credit card. A $100.00 fee will be added to the invoice monthly if not paid within 30 days of receipt. All food service items are subject to a 6% Pennsylvania sales tax fee. For Video Conferencing services, a $200.00 non-refundable deposit is required at the time of booking.

Food and Beverage Policies

The Educational Conference Center at Luzerne County Community College requires that all functions use the College's Food Service for its refreshment needs. At no time will guests or event organizers be permitted to bring outside food/beverages into the facility. In addition, due to health and safety concerns post-function food service items will not be permitted to be removed from the building. All final/guaranteed food service guest counts are due 7 business days prior to the function. This number provided is the minimum that will be billed unless guest counts are higher than provided. Cancellations are required to be submitted 7 business days prior to the function. Cancellations less than 7 business days prior to the event will result in full charges for the guaranteed guest count. *Please note that the Educational Conference Center is NOT a peanut or tree nut free environment. We do process nuts in our kitchen, which creates the potential for cross-contact and contamination.

Service Standards

The Educational Conference Center at Luzerne County Community College and its staff take pride in providing high quality, exceptional service and the freshest of food service choices. In order to achieve this goal, food service items will be available for guest consumption for 2 hours. Additional time may be requested and a refresh fee will be added to ensure item freshness.

Room Assignment/Set Up

The Educational Conference Center at Luzerne County Community College reserves the right to assign and re-assign function space according to the number of guests expected. If guest numbers are lower than expected, a smaller yet suitable space will be provided. Typically, room set up times are a maximum of 2 hours prior to the scheduled function. If more time is needed, 48-hour notice is required. The use of confetti, streamers, artificial snow, glitter, silly string and items attached to the walls are prohibited. Damage to the facility and its contents will result in an additional facilities charge.

Drug and Alcohol Policy

The consumption or possession of alcoholic beverages by students on or about the campus at any time is forbidden. By state law, anyone under the age of 21 who purchase, or attempts to purchase, possess, consumes or transports any alcoholic beverage is subject to a fine, imprisonment, or both. The possession, use or sale of illegal drugs is not allowed at any time on campus. Any members of the college community caught consuming, using, selling, providing, or possessing any illegal drug

will be turned over to the local or state police for prosecution and may also be subject to dismissal from the college. The College's alcohol and drug policies, including disciplinary procedures and possible sanctions are further described in the College student handbook and policy manuals. Smoking is prohibited in all College facilities.

Firearms and Other Weapons

The possession or use of firearms, explosives, chemicals, and other lethal weapons on college property by unauthorized persons is strictly forbidden. Also prohibited are any CO2 and spring propelled guns.
Individuals who have a permit to carry a concealed firearm may not bring the firearm on campus or to college sponsored events on or off campus. Only authorized on duty law enforcement or campus security personnel may possess a firearm on college owned property.

Emergency Situations

In the rare event that the Educational Conference Center must close due to an emergency situation, paid deposits will be refunded or applied to a rescheduled event.

Inclement Weather

When booking an event at the Educational Conference Center between the months of November and March, event organizers are strongly encouraged to select an alternative snow date. If an alternative snow date is not selected and a weather emergency is a possibility, the Educational Conference Center will do everything possible to reschedule your event within an appropriate timeframe for guests to be notified of the change. If the College is running on a Compressed Schedule, 8:00 AM events and functions will begin at l 0:00 AM. If the College is closed on the date of the scheduled event, the Educational Conference Center will follow College policy and the event will be cancelled and rescheduled for a later date.

EXTERNAL EVENT CONTRACT

PO Box 15234, Reading, PA 19612-5234 • (610) 929-6682 • eduna@albright.edu • events@albright.edu

Please sign and return an original copy of this agreement to the attention of **The Events Department** at the address above. A copy of the contract, signed by an Albright College representative, will be returned to you. Albright reserves the right to refuse any event without cause or reason. Rentals are not reserved until this agreement is fully executed (signed) and a **50% deposit** is received along with **proof of insurance**. Deposits are **non-refundable**. All details regarding your event must be confirmed with your Albright representative no less than **two weeks prior** to your event; Events requiring **food and beverage** must use Aramark. Additional terms and conditions are attached.

CONTACT & EVENT INFORMATION

Contact Name: Sanna McCoy

Organization: 21st Century Cyber Charter School

Billing Address: 1245 Wrights Lane West Chester, PA 19380

Event Dates: SEE ADDITIONAL NOTES BELOW**

Time of Event 7:30 a.m. to 4 p.m.

Set-up Starts: _____ Tear-down Ends: _____

Phone: 484-875-5434

Estimated Attendance: 20-25 First-time User? NO ● E-mail: _____

Event Type(s): ☐ Meeting ☐ Lecture ☐Reception ☐ Seated Meal ☐ Conference/Breakout Sessions ☐Other:

Event Requires: ☐ Tech/AV ☐ Parking ☐Catering ☐Bar Service ☐Deliveries: PSSA/Keystone Testing

RATES & FEE SCHEDULE (visit https://www.albright.edu/about-albright/offices-departments/conference-office/)

Rates for events cover up to four hours, which should include set-up and tear-down times. Events lasting longer than four hours are billed for four more hours at a 50% discount (the discount will NOT be pro-rated by the hour). Albright faculty/staff/alumni and non-profit organizations can receive a discount. This discount is non-transferable. Typically, all equipment is included in the fee; however, depending on the quantity and prior approval of other events happening on campus, some fees for rental or use of special equipment may be required and will be noted below. Event organizers are responsible for the replacement or repair of any and all damage to the property or equipment.

A deposit of 50% is due at the time of signing. Unless otherwise stated. Deposits are non-refundable. Final payment is due 5 days prior to the event. Events that are cancelled after payment in full is made, may receive a refund, less the deposit and any cost incurred by the College that cannot be recovered.

Event Rental	=	$ $6,000
Bus Parking	=	$
Admin Cleanig Fees	=	$
Public Safety	=	$
TOTAL COST	=	$ $6,000

AUTHORIZATIONS

User Signature: _____

Print Name: Andrea Fox, Board of Trustees Chairperson Date: 10-13-2026

Accepted by (AC rep.): _____

Print Name: Emanuel Duna Date: _____

By signing this agreement, the User agrees to abide by the attached *External Event Terms & Conditions* and shall indemnify and hold harmless Albright College and all related Trustees, officers, agents and employees from and against all claims, damages, losses, and expenses arising out of, or resulting from, the performance of the Agreement, including but not limited to personal injury, death or property damage, to the extent that any such claim, damage, loss or expense is caused in whole or part by the negligent, reckless or intentional act or omission by the User, any guest/participant in the event organized by the User, or any other person for whose acts the organizer may be liable.

ADDITIONAL NOTES:

Session 1

PSSA: Tuesday, May 4 – Friday, May 7

Reservation of South Lounge (Fire & West Side) Cost per session: **$3,000**

Session 2

Keystone: Tuesday, May 18 – Friday, May 21

Reservation of South Lounge (Fire & West Side) Cost per session: **$3,000**

Both sessions to be setup, classroom/testing style.

Please check in with Public Safety for parking passes.

Total **$6,000**

FOR COLLEGE USE ONLY: Total Amount Received $ _____ Check/PO# _____ Date _____ AC Staff Initials _____

EXTERNAL EVENT TERMS & CONDITIONS

PO Box 15234, Reading, PA 19612-5234 • **<events@albright.edu>**

Any event held at Albright College must be conducted in accordance with all policies and procedures and the terms and conditions outline herein. Please read and keep the following pages for your records. It is your responsibility to make sure that any third party with whom you contract for service and all guests at your event are aware of the terms and conditions of use herein.

A. General Policies

1. The college strives to ensure that all events harmonize with the mission, vision and values of Albright College. Events may not create any hazard or impose any undue hardship on Albright and its collections, facilities, staff or visitors. Events must conform to established regulations and not interfere with campus functions. Political fundraisers are not permitted.

2. The User is responsible for all costs associated with or resulting from the event, including repair and replacement costs for damage that may result to Albright College property, this includes: the buildings, the grounds, and/or equipment.

3. Albright's **Director, Event Planning** is the main contact for planning all events on campus. During an event, the main point of contact is the **Event Implementation Lead** or other designated staff member. You will be provided with that person's cell phone prior to your event.

4. **Reservations are confirmed ONLY when Albright College receives the following three items:**
    a. a fully executed **(signed) contract**.
    b. a **deposit** in the amount of **50%** of the rental price.
    NOTE: **the remaining balance is due 5 days prior to your event.**
    c. **proof of insurance** coverage for non-Albright users.

5. **Food** and **beverages** may be restricted in some areas.

6. The use of **candles** (or other open flames, except for Sterno cans for catering) is prohibited in all indoor areas on campus.

7. The use of **glitter, silly string** and **confetti** is also prohibited in all areas on campus, including outside.

8. **Events with Minors as Attendees.** Any User having participants or participant dependents under 18 must provide adequate adult supervision at all times during the User scheduled dates on campus. The User shall present to the Institution upon arrival, a medical release for hospital treatment or treatment by a physician, signed by one or both of the child's parents, to allow for treatment should injury or accident occur for every minor child unaccompanied by a parent.

    The recommended ratio of chaperon(s) to students is 1:10.

9. **Events Involving Scheduled Physical Activity.** User shall require all participants and supervisors to sign an assumption and acknowledgement of risk form that includes a detailed description of the event's risks and potential injuries. User shall require all participants and supervisors to sign a waiver form waiving all claims against the "Releases" as described in Section 8. with respect to or arising out of, any death or any injury that may be suffered or sustained by the participant or supervisor as the result of any USER's actions or inactions, directly or indirectly, or any loss or damage or injury to or theft or loss of any property belonging to participant or supervisor on [Institution] property including but not limited to any property placed by participant or supervisor in or about Institution buildings, properties or facilities.

B. Insurance & Indemnification

1. **Insurance Rider:** Non-Albright users shall provide proof of insurance coverage, usually in the form of a rider to private homeowner's insurance, that specifically names, indemnifies, and holds harmless Albright College and all related Trustees, officers, agents, and employees for any action or loss associated with the event. Limits and levels of coverage are as noted:
    a. Commercial General Liability (CGL) insurance or User's Liability Insurance (TULIP or Special Events) of an amount of not less than $1 million per occurrence. If the use of facilities includes physical activities, such as sports camps, the CGL limit shall be $2 million per occurrence with no athletics' activities exclusion. If the Institution's pool is used, the CGL per occurrence limit shall be $3 million with no athletics' activities exclusion.
    b. Owned, Non-owned and Hired Auto Liability insurance of an amount of not less than $1 million per occurrence.
    c. Any User with group employees on campus shall provide evidence of statutory Workers Compensation insurance and $100,000 of Employers Liability insurance.
    d. Any User with minors on campus shall provide evidence of Sexual Misconduct/Abuse Liability insurance of an amount of not less than $1 million per occurrence. Coverage endorsed onto the General Liability policy is acceptable.

e. Any User serving liquor on campus shall provide evidence of Liquor Liability insurance of an amount of not less than $2 million per occurrence/$2 million in the aggregate. Coverage endorsed onto the General Liability policy is acceptable.
f. Any User providing Athletic Trainers on campus shall provide evidence of Medical Professional Liability insurance of an amount of not less than $2 million per occurrence/$2 million in the aggregate. Coverage endorsed onto the General Liability policy is acceptable.

Note: **If User is hosting a wedding or family reunion only a) and e) are required**.

Your personal home insurance may require an additional fee to provide such a rider. Number of people attending, service of alcohol, duration and time of event—all impact the potential cost of the rider. Some insurance companies also provide this service separately. If you cannot provide insurance rider on your own, EIIA, Albright's provider does provide this service on an individual basis and we can connect you with an agent.

2. **Waiver of Liability:** The Institution, including its governing board, trustees, directors, officers, employees, and any Participants, agents or volunteers acting at Institution's direction (collectively referred to as "Releasees") shall not be liable or responsible in any way for, and USER hereby waives all claims against the [Institution] with respect to or arising out of or related to, any death, injury or illness including any death, injury or illness related to infectious diseases or emerging infectious diseases identified by the CDC or otherwise, that may be suffered or sustained by USER or any employee, invitee, guest, or agent of USER or any other person as a result of any USER's actions or inactions, directly or indirectly, or any loss or damage or injury to or theft or loss of any property belonging to USER or any employee, invitee, guest, or agent of USER on Institution property including but not limited to any property placed by USER in or about Institution buildings, properties or facilities. The provisions of this paragraph shall survive the termination of this Agreement with respect to any damage, injury, illness, or death occurring prior to such termination of this Agreement.

3. **Indemnification:** Each party ("Indemnifying Party") agrees, to the fullest extent permitted by law, to indemnify, defend and hold the other party ("Indemnified Party") and its, trustees, directors, officers, employees, agents, affiliates, members, and permitted assigns ("Indemnified Party Indemnitees") harmless, without duplication, from and against any and all losses, injuries, claims, demands, liabilities, obligations, suits, penalties, forfeitures, costs or expenses of every type or kind, including reasonable attorneys' fees actually incurred, disbursements and costs of investigation which are imposed upon, incurred by or asserted against the Indemnified Party Indemnitees arising out of or relating to any of the obligations undertaken in connection with this Agreement, including but not limited to: (i) the breach of this Agreement by Indemnifying Party; including, without limitation, any representation, warranty, covenant or agreement made hereunder; (ii) the negligent act or omission or intentional misconduct of Indemnifying Party or any officer, employee, agent or volunteer under the control or supervision of Indemnifying Party; or (iii) the violation of any applicable laws, regulations or rules by Indemnifying Party or any officer, employee, agent or volunteer under the control or supervision of Indemnifying Party. However, nothing in this paragraph shall require the Indemnifying Party to indemnify the Indemnified Party or any Indemnified Party Indemnitees against any claim or liability which results from any grossly negligent or willful act or omission on the part of such Indemnified Party or its employees, agents or volunteers. The Indemnified Party shall not settle any claim which is the subject of the foregoing indemnification without the prior written consent of the Indemnifying Party, which consent will not be unreasonably withheld or delayed.

4. **Termination.** If, through any cause, USER fails to fulfill in a timely and proper manner any of USER's obligations under this agreement, Institution has the unilateral right to terminate this agreement and not permit USER to utilize Institution's premises or services for the reasons described above by giving written notice to USER of such termination. In the event of such cancellation, the contract is null and void and Institution shall be discharged from any obligations to USER. If Institution cancels this agreement under the terms of this Section, USER is obligated to immediately pay the full amount of this contract to Institution.

Force Majeure: In the event that Institution buildings, property or facilities shall be destroyed or substantially damaged by fire or other casualty, or in the event other circumstances render the fulfillment of this agreement impractical or impossible, USER shall be obligated to pay the fees herein above stipulated only for those services, activities and events which shall have occurred prior to said casualty or circumstances. USER hereby waives any claim for damages or compensation resulting from fire, casualty, or other circumstances causing curtailment of this agreement.

5. **Entire Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto regarding the subject matter of this Agreement. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement not expressly set forth in this Agreement are of no force or effect. No changes, amendments, or alterations shall be effective unless agreed to in writing by both parties. The invalidity or non-enforceability of any terms or provisions hereof shall in no way affect the validity or enforceability of any other term or provision.

6. **Choice of Law.** This Agreement shall be interpreted in accordance with the laws of the Commonwealth of Pennsylvania. Unless waived by both parties, venue for any action to enforce or interpret the provisions of this Agreement shall be in Berks County, Pennsylvania.

C. Rates & Fees

1. Rentals fees quoted on the Rental Agreement cover **four-hour periods** as noted and **include set-up and tear-down times**. Typically, set-up and tear-down should be **contiguous** to the time of the event, unless approved in advance in writing in the notes section of this contract by the Director of Events.

2. An additional fee is added for events lasting beyond four hours, for which the four-hour rate is discounted.

3. **Additional discounts** apply to Albright faculty/staff/administrators and alumni, when renting space for personal use only. Discounts are non-transferable.

D. Deposits & Refunds

1. A **deposit** of **50% of the rental fee is due at the time of signing** to confirm your reservation.

2. The remaining balance is due **5 days prior to the event.**

3. Events that are cancelled after payment in full is made, may receive a refund of 50% of the total paid at the discretion of Albright, so long as all costs for additional rental equipment are covered.

4. In the event Albright needs to cancel your event, the full amount paid is refundable; however, we will make every reasonable attempt to reschedule or relocate your event to a suitable on-campus venue or day/time.

E. Occupancy

1. Details with set-up configurations and additional limitations based on those can be found at Event Space Occupancy information available at https://www.albright.edu/about-albright/offices-departments/conference-office/room-setup-options/.

2. The limits noted do NOT take into account additional activities that you may want to include as part of your event. For example, space for a dance floor at a wedding or tables for badges/registration. In some instances, areas adjacent to event spaces also may be utilized (examples: theatre lobby, just outside South Lounge entrance) for some activities, such as registration prior to the event. The rental of adjacent spaces may qualify for a discounted rate based on availability.

F. Catering & Alcohol

1. All food and/or beverages to be served as part of the rental event must be arranged through **Aramark**, Albright's exclusive caterer for external events. You will be billed for food and beverage service as part of this contract.

2. User(s) desiring to serve alcohol during an event must conform to all applicable local and Pennsylvania state laws and procedures, including those set forth by AC. No alcohol may be served at events organized where the audience is likely to include a majority of people under the age of twenty-one (21).

3. **Food and beverage is restricted to certain areas on Albright's campus**. No food or beverage, including water, is allowed in **Klein Lecture Hall** (CFA 235) or **Albright Theatre** (CFA 230). Food and beverage is allowed on a limited basis in **Roop Hall** (CFA 114) and **Freedman Gallery**, so long as no contracts with artists or museum lenders prohibit food or beverage usage during the run of certain exhibitions.

F. Equipment, Planning & Set-up

1. The User must finalize set-up and tear-down details with the Director of Events no later than two weeks prior to event. At this time the Director of Events will work with the User to determine the appropriate set-up. Event set-up and tear-down should be scheduled so as not interfere with campus activities. The Director of Event Planning will provide a full list of available equipment and will request details about set-up. In general, Albright has the following **equipment** available **at no extra charge**, unless noted:
    a. 3 six-foot rounds (seat 10)
    b. 20 five-foot rounds (seat 8)
    c. 7 high tops
    d. 45 six-foot rectangular metal tables
    e. 25 six-foot rectangular plastic tables
    f. 6 large curved serpentine tables (used for buffets and bars)
    g. 400 feet of pipe-n-drape, 8-foot height, 60% blackout rate)
    h. 6 hand-held wireless microphones, 3 speaker units (there is a limit to the number of microphones that can be used per system)
    i. Pianos (additional charge applies for tuning); available in Roop Hall, Memorial Chapel and several breakout practice rooms/studios
    j. 6 collapsible easels

k. 4 podium/lecterns

2. The User is responsible for cost of any required additional equipment.

3. **Tenting**, at the cost of the User, may be requested/considered for exterior spaces. **However, drilling is strictly prohibited and no device may be used to secure tent poles or lines to walls or the hard ground surfaces**.

4. Rental fees cover **four-hour periods** as noted and **include set-up and tear-down times**. Events that extend beyond four hours will be billed for another four-hour period at a 50% discount (the rate will not be prorated). Typically, set-up and tear-down should be **contiguous** to the time of the event, and some events may fall between the categories listed.
    a. **Seated dinners**, either buffet-style or formally served, usually require at least one (1) hour or more of set-up and one (1) hour or more of tear-down; thus, if your event is more than two-hours in duration, additional hourly charges should be calculated into your cost;
    b. **Cocktail receptions** with high tops only can be set in about half-an-hour (½).
    c. **A/V equipment** for lectures and/or music may require additional set-up time.

5. An additional fee may be charged for events after regular Albright College hours. This fee covers the cost of additional security personnel for allowing access to campus buildings after hours, as well as the presence of Albright Events staff (if necessary).

6. **All decorations and externally rented equipment must be pre-approved by the Director of Events**. The User is responsible for decoration set-up, tear-down and prompt removal. **Nothing may be affixed to the walls, ceilings, windows or doors.**

7. The Director of Event Planning will inform the User which spaces have built-in A/V tech and which require additional tech set-up.

8. Events that have special sound requirements that necessitate **on-site rehearsals** should be planned well in advance as times for rehearsals will be extremely limited, and may incur additional fees. The Event Implementation Lead or other tech staff person may be required to be on site for any rehearsal if it involves tech equipment or access to restricted areas.

9. Following event clean up and tear-down a representative from Albright College will walk through the event areas to ensure the facilities and equipment have been returned to their original state. You will be notified promptly of any issues related to damage or broken/missing equipment.

G. <u>Printed Materials & Use of Name, Image, Logo</u>

1. Beyond simple use of identifying Albright as the venue for your event, use of the Albright College brand identifiers, logo, and/or any image reproduced of the Albright buildings are expressly prohibited unless prior written approval for use and reproduction has been obtained from an Albright representative.

2. The content of printed materials relating to the event that use the official logo or brand elements, including invitation copy, programs, and any advertising copy, must be submitted to Albright's Creative Director, via the Director, Event Planning, for review and approval before being printed.

H. <u>Deliveries, External Vendors & Parking</u>

1. Albright's Event Implementation Lead will oversee the set-up of all Albright College provided resources in the event space prior to the set-up time. Any decorations provided by the User or an external party should be delivered and set up by the User during the set-up time agreed upon. When possible, **deliveries should be scheduled as a continuous part of the set-up time** and should be approved by the Director of Event Planning at least two-weeks prior to the event.

2. Albright College reserves the right to refuse delivery of any items that it deems detrimental to its facilities or collections. Organizations may not bring or caused to be delivered:
    a. **food or beverages**;
    b. **anything that produces flame or smoke**;
    c. **live animals**; and,
    d. **any organic plant materials** (excluding cut floral arrangements and plants provided by approved florists).

3. The Director of Event Planning, will discuss delivery options for the event space being used.

4. All delivers, including rented items, should be delivered no earlier than the day of the event and removed by the end of tear-down on the same day of the event or the following morning unless alternate arrangements are previously approved by the Director, Event Planning.

5. Several parking lots are available across campus. The Director, Event Planning will discuss which lot(s) should be used for the event, and may ask that Public Safety cone off certain spaces to reserve for the event.

6. Albright College will not be responsible for any service or guest vehicles that are damaged, ticketed or towed.

THE FRANKLIN INSTITUTE

Group Confirmation and Invoice

[redacted]
21st Century Cyber Charter
1245 Wrights Lane

WEST CHESTER , PA 19380

RESERVATION DETAILS FOR ORDER #[redacted]

The museum opens at 9:30 AM, and we look forward to your arrival at [redacted]. Your detailed itinerary is below—please review it for accuracy.

Qty.	Tickets	Event Name	Date	Time	Price	Total
17	Group GA Adult	General Admission	[redacted]	9:30 AM	19.00	323.00
3	Group GA Chaperone	General Admission	[redacted]	9:30 AM	0.00	0.00
30	Group GA Youth	General Admission	[redacted]	9:30 AM	16.00	480.00
50	Lunchroom Attendee	Lunch Room A	[redacted]	11:50 AM	0.00	0.00
1	Lunchroom Fee				35.00	35.00
50	Group Live Show	Combustion Live Show (grade 6-8)	[redacted]	12:30 PM	5.00	250.00
					Tax	**0.00**
					Total	**1,088.00**
					Payments	**0.00**
					Balance	**1,088.00**

Payment Terms
Payment in full and final count is due three weeks prior to your visit to receive the group rate. Acceptable payment types are credit cards by phone or check by mail. Checks must be made payable to **The Franklin Institute**, sent to the **attention of Group Sales at 222 North 20th Street, Philadelphia, PA 19103**. Purchase orders are not accepted as payment.

Fulfillment
Tickets are mailed automatically after payment has been received according to the payment terms above. Ticket mailing is free of cost and is **a requirement for all groups**.

Lunch
Whether your group is bringing lunch or purchasing it from the Eatery, lunch reservations must be made in advance. Groups bringing lunches should **pack them in clearly labeled boxes prior to arrival for storage in their reserved lunchroom.** Each lunchroom is scheduled for 25 minutes. Groups purchasing lunch vouchers should note that late payment will result in cancellation of lunch reservations.

Contact Us

Please reach out to us if you have any questions! We are available daily from 9:00am to 5:00pm at 215.448.1200 or reservations@fi.edu. We thank you for choosing The Franklin Institute!

WESTMORELAND COUNTY COMMUNITY COLLEGE

145 Pavilion Lane
Youngwood, PA 15697
Phn. 724-925-5981
Fax. 724-925-5983

Proposal

Cyber School Graduation

Ref: 30294

Contact Information

Main Contact	Ms Lindsay Reid 21st Century Cyber Charter School 1245 Wrights Lane West Chester	Tel. Email Fax.	412-223-3725 lreid@21cccs.org
Other Contact	Ms Melody Dunn 21st Century Cyber Charter School 1245 Wrights Lane West Chester	Tel. Email Fax.	484-875-5435 mdunn@21cccs.org

Type	Theater			Booked By	Keri Bailey
Booking status	Tentative			Booked On	Tue Aug 18 26
Dates	Wed Jun 09 2027	to	Wed Jun 09 2027	Confirmation Date	
Times	08:00 AM	to	10:00 PM	Event Manager	
Numbers	100			Contact Tel.	
				Contact Email	
				Customer Number	

Conference Rooms

Rooms	From/To	Layout x People	Equipment	Qty
Science Hall				
Theatre (THR) Amphitheater	Wed Jun 09 - Wed Jun 09 8:00AM to 10:00PM	Theater (100)		

Additional Information

Informational Technology

Applicable to all days

Event Time: 6pm/ Please have set and tested no later than 12pm/ They will arrive at 1pm for set up and practice

Event End Time: 8:30pm

Equipment Requested: Projection, Screen with Sound and Batteries in Mics (use little radial box for sound)/ Sound board will be set with bigger box for music

Facilities

Applicable to all days

4-6ft tables with 2 chairs each in Upper Lobby; 2-6ft tables with 2 chairs each in back of Auditorium
1-6ft table on stage; approximately 40 chairs facing audience on stage (final number of chairs given by June 4)
Number of chairs on stage Approximately 40 chairs facing audience on stage (final number of chairs given by June 4)

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Additional Information

Event Agenda

Applicable to all days

1. staff arrival, graduation time, end time
1pm-3pm Staff Arrival
5:15pm Student Arrival
6:00pm - Families Arrive
7:00-7:40pm Graduation Ceremony
8:30pm Anticipated time we will be out of the venue

2. tables needed in lobby, on stage, with number of chairs
4-6ft tables with 2 chairs each in Upper Lobby; 2-6ft tables with 2 chairs each in back of Auditorium
1-6ft table on stage; approximately 40 chairs facing audience on stage (final number of chairs given by June 4)

3. Number of chairs on stage
Approximately 40 chairs facing audience on stage (final number of chairs given by June 4)

4. Do you need projection
Yes

5. Do you need sound separate from projection
Yes

6. Podium
Yes - on stage

7. Mics
2 wireless mics

Quote Information

Quote Details:

Description	Quantity	Gross Rate	Taxable	Gross Subtotal
Wed Jun 09 2027				
Other items				
Room Rental - Theatre (THR)	1	$500.00	☐	$500.00
			Gross Subtotal	$500.00
			Net Total	**$500.00**
			Tax Total	**$0.00**
			TOTAL	**$500.00**

WESTMORELAND COUNTY COMMUNITY COLLEGE

145 Pavilion Lane
Youngwood, PA 15697
Phn. 724-925-5981
Fax. 724-925-5983

Proposal

Ref: 30294

Cyber School Graduation

Terms and Conditions

Westmoreland County Community College is a smoke and tobacco free campus. The college prohibits smoking, the use of smokeless tobacco and electronic cigarettes in order to provide a safe and healthy working and learning environment.

Licensee shall have general liability insurance in the amount, at a minimun, of $100,000 per occurrence for bodily injury and property damage; personal injury, and advertising injury and contractual liability.

Licensee understands that Westmoreland County Community College is not responsible for loss of or damage to any owned Licensee personal property and agrees to insure its property at its own expense.

Licensee agrees to name *Westmoreland County Community College* as an additional insured on all policies, except Worker's Compensation, and Certificates of Insurance will show evidence as such.

In consideration for the grant of this license, Licensee agrees to indemnify, defend, and hold harmless the College from and against any claim, damage, liability, injury, expense or loss including, but not limited to, reasonable attorney's fees and costs, by reason of any suit, claim, demand, judgment or cause of action initiated by any person arising out of or in connection with this agreement, whether the same results from the negligence or willful misconduct, solely or jointly with Licensee, of the College, or the College's employees or otherwise, it being the intent of the provision to absolve and protect the College from any and all loss, including loss due to its own negligence. Licensee specifically agrees to assume the risk of the above stated losses, and this provision is specifically desired by the parties and has been bargained for. The College shall retain the right to be represented by counsel of its own choosing at Licensee's reasonable expense as set forth above.

Signatures

I have read and understood the terms and conditions.

Signed On Behalf of:		**For and on Behalf of**	
Company	21st Century Cyber Charter School		
Signature		**Signature**	Keri Oblinsky
Print	Ms. Andrea Fox	**Print**	KERI OBLINSKY
Position	21CCCS Board of Trustees Chairperson	**Position**	Director of Events
Date:	October 13, 2026	**Date:**	9/24/2026

IMMACULATA UNIVERSITY

AGREEMENT made as of October 5th, 2026 between Immaculata University ("University") and 21st Century Cyber Charter School 1245 Wrights Lane West Chester, Pa 19380 (Organization)

The University agrees to grant the Organization a license to use the premises and specific facilities set forth in the attached Schedule(s) not before June 10th, 2027, and not after June 10th ,2027, for the event described in the Schedule(s) attached to this Agreement.

The Organization agrees to pay all amounts in said Schedule(s) specified therein. This contract will be considered null and void unless it is fully executed by the Organization and returned to the University on January 10th, 2027.
. Any person signing on behalf of the Organization expressly warrants that he/she is authorized by the Organization to execute this contract.

This contract, and the Schedule(s) attached hereto, contain the entire agreement between the parties, no other terms or representations having been made. Only the University President and Vice President for Finance & Administration of Immaculata University have the authority to enter into agreements for the use of the University's facilities. Students or other employees of Immaculata University are not authorized to make offers, sign, modify, or enter into agreement on behalf of the University. Any and all modifications, additions, or deletions to this contract must be made in writing, signed and dated by each party's authorized signatory, and attached to this contract.

Permission to use University facilities does not constitute an endorsement of Organization views by the University.

Organization Covenants

1. The Organization upon execution of this contract, agrees to all the terms, conditions, and covenants set forth herein and in the attached Schedule(s).

2. The Organization executes this contract as an independent contractor. This contract shall not create any employee, agent, or servant relationship, nor shall it create any partnership or other kind of venture between the University and the Organization.

3. The Organization shall be responsible for the payment of any and all State, Federal, and Local taxes, fees, and dues which fall due as a result of payments under this Contract and that the University will not be responsible for withholding said taxes, fees, and dues. The Organization will comply with and abide by all federal, district, and local laws, codes, ordinances, rules, and regulations which are applicable to this contract and the Organization's activities.

4. The Organization shall not use or make use of the University's name, insignia, logo, picture, or any other material that might create the impression of association, affiliation, partnership, or any other joint venture, without the express written permission of the University. The Organization will submit for review and written approval any solicitations, advertisements, etc., produced by or produced for the Organization which mentions the University in any way, shape, or form.

5. The Organization will be solely responsible for organizing, financing, advertising, and conducting its own activities.

6. The Organization will be solely responsible for the transportation to and from the University and its facilities.
7. The Organization agrees that if the University or any of its agents or employees should receive, handle, or accommodate on behalf of the Organization, property of any kind delivered to the University premises or placed in its custody either prior, during, or subsequent to the term of this contract, its agents and employees shall act solely for the accommodation of the Organization, and neither the University or its agents shall be liable for any loss, damage, injury, or destruction of such property.
8. The Organization shall assume liability and make reparation for any and all damages, injuries, and the foreseeable results of such damages or injuries to the person(s) or property caused by the Organization, its agents, employees, or program participants. The Organization is responsible for ensuring that all trash is placed in appropriate receptacles.
9. The Organization must comply with all ADA standards for access to its programs and services and further agrees to indemnify, defend and hold harmless the University, its officers, directors, employees, and agents from and against any and all fees, costs, or judgments arising from any claims based upon the Organization's failure to comply with ADA standards
10. The Organization, its agents, employees, and the program participants shall not behave in an unsafe, careless, or negligent manner while on the University's campus or while using its facilities or while entering or leaving said campus and facilities. The Organization, its agents, employees, and program participants shall not overload or cause to be overloaded any wall, floor, ceiling, stage, bandstand, or electric wiring or circuitry. The Organization, its agents, employees, and program participants shall not do or cause any act to be done which will injure or harm any person or which will in any way mar, deface, or injure any University property.
11. While on the University's campus, the Organization shall not cause or permit others to cause: the possession or use of drugs or other intoxicating or hallucinogenic substances; the production of any unusual, noxious or objectionable smoke, gases, vapors, or odors; the posting of signs on the University's campus without prior written approval from the University; or the use of University property for unlawful or immoral purposes. Alcohol will be permitted only with advance written permission from the University. For alcohol to be served, relevant permits must be secured and presented to the University in advance of the event. In accordance with Commonwealth of Pennsylvania law, persons under 21 years of age are not allowed to possess or consume alcohol. Smoking is not permitted in any building, on any porch or patio, or within 20 feet of any building. Organization and event attendees may not bring any animals to campus except certified therapy animals. Certification must be provided to the University prior to the first date of event.
12. The Organization agrees to abide by and obey all University rules and regulations while on the University's campus.
13. The Organization agrees to provide adequate adult supervision for all minor-aged participants at all times. At least one (1) adult chaperone must be present for each ten (10) minor-aged participants. The Organization agrees to take all necessary actions to address any issues of misconduct or unsafe behavior by program participants, which has been brought to its attention by the University. Misconduct on the part of program participants due to the failure to provide adequate supervision will constitute a material breach of this contract resulting in immediate termination. The Organization agrees to obtain written medical release forms containing parental/guardian permissions and emergency contact information for every minor child who is not accompanied by their parent or legal guardian.
14. The Organization agrees that it will obtain liability insurance, no less than as defined in the attached Insurance Schedule, and provide a Certificate of Insurance at the time this agreement is executed.
15. To the fullest extent permitted by law, the Organization waives, releases and forever discharges all claims from and against the University, its directors, officers, and employees (collectively, "Released Parties") for any injuries, damages, losses or claims, whether known or unknown, which arise during or result from the Organization's use of the premises or specific facilities, except and only to the extent caused by the gross negligence or intentional misconduct of any of the Released Parties which shall not be imputed to the other Released Parties. The Organization agrees to indemnify and hold harmless the University, its trustees, officers, employees and agents from any and all

claims, suits, demands, actions, or liabilities, including but not limited to collection fees, attorney's fees, and court costs resulting directly or indirectly from any negligent act or omission of the Organization, its agents, employees or program participants.

16. The Organization agrees that if it terminates this contract, the Organization shall forfeit its reservation and/or damage deposit(s) as delineated in the attached Schedule(s).

17. The Organization must provide to the University any requested changes to the attached Schedule(s), in writing, no later than fifteen (15) business days prior to the first day of the Event.

18. If the Event does not end at the contracted time, a fee as delineated in the attached Schedule(s) will apply for each hour or portion of the hour beyond the specified contracted time.

University Rights

1. The University reserves the right to terminate this contract, without penalty, for breach by the Organization of any terms contained herein.
2. The University reserves the right to terminate this contract, without penalty or recourse, if it should become, in its sole opinion, impractical to perform this contract due to causes beyond the control of the University, such as acts of God, storm, fire, flood, earthquake, damage or destruction to its facility, labor disturbances, war, civil commotion, shortage or unavailability of labor, governmental law, ordinance order or regulation or other causes beyond the University's control. In such an event, monies paid by the Organization, except for payment for services already rendered, will be refunded in full or, at the University's option, be applied to a future booking.
3. With the exception of the Main Gym, Alumnae Hall Theater, the Great Hall, and the Pool, the University does not guarantee the availability of specific rooms, and reserves the right to provide rooms comparable to those which may have been originally scheduled for use. The University does not guarantee the availability of air conditioning in the facilities, and reserves the right to provide rooms comparable to those which may have been originally scheduled for use.

Auxiliary Services

1. **Security**

The Organization is required to pay for additional Security for large events or if the University, at its sole discretion, deems it necessary. The Organization will be charged an average minimum rate of $55 (subject to change with advanced notice) per Safety Officer, four hour minimum, regardless of date, time, or location. Safety officer(s) must arrive 30 minutes prior to the start of event (doors open) and remain until the end of event (departure of last attendee).

2. **Parking**

All visitors' cars are restricted to assigned parking lots as provide in the attached Schedules and must adhere to published and announced rules and regulations. Any illegally parked cars will be towed at the owner's expense. The University will not be responsible for damage to vehicles, vandalism, or theft of a vehicle or its contents.

3. **Services**

The University will provide the services of a liaison at no cost to the organization. The University Liaison will coordinate all interactions between the Organization and the University, as needed.

Payment

1. The Organization agrees to make all deposits and payments as delineated in the attached Schedule(s). Payment is to be received in full prior to the first day of the Event.

2. The Organization must contest any charges within 10 days of the end of the event, after which all charges will be considered valid and due for payment by the Organization. In the event that specific charges are contested, non-contested charges must be paid within 30 days of the end of the event.

Assignment Prohibited

The Organization may not assign this agreement without the prior written consent of the University, such consent to be granted or denied in the University's sole discretion.

Severability

In case any one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provisions of this agreement, but this agreement shall be constructed as if such invalidity, illegality, or unenforceability has never been contained herein and shall not affect any other provisions of the agreement.

In witness whereof, the undersigned have caused this instrument to be duly executed on the dates first above written.

For Immaculata University

Signed: _____

Printed Name: Barbara Lettiere

Title: President

Date: 10/6/26

For the Organization

Signed: _____

Printed Name: Ms. Andrea Fox

Title: 21CCCS Board of Trustees Chairperson

Date: October 13, 2026

Event Price Schedule

IMMACULATA UNIVERSITY

Organization: 21 CCCS Graduation
Event: Graduation
Contact Name: Ashley Cooke
Contact Email: acooke@21cccs.org
Contact Phone: 610-514-6211

Event Date(s): 6/10/2027 1-9 pm
Event Location: Theater, Small Gym, Faculty Center Lounge

Rental Location / Date	Quantity	Unit	Price Per Unit	Total	Notes
Alumnae Hall Theater	8	Hour	$400	$3,200.00	
Small Gym	8	Hour	$135	$1,080.00	*(students & staff waiting)*
Faculty Center Lounge	up to 4	Hour	$275	$275.00	*(students & staff waiting)*
Additional Fees					
Event Set up Fee	Flat Rate		$400	$400.00	*fees waived*
AV Equipment Set up	Flat Rate		$90	$90.00	*fees waived*
Light Board	0	each	$75	$0.00	
Lighting Tech	0	hour	$40	$0.00	
Microphone	1	day	$27	$27.00	*fees waived*
Projector	1	day	$27	$27.00	*fees waived*
Screen	1	day	$27	$27.00	*fees waived*
Podium	1	day	$25	$25.00	*fees waived*
72" Round Guest Table	0	each	$12	$0.00	*fees waived*
Tables 8'	0	each	$11	$0.00	
Table 6'	8	each	$10	$80.00	*fees waived (stage and foyer)*
Padded Chair	130	each	$3	$390.00	*fees waived (stage and foyer)*
Folding Chair	6	each	$2	$12.00	*fees waived (stage and foyer)*
Safety & Protection Staff	8	hour	$55	$440.00	*duration of event*
Housekeeping Staff	8	hour	$45	$360.00	*duration of event*
Maintenance Staff	8	hour	$55	$440.00	*duration of event*
IT Support Staff	4	hour	$66	$264.00	*requested/minimum 4 hours*
				$7,137.00	Event Price
					Tax
				$6,059.00	Total Event Price
				$550.00	Damage Deposit
					Event Price
				$6,609.00	**Total Amount Due**

Payment Schedule		
With Contract	**1/10/2027**	**$3,304.50**
	3/10/2027	**$3,304.50**
	Refundable Damage Deposit	**$550.00**
		$6,059.00

Addn'l Notes: *If contract is executed within 30 days of event, all monies are due at time of signing. The Damage Deposit will remain refundable, to the extent that there are no applicable charges.*
event.

Initials: _____
Ms. Andrea Fox

IMMACULATA UNIVERSITY

Insurance Schedule

A. Organization shall provide insurance for itself and all event participants as follows:

Commercial General Liability (bodily injury & property damage, combined single limit)

$2,000,000	General Aggregate
$1,000,000	Products/Completed Operations Aggregate
$1,000,000	Per Occurrence Limit
$1,000,000	Personal Injury and Advertising Limit
$ 300,000	Fire Legal Liability
$ 5,000	Medical Expense Limit

The University, its directors, officers, agents, and employees are to be named as additional insureds. Coverage shall be primary and non-contributory with any other insurance available. Waiver of Subrogation

Automobile (where applicable)

$1,000,000 Bodily Injury and Property Damage combined single limit

The University, its directors, officers, agents, and employees are to be named as additional insureds. Coverage shall be primary and non-contributory with any other insurance available.
Waiver of Subrogation

Workers Compensation (where applicable)

Coverage (A) Workers Compensation – Statutory
Coverage (B) Employers Liability:
Bodily Injury by Accident - $1,000,000 per employee/$1,000,000 per accident
Waiver of Subrogation

B. Organization shall provide $1,000,000 of Sexual Abuse / Molestation insurance coverage, for itself and all of its event participants in the event that the conference or event includes minors. The University, its directors, officers, and employees are to be named as additional insureds. Coverage shall be primary and non-contributory with any other insurance available. A Waiver of Subrogation shall apply.

C. The University, its directors, officers, agents, and employees, are to be named as additional insureds under Organization's insurance policy. Each insurance policy must be written with an insurance company with an A.M. Best rating of A- or higher which is licensed to do business in the Commonwealth of Pennsylvania. Each policy must provide a minimum of 30-day notice to the University to cancel. The Cancellation Clause must be amended to remove the "endeavor to" and "failure to…" wording. The Certificate of Insurance must show all deductibles applicable. Organization shall provide University with a certificate of said insurance no less than thirty (30) days before first date of event.

D. If the contracted event is specifically sponsored by Immaculata University, the named Organization is covered by Immaculata University's liability insurance policy. If Organization has additional liability insurance, Organization shall provide the University with a Certificate of Insurance 30 days before first date of event.

E. If Organization is utilizing the services of a caterer other than the University's Food Service Provider, then the caterer is responsible for also providing a Certificate of Insurance for evidencing that the caterer has secured liability insurance with minimum coverage of $2,000,000 general liability and $1,000,000 liquor liability applicable to the Event, and naming the University as an additional insured under such policy of insurance.

COATESVILLE COUNTRY CLUB

21st Century Cyber Charter School Prom

[redacted]

EVENT CONTRACT

ACCOUNT: Ashley Cooke
CONTACT: Ashley Cooke
EMAIL: acooke@21cccs.org
PHONE:
ADDRESS:

SALES MANAGER: Melissa O'Hara
EMAIL: mohara@coatesvillecountryclub.com
PHONE: (610) 384-3200 ext. 104

EVENT SUMMARY

Name	Date	Time	Areas	Event Type	Guests	Gtd	Rental	Event F&B Min
21st Century Cyber Charter School Prom	[redacted]	[redacted]	**Grand Ballroom**		**90**			

RENTAL FEES AND ITEMS

Qty		Price	Total
1	Ballroom Max Capacity: 300 Seated	$600.00	$600.00

FOOD

Qty		Price	Total
90	*Choice of 3 Entrees*	$50.00	$4,500.00

ESTIMATED BILLING

	Total
Food & Beverage	$4,500.00
Room Charge	$600.00
Subtotal	$5,100.00

Sales Exempt		$0.00
Service Charge	20.0%	$900.00
CC Processing Fee	3.75%	$0.00
Grand Total		$6,000.00
Deposit (Due 11/1/2026)	Unpaid	$500.00
Estimated Amount Due		**$6,000.00**

21st Century Cyber Charter School Prom

[redacted]

TERMS AND CONDITIONS

Coatesville Country Club Terms & Conditions

DEPOSITS
All events require a deposit of the venue fee (unless previously agreed upon) along with the signed contract and terms & conditions to be considered confirmed. The deposit amount will be calculated based off an “expected count” given by client. Payment can be made via check, cash or credit card. Should you choose to pay through Gather, there will be a service fee.

GUARANTEED COUNT
Client will provide the Coatesville Country Club with a “guaranteed count” 10 business days prior to the event date. The number given will be reflective on your bill as the minimum number of guests billed regardless if less show up.

FINAL PAYMENT
Balance in full is due 7 business days prior to the event. After the “guaranteed count” is submitted, an invoice for the remainder of payment will be sent.

RENTAL PERIOD & EVENT HOURS
Coatesville Country Club event spaces are available for rent based on seven hours use of the facility. This time period includes two hours for setup, four hours for the actual event and one hour for tear down. Exceptions are made for standalone wedding ceremonies, in which there is one hour of setup, one hour of event time and one hour of tear down. Additional event hours can be secured at the rate of $250 per hour. Should an event end past midnight, a $50 fee will be applied.

SERVICE CHARGE
All food and beverage are subject to a 20% service charge. This amount will be applied to the total bill and are based off the “guaranteed count” of guests.

ONLINE TRANSACTION FEE
All online payments are subject to a 3% processing fee for each transaction. Checks made to

Coatesville Country Club are also accepted with no transaction fee.

FOOD AND BEVERAGE

Client is not permitted to bring any outside food or beverage items. All food and beverage items must be provided by the Coatesville Country Club. An exception is made for weddings, in which the client is allowed to bring a cake from a licensed vendor. No homemade cakes will be accepted. Due to state and federal regulations, client is not permitted to take leftover food post event.

ALCOHOL

NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISES! Should outside alcohol be brought on premise, management reserves the right to confiscate alcohol and escort guests out. Management reserves the right to verify the age of any attendees. Proper identification is required. Management also is permitted to deny any visibly intoxicated individuals.

DÉCOR RESTRICTIONS

Décor brought in by the client should be set up and taken down by the client. Tacks, tapes and holes on any structures are not permitted. Confetti, bird seed, rice, glitter and smoke machines are not permitted at any time. Candles must be enclosed in a container. All items must be removed and taken with the client following the end of event.

CLUB ETIQUETTE

Coatesville Country Club maintains a proper dress code for all members and guests. No t-shirts or jeans are permitted unless previously agreed upon. Guests must respect areas restricted to members only and must remain in designated areas of the event. Guests are not allowed on the golf course at any time unless previously agreed upon.

HOLD HARMLESS

Event Sponsor or Lessee hereby understands and agrees to hold the Coatesville Country Club its Directors, Officers, Bondholders, Members and their guests, Employees, Volunteers, Agents and Representatives harmless for any and all claims whatsoever arising out of the Event unless due to the sole negligence of the Coatesville Country Club. The Coatesville Country Club is not responsible for any items personal or otherwise brought into the event facility or in the facility’s parking lots that are lost, stolen or damaged.

PHOTO POLICY

Any photo or video media taken while at the Coatesville Country Club are permitted to be used for promotional purposes by the club.

INSURANCE

Events with attendance over 100 guests shall obtain and/or maintain General Liability/ Personal Liability insurance in the amount of not less than $1,000,000 Each Occurrence for any and all Bodily Injury or Property Damage claims arising out of the Lessee’s event. Coverage

must be written on a Primary and Non-Contributory basis.

The Coatesville Country Club its Directors, Officers, Bondholders, Members and their guests, Employees, Volunteers, Agents and Representatives must be named as Additional Insured under the required General Liability/Personal Liability insurance.

A Waiver of Subrogation in favor of the Coatesville Country Club, its Directors, Officers, Bondholders, Members and their guests, Employees, Volunteers, Agents and Representatives shall be included within each policy.

Event Insurance complying with the terms and conditions of this contract may be obtained by contacting the insurance representative for the Coatesville Country Club. Please call the Coatesville Country Club for details.

RAINCHECK
If rain or weather conditions inconvenience an event, Coatesville Country Club will offer indoor facility use for no extra charge should the space be available. Client will have option to reschedule or change event date to a future date within six months.

CANCELATION POLICY
Events cancelled prior to 12 months from scheduled event date will receive 50% the event deposit. In the event of a cancellation less than 12 months, Coatesville Country Club will retain the full deposit.

FORCE MAJEURE
In no event shall Coatesville Country Club be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including without limitation work stoppages, accidents, civil disturbances, natural catastrophes or acts of God, and interruptions due to malfunctions of utilities, communications, or computer services. Should an event be cancelled due to force majeure, the Client event deposit and any payments made in advance of the event will be refunded.

By signing this document I agree to abide by all rules listed above put in place by Coatesville Country Club.

Client Signature

21st Century Cyber Charter School

_____
Andrea Fox, Board of Trustees Chairperson
October 13, 2026

21st Century Cyber Charter School Prom

[redacted]

CREDIT CARD AUTHORIZATION

ACCOUNT: Ashley Cooke
CONTACT: Ashley Cooke
EMAIL: acooke@21cccs.org
PHONE:
ADDRESS:

SALES MANAGER: Melissa O'Hara
EMAIL: mohara@coatesvillecountryclub.com
PHONE: (610) 384-3200 ext. 104

Please fill in the following form to secure your reservation on Friday, April 23, 2027 at Coatesville Country Club. The deposit for this event is $500.00 and will be charged to the card below. The remaining balance will be presented to the host at the close of the event.

Credit Card Authorization Form

Credit Card Type:	
Name on Credit Card:	
Credit Card Number:	Security Code:
Expiration Date:	
Credit Card Billing Address: Type text here	
I understand that by signing this Credit Card Authorization form that this credit card will be charged in accordance with our terms.	
Cardholder's Signature:	
Print Name:	
Date:	

2027 Contract Extension For 21ST CENTURY CYBER CS

Lock in our September extension prices for your 2027 Yearbook.

In order to extend your contract at our September prices, please fill out the form below completely. Click "Approve These Terms of Acceptance" at the bottom of the document. We are excited to work with you again this year!

YES, please extend my contract

Click the check box to confirm your contract extension

Will you be the advisor and/or involved with the Yearbook next year?	Contact Information
(●) YES ( ) NO	Name: Lauren Michener
If YES, please enter your contact information. *If NO, please enter contact information for next year's Yearbook advisor. If you do not know next year's contact you can fill in 'TBD' for all the fields.*	Email: yearbook@21cccs.org Phone: 4848755400

Select the length of contract: *Select a longer term to lock in your price for future years. You can cancel at anytime.*	(●) 1 Year ( ) 2 Years

Current Book Specifications:

Cover 1 - SIGNATURE:
Quantity: 35
Page Count: 54
Price Per Book: $31.62
Promotions Included:

Cover 2 SOFTCOVER:
Quantity: 18
Page Count: 54
Price Per Book: $22.62

Other Notes & Comments:

- Free shipping applies to bulk orders of 50 or more books shipped to the same location
- To see our current shipping rates on orders less than 50 books or books shipped to multiple locations visit our website at https://support.creatorstudioapp.com/portal/en/kb/articles/shipping
- Full payment is due prior at the time of final order
- Pricing agreed to in this agreement is valid only for the Term selected above.
- Pricing quoted on this agreement is valid for 30 days.
- The pricing agreed to applies to orders of 25 books or more to the same address. Our base price, as published on the website, applies to orders of less than 25 books.
- If YES to tax exempt, you must provide a state sales tax exemption form for each published project per year. When the company sells books directly to individuals through a storefront, it does so on behalf of the organization. Therefore, it is the responsibility of the organization to properly determine and provide tax exemption status.
- Customer commits to inspecting all printed product(s) upon receipt and that any defects or damages be reported within 30 days. After 30 days, the company is no longer obligated to refund or replace.
- The company is serious about protecting the privacy and security of the personally identifiable information it collects from its users. Please find the appropriate Terms of Use and Privacy Policy on our website at https://picabooyearbooks.com/privacy-terms/

- By accepting this agreement, you agree to the terms set forth as related to our application found at our website at https://picabooyearbooks.com/privacyterms/

Please fill in the information for the electronic signature below. Read the following carefully and confirm your acceptance of these Terms of Services.

- [ ] By clicking here, I certify I am authorized to electronically sign these terms of service for **21ST CENTURY CYBER CS**.
- [ ] By clicking here, I certify I have reviewed the accuracy of this Yearbook proposal for **21ST CENTURY CYBER CS** and agree to these terms of service.

Proposal Accepted By: **Andrea Fox, Board of Trustees Chairperson**

Please Enter Your Full Name Above

Date: **10/13/2026**

SUBMIT YOUR APPROVED TERMS OF ACCEPTANCE AND GET STARTED!

Approve These Terms of Acceptance



Student and Parent Handbook 2026-2027

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WELCOME TO THE 2026-2027 SCHOOL YEAR!

21ST CENTURY CYBER CHARTER SCHOOL

VISION STATEMENT

To continually enhance our flexible environment in support of students' academic, social, and emotional growth using innovative approaches to learning in preparation for their future aspirations.

MISSION STATEMENT

To foster a student-centered experience that inspires and empowers our learners through engaging curriculum facilitated by supportive educators to develop the whole individual.



ABOUT THIS HANDBOOK

All information in this handbook is intended to provide a general summary of 21CCCS's policies, procedures, rules, regulations, and student requirements from the time of enrollment to graduation. Every effort has been made to address issues and concerns that may affect students; however, it is impossible to cover all aspects of each possible situation. As a result, this handbook does not claim to be all-inclusive. 21CCCS reserves the right to make changes as deemed necessary, which may sometimes be without prior notification to students and parents/guardians. All changes are made in the best interest of the students. If anything in this handbook contradicts the 21CCCS charter, charter application, or any law or regulation, the 21CCCS charter or law takes precedence.

For a detailed/expanded version of all school policies please refer to our Board Policies available on our school website at 21CCCS.org.



CONTACT INFORMATION

21cccs.org

Main Office
1245 Wrights Lane
West Chester, PA 19380

484-875-5400

Enrollment Fax 610-514-6004
Special Ed Clerical Fax 610-514-6005
Business Office Fax 610-514-6006
Guidance Fax 610-514-6007
Nurse Fax 610-514-6008

ADMINISTRATION



Chief Executive Officer/ Chief Administrator (CEO)
Mr. Jason Palaia
jpalaia@21cccs.org
484-875-5482



Director of Curriculum, Instruction & Assessment
Dr. Nora Wheeler
nwheeler@21cccs.org
610-514-6217



Business Administrator
Mr. Jonathon Shiota
jshiota@21cccs.org
484-875-5412



Director of Information Technology
Mr. Mike Matz
mmatz@21cccs.org
610-514-6230



Supervisor of Special Education
Ms. Patricia Dahl
pdahl@21cccs.org
484-875-5405



Supervisor of Student Services
Ms. Heather Messenger
hmessenger@21cccs.org
484-875-5497

Child Accounting & State Reporting Manager
Ms. Megan Stellfox
mstellfox@21cccs.org
484-875-5439



Principal
Ms. Erika Laidlaw
elaidlaw@21cccs.org
484-875-5435



Assistant Principal
Ms. Melody Dunn
mdunn@21cccs.org
484-875-5432

HOME & SCHOOL LIAISONS



Mr. Anthony Harkins
aharkins@21cccs.org
610-897-7531



Ms. Lillian Lopez
llopez@21cccs.org
610-897-7509

SCHOOL COUNSELING DEPARTMENT

counselors@21cccs.org



Ms. Sanna McCoy
smccoy@21cccs.org
484-875-5434



Ms. Allison Thorne
athorne@21cccs.org
610-897-7534



Ms. Ashley Cooke
acooke@21cccs.org
610-514-6211



Ms. Lisa Moynihan
lmoynihan@21cccs.org
484-875-5459

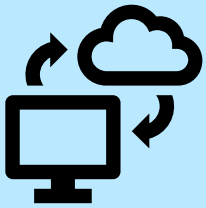


Mrs. Lauren Andrulewich
landrulewich@21cccs.org
610-514-6233

STUDENT SUPPORT



School Nurse
Ms. Ann Keenan
nurse@21cccs.org
484-875-5450



Technical Support
https://21cccs.incidentiq.com



Receptionist & Attendance Secretary
attendance@21cccs.org
610-514-6202

For more information about the faculty and staff at 21st Century Cyber Charter School, please visit our website at https://21cccs.org/ and click "About 21CCCS" > "Our Team".

SECTION 1: GENERAL INFORMATION

1.1 CONFIDENTIALITY AND PRIVACY

The 21st Century Cyber Charter School (21CCCS) protects the confidentiality of personally identifiable information regarding student screening, referrals, evaluations, storage, disclosure, and destruction, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws. Unless permitted by law, 21CCCS must have parent, guardian, or eligible student's consent prior to disclosure of education records. The consent must state the purpose of use and include a date and signature.

Parents/guardians have the right to:

1. Inspect and review their child's educational record. 21CCCS will comply with a written request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or due process hearing. This review will not occur later than 45 days after the written request has been made.
2. Receive a response from the school to reasonable requests for explanations and interpretations of the records.
3. Appoint a representative to inspect and review the child's records.
4. Request copies of the child's records.
5. Should any educational record contain information pertaining to more than one child, parents/guardians only have the right to inspect and review the information relating to their own child.

1.2 REVIEW OF STUDENT RECORDS

21CCCS protects the confidentiality of persons identified by terms explicitly designated by the Family Educational Rights and Privacy Act of 1974 (FERPA) and Individuals with Disabilities Education Act (IDEA). These acts also distinguish the types of records protected and locations of maintained records.

Further, the Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students certain rights with respect to the information contained in students' educational records. Such rights include, but are not limited to, the parties eligible to access educational records, the school officials responsible for such records, and the purpose(s) for which records are accessed by a given party.



Notification and Consent

Under the Family Educational Rights and Privacy Act (FERPA), a Local Education Agency (LEA) must provide notice to parents/guardians identifying the types of student information it publicly releases. This type of student information, commonly referred to as "directory information," includes names, addresses, and telephone numbers. Such information is generally not considered harmful or invasive if disclosed.

Additionally, §9528 states parents/guardians must be notified of the school's routine disclosure of names, addresses, and telephone numbers to military recruiters upon request. This is subject to a parent's/guardian's request not to disclose such information without written consent.



A parent/guardian may request to opt out of the public, non-consensual disclosure of directory information. Requests to opt out must be made within 30 calendar days of student enrollment or at the start of the school year. Additional information can be found in Board Policy #2016. Requests should be sent to 21CCCS Principal:

Mrs. Erika Laidlaw (School Principal) elaidlaw@21cccs.org

1.3 PARENT/GUARDIAN INFORMATION

Parents/Guardians should provide information regarding any terms of custody put in place due to divorce or separation of parents/guardians. Any time a custody agreement or order is changed, that information must be provided to 21CCCS by the legal parent/guardian promptly and no later than three (3) days after such change. If additional individuals are involved in the child's education and have authorization to discuss a child's progress, the legal parent/guardian must provide written permission naming such persons. Further, the legal parent/guardian must provide permission outlining the specific information that the individual may access. 21CCCS staff must be able to verify the written permission prior to disclosure of any student information. It is the responsibility of the legal parent/guardian to provide this information to the school. It is the responsibility of all staff at 21CCCS to adhere to privacy laws.

21CCCS parents/guardians are required to provide 21CCCS with a valid e-mail address and agree to receive communication via e-mail.

1.4 ADDRESS CHANGE / ACT 47 RESIDENCY VERIFICATION / CONTACT INFORMATION CHANGES



Address Change
In order for a student to attend a Pennsylvania public cyber charter school, proof of the student's current Pennsylvania residency must be on file with the cyber charter school. If a current student at 21st Century Cyber Charter School (21CCCS) is moving to a new address within the state, updated residency documentation must be provided to the school. You will have five (5) days from your move date to provide 21CCCS with updated information which includes: proof of residency (ex. mortgage statement, lease agreement, utility bills, driver's license of parent/guardian), an electronically signed Enrollment Notification Form (ENF) and your move date. These documents and information need to be received by 21CCCS within five (5) days of the move date, otherwise the school will need to assume the student no longer lives in the state of Pennsylvania and will be withdrawn from our rolls.

Act 47 Residency Verification
In accordance with Act 47 of 2025, all students enrolled in 21CCCS must complete residency verification requirements as a condition of continued enrollment.

Residency Verification Requirement
Parents or legal guardians are responsible for submitting proof of residency and the enrollment verification form to both 21CCCS and the student's school district of residence by the required deadlines of **November 1** and **March 1** each school year. Submission must be completed in accordance with applicable guidelines.

Responsibility for Submission
The responsibility for timely and accurate submission of all required documentation rests solely with the parent or legal guardian. 21CCCS will provide families with notice of Act 47 requirements, as well as access and support to complete the documentation required for submission to 21CCCS. Families are also responsible for providing the required information directly to their school district of residence. 21CCCS is not responsible for submitting documentation on behalf of families to school districts.

Compliance Expectations
Students who have not met Act 47 residency verification requirements may be considered non-compliant. Continued non-compliance may result in restrictions related to school participation and services.

Participation in School Activities
To ensure consistency and compliance across the school community, students who are not in compliance with Act 47 requirements may be deemed ineligible to participate in school-sponsored activities, including but not limited to:

- Student ID issuance and distribution
- School events, trips, and extracurricular activities
- Participation in ceremonies and school-related programs

Implementation of participation restrictions will be applied consistently across all grade levels.

Ongoing Communication and Verification
21CCCS will utilize multiple methods of communication, including electronic platforms, direct outreach, and in-person opportunities, to support families in meeting verification requirements. Families are expected to maintain accurate and current contact and residency information at all times.

Contact Information Changes
Parents/Guardians are required to report any contact information changes, including home address, phone number, or email address, to the Enrollment Department within three days of the change. To ensure proper school district accounting, the child's current address must be on file at all times. 21CCCS periodically sends reminders and notifications to parents via text messaging. If parents do not wish to receive text messages from 21CCCS, they must inform 21CCCS using the contact information below.

Parents/Guardians are required to report any contact information changes, such as phone number, email address, or home address (including all PDE required supporting documentation), in the Infinite Campus Parent Portal within three days of the change.



Enrollment Department
484-875-5410
enroll@21cccs.org

1.5 FREEDOM OF EXPRESSION

Students have the right to express themselves unless that expression interferes with the educational process, encourages unlawful activity, or restricts another individual's legal rights. Students should be aware of the full meaning of their expression. Students may voice personal expression through school publications, announcements, group meetings, and other means of common electronic communication in compliance with applicable school policies and procedures. In their expressions, students are responsible to obey state and federal laws including those governing defamation and obscenity.

Materials sought to be distributed or posted as part of the curricular or extracurricular program of 21CCCS shall be regulated as part of the school's educational program.

More information about student expression and distribution/posting of materials can be found in Board Policy #2020.

1.6 STUDENT DRESS AND GROOMING

21CCCS will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational

program or constitute a health or safety hazard. Students may be required to wear certain types of clothing while participating in physical education classes, technical education classes, field trips, extra-curricular activities, or other situations where special attire may be required to ensure the health and safety of the student.

Additional information about student dress and grooming can be found in Board Policy #2021.

1.7 NON-DISCRIMINATION

No pupil enrolled at 21CCCS shall be denied equal opportunity to participate in age and program-appropriate instruction or activities due to race, gender, sexual orientation, ethnicity, disability, religion, national origin, marital status, financial hardship or any other legally protected classification. Participation in instruction and activities for a student with disabilities may be modified according to the Individualized Education Program (IEP) developed for the student. Reasonable accommodations will be provided for pupils who are disabled at the discretion of the school's Special Services Department and in compliance with applicable law.

Please see Board Policy #1003 and Board Policy #1003.1 for additional information.

1.8 MANDATED REPORTING

By law, all 21CCCS staff members are mandated reporters. This means that staff must report information to the proper authorities if they suspect any harm or abuse has come to a student. Harm to a student may include neglect, emotional abuse, physical abuse, and sexual abuse.

Information will be reported using the Child Line and Abuse Registry:



Child Line is a service of the Pennsylvania Department of Public Welfare. Information about Child Line can be found online at https://www.compass.state.pa.us/cwis/public/referralslearnmore.

21CCCS staff is also required to report to the proper authorities if students share that they are planning, or have knowledge of someone else planning, to harm themselves or others.

For more information, please see Board Policy #6019.

1.9 PHOTO RELEASE

Photos are sometimes posted on our website, social media, and/or other marketing publications. If parents/guardians opt to not have their student's work and/or image included in publications, The Student Academic Work and Image (Photographing/ Videotaping) Release Form should have been signed at the time of enrollment. For any and all updates or changes, please contact:

Enrollment Department
484-875-5410
enroll@21cccs.org

For more information about our social media policy, please see Board Policy #6012.

1.10 SURVEYS

Surveys conducted by outside agencies, organizations, and individuals require the pre-approval of the CEO. No student will be required to submit to a survey, analysis, or evaluation that reveals protected information without parental consent. 21CCCS will notify parents/guardians of any activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing. Parents/Guardians have the right to inspect the survey and opt their child out of marketing surveys. This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for school/education-related purposes.

Additional information about surveys can be found in Board Policy #2035.

1.11 STUDENT FUNDRAISING



21CCCS prohibits the collection of money by a student for personal benefit on 21CCCS property or at any school-sponsored activity. Fundraising activities for a 21CCCS class, program, club, or student organization must be approved in advance by a school administrator.

1.12 CLEARANCE POLICY FOR VOLUNTEERS

To ensure the safety of our students, 21st Century Charter School has instituted a policy regarding volunteers, which follows Act 15 of 2015. Volunteers who have "direct volunteer contact," with children at a school, meaning, the care, supervision, guidance, or control of children and routine interaction with children, must have background checks. "Routine interaction" is defined in the Act as "regular and repeated contact that is integral to a person's employment or volunteer responsibilities."

Volunteers must obtain the following certifications:



Criminal History Record from the Pennsylvania State Police

+



Child Abuse History Certification from the Department of Human Services (Child Abuse)

A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is not required as long as:

1. the position the volunteer is applying for is an unpaid position; and
2. the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years.

Volunteers who are not required to obtain the FBI certification for these reasons must swear or affirm, in writing, that they are not disqualified from service based upon a conviction of an offense under Section 6344.

Link to the Standardized Fingerprint Form: **Standardized Fingerprint Form**

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, but obtained their FBI certification at any time since establishing residency, they must provide a copy of the certification to the person responsible for the selection of volunteers. They are not required to obtain any additional FBI certifications.

If a volunteer has not been a resident of Pennsylvania for the previous ten (10) years, and has not obtained their FBI certification, they must obtain that certification.

Volunteers required to obtain clearances include persons who are responsible for the child's welfare or who wish to visit the school regularly to serve as volunteers and to provide for the care, supervision, guidance or control of children. Copies of all clearances shall be provided to the Charter School.

All Clearance Required Volunteers must obtain the required certification every sixty (60) months from the date of the individual's most recent certification.

Examples of volunteer situations requiring clearances include, but are not limited to:



Working with small group of students or individual students



Driving a team/group to an activity



Volunteer coaches and club advisors



Supervising a group of students on a field trip

Volunteers not required to obtain clearances include visitors who are not responsible for a child's welfare or are visiting the school irregularly and not providing for the care, supervision, guidance, or control of children. Although occasional visitors are not required to complete the clearances, they should continue to comply with building security policies (such as signing in before entering the building).

Examples of situations in which volunteers typically would not need clearances include, but are not limited to:

- Attending a presentation or party
- Attending a school-sponsored event (Ex. picnic, bowling party, dinner, ceremony, school trips, etc.)
- Collecting tickets at events
- Working concession stands
- Participating in a "Career Day"

For more information, please see Board Policy #1020.

1.13 HOMELESSNESS

Students experiencing homelessness have the right to access a free, appropriate public education. The McKinney-Vento Homeless Assistance Act was created to aid individuals experiencing homelessness. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence.

Please contact our Homelessness Liaison if you are living in any of the following situations:

- A shelter
- A motel or campground due to the lack of an alternative adequate accommodation
- A car, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship

Eligible students have the right to the following:

- Enroll at 21CCCS immediately, even if lacking documents normally required for enrollment.
- Receive educational services comparable to those provided to other students.

Homeless Liaison
484-875-5400

Please contact the 21CCCS Homeless Liaison with any questions. If you believe you may be eligible, please contact the 21CCCS Homelessness Liaison or your School Counselor to find out what services and supports may be available.

Please see Board Policy #2051 for more information.

SECTION 2: STUDENT CODE OF CONDUCT

The Student Code of Conduct shall apply to student conduct that occurs on 21CCCS property as well as off 21CCCS property in certain circumstances.

Additional information about the 21CCCS Code of Conduct can be found in Board Policy #2018 & Board Policy #2033.

2.1 STUDENT RIGHTS AND RESPONSIBILITIES

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance, conscientious effort in school work, conformance to 21CCCS Board policies and school rules, respect for the rights of other teachers, other students, administrators, and all others who are involved in the educational process. It is the responsibility of the student to be aware of all policies, rules and procedures for student behavior. Additional student responsibilities are listed below:



Assist 21CCCS staff with operating a safe school



Satisfactorily complete coursework



Report accurately in student media



Comply with federal, state, and local laws and requirements



Volunteer information in matters relating to the health safety, and welfare of the 21CCCS community and protection of 21CCCS property



Dress and groom to meet standards of health and safety and not to cause substantial disruption to the educational process



Exercise proper care of 21CCCS facilities, equipment, and supplies. Students are responsible for their conduct and any visible or audible activity while on camera or using their microphone.



Avoid using obscene language in student media or while on 21CCCS property or while participating in a school-sponsored event

Additional information regarding Student Rights and Responsibilities can be found in Board Policy #2060.

2.2 ACT 55: CAMERA CHECKS

As per the new Charter School Law, 21st Century Cyber Charter School (21CCCS) adheres to the guidelines of Act 55 of 2024 ("Act 55"), which requires cyber charter schools to check in visually and verbally with their students each week, regardless of grade level, to verify their students' well-being and participation. Specifically, new Charter School Law ("CSL") section 1748.1-A(a) states:

> *A cyber charter school shall, at least once during any week consisting of at least three full or partial days of academic instruction, ensure that each enrolled student is able to be visibly seen and communicated with in real-time by a teacher, administrator, or other representative of the cyber charter school, either in person or via electronic means, in order to ensure the well-being of the student and verify participation in the educational program.*

While complying with the guidelines of Act 55, 21CCCS will also adhere to a student's Individualized Education Program (IEP) with respect to camera use requirements.

Students are expected to attend a weekly check-in meeting with their Academic Advisor. During this meeting, students should turn on their cameras to meet the wellness check requirements of Act 55. This can be at a recurring time each week and added to your student's calendar. Students do not need to keep their cameras on after the check if they do not want to. Remember, this is a once-weekly check. Once a student completes this for the week, they have met the weekly requirement. The importance of this meeting goes beyond the wellness check. It is also about students being engaged and connecting with their school.

If the student is unable to meet with their advisor, they are expected to reschedule for another time that week or meet the wellness check requirement in one of the following ways:

- Meeting one-on-one with a teacher or school counselor
- During live class with the student's teacher
- During virtual office hours
- During virtual or in-person school activities
- Schoology Attendance Course Videos for High School Students

If a student is unable to be reached, the following steps may be taken to check in visually and/or verbally with that student:

- Phone call
- Email
- Video conferencing
- Text messaging or utilizing the chat feature
- Schedule a visit with the 21st Century Cyber Charter School Home & School Liaisons
- The student's computer may be temporarily disabled pending communication with the school.
- Contact Child Protective Services
- Request a wellness check through the student's local police department.

Additional information regarding Wellness Check Requirements can be found in Board Policy #2007 and 2007-AR-1.

2.3 ACADEMIC INTEGRITY

Students are expected to uphold a high level of academic integrity by displaying academic ethical behavior. This means they are expected to complete and produce works of their own individual effort and in accordance with the directions provided by the teacher as they relate to any permitted use of artificial intelligence. Students who fail to produce their own work, use artificial intelligence and submit as their own work and/or claim the works of others as their own shall be in fault of academic dishonesty.



Examples of academic dishonesty may include any of the following:

1. Plagiarism - The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors) without due acknowledgment.

2. Fabrication - The falsification of data, information, or citations in any formal academic exercise.

3. Deception/Falsification of Facts - Providing false information to an instructor concerning a formal academic exercise—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.

4. Cheating - Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment.
5. Bribery - or paid services. Giving assignment answers or test answers for money.
6. Sabotage - Acting to prevent others from completing their work.
7. Professorial Misconduct - Professorial acts that are academically fraudulent equate to academic fraud and/or grade fraud.
8. Personation - assuming a student's identity with intent to provide an advantage for the student.

Engagement in the forgery of papers, reports, tests or notes will not be tolerated. Any other form of copyright infringement will also not be tolerated. Students are expected to understand and abide by copyright infringement laws, as designated by federal law. This includes, but is not limited to, the copying of work produced by another student, publication, or internet source.

The program Turn It In may be utilized by staff as a tool to detect computer-generated work and help students avoid plagiarism issues.

Any violation of academic integrity will result in disciplinary action, to be determined by the school principal. Each offense will be taken into consideration, and multiple offenses will be regarded with the highest concern. Consequences may include loss of grades, loss of academic credit, and in extreme cases, suspension.

Violations of academic integrity include but are not limited to:

1. Using another person as a substitute when taking an examination or quiz.
2. Submitting substantial portions of the same academic work for credit more than once without permission of the current instructor(s).
3. Allowing others to conduct research or prepare any work for them without advance authorization from the instructor.
4. Altering any grade or score in any way.
5. Falsifying or inventing any information or data in an academic exercise including; records, reports, statistics, and citations of information sources.
6. Failure to acknowledge the source of borrowed words or ideas.
7. Improper paraphrasing without citations.

8. Failure to include a bibliography or other list of works that were consulted in the preparation of the assignment, such as every book, article, and/or information source used.
9. Knowingly help or attempt to help another student cheat.
10. Submitting computer-generated work or another student's work for credit.

For more information, please see Board Policy #2013.

2.4 ARTIFICIAL INTELLIGENCE

As noted in Section 2.3, students are expected to uphold a high level of academic integrity by displaying academic ethical behavior as explained in our student handbook and various policy documents. While 21st Century Cyber Charter School embraces the positive and powerful nature of technology in its many forms, Artificial Intelligence (AI) has presented challenges and opportunities for teachers and students. Use of Generative-AI tools should be used following the principles of the 21CCCS policy and guidance from their individual teachers as noted in the course syllabus, assignments, and assessments. This includes being honest about the use of these tools for submitted work when it is permitted and including citations when using the work of others, whether individual people or Generative-AI tools.

2.5 ELECTRONIC DEVICES

21CCCS supports the use of educational devices for educational purposes and or while prohibiting the use of electronic devices that would disrupt a safe and orderly school environment or violate the Student Code of Conduct. Electronic devices include all devices that can:



take photographs

record, play, or edit audio or video data

store, transmit or receive calls, messages, text, data or images

operate online applications

provide wireless, unfiltered connection to the internet

21CCCS prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer, including but not limited to texting and e-mailing. Electronic devices may not be used in bathrooms, locker rooms, or other changing areas. This

applies to when students are on 21CCCS property or attending any school-sponsored event. Students can be disciplined for misuse of electronic devices pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

Additional information about electronic devices can be found in Board Policy #2037.

2.6 TOBACCO

21CCCS prohibits the possession, use or sale of tobacco by students at any time on 21CCCS property and on any property, buses, vans, vehicles that are owned, leased, or rented by 21CCCS. The prohibition includes students at school-sponsored activities that are held off of school property. Tobacco includes a lighted or unlighted cigarette, cigar, pipe, electronic smoking device, or other smoking product or material and smokeless tobacco in any form. Students can be disciplined for possession and/or sale of tobacco products pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

More information about tobacco can be found in Board Policy #2022.

2.7 SEARCHES

21CCCS officials have the authority to lawfully search students or their belongings, including automobiles, electronic devices, purses, backpacks, clothing, and other possessions without a warrant when on 21CCCS property or when otherwise under 21CCCS 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 21CCCS population, or evidence that there has been a violation of law, Board Policy, or other 21CCCS rules.

More information about searches can be found in Board Policy #2026.

2.8 CONTROLLED SUBSTANCES/PARAPHERNALIA

21CCCS prohibits students from using, possessing, distributing, and being under the influence of any controlled substance during school hours, at any time while on 21CCCS property, at any school-sponsored activity, and during time spent traveling to and from 21CCCS and school-sponsored activities.

Controlled substances include all controlled substances prohibited by federal and state laws, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants such as but not limited to glue and aerosol products, substances that when ingested cause a physiological effect that is similar to the effective

of a controlled substance as defined by state or federal laws, as well as prescription or over-the-counter medications, except those for which permission for use in school has been granted pursuant to Board Policy #2010.

A look-alike drug shall include any pill, capsule, tablet, powder, plant material, or other item or substance that is designated or intended to resemble a controlled substance. Students can be disciplined for possession and/or sale of controlled substances/paraphernalia pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



Additional information about controlled substances/paraphernalia can be found in Board Policy #2027.

2.9 HAZING

21CCCS prohibits hazing in connection with any school activity or organization regardless of whether the conduct occurs on or off school property. Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. When a student believes that they have been subject to hazing, the student must promptly report the incident to the Principal who will conduct a timely, impartial, thorough, and comprehensive investigation. Students can be disciplined for hazing pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



More information about hazing can be found in Board Policy #2047.

2.10 TERRORIST THREATS/ACTS

21CCCS recognizes the danger that terroristic threats and acts by students present to the safety and welfare of students, teachers, and property. All students are prohibited from communicating or committing terroristic acts directed at another student, teacher, staff member, school official, property, or facility owned and/or operated by 21CCCS. “Terroristic threats” imply direct or indirect threats to commit violence, which display intent to terrorize others. Terroristic threats can also include communications that either directly or indirectly cause evacuation of a building, place of assembly or facility of public transportation, or that otherwise cause serious public inconvenience or cause terror or public inconvenience with reckless disregard for doing so. “Terroristic acts” are offenses made against property or individuals, which cause harm or danger. Individuals involved in such will be subject to counsel and/or disciplinary procedures in accordance with the Terroristic Threats/Acts Board Policy #2018.2.

Any such conduct will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation. Students can be disciplined for making terroristic threats/acts pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

Additional information about terroristic threats can be found in Board Policy #2018.2.

2.11 WEAPONS

21CCCS prohibits the possession of weapons on school property, on any school-sponsored activity, and while students are coming to or from 21CCCS or school-sponsored activity. Weapons are defined as any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument, or implement capable of inflicting serious bodily injury. Students can be disciplined for possession of a weapon pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees. Pursuant to Section 13-1317.2 of the Public School Code, the mandatory consequence for possession of a weapon is a one year expulsion.

Additional information about weapons can be found in Board Policy #2018.1.

2.12 UNLAWFUL STUDENT HARASSMENT

21CCCS seeks to maintain an educational environment that is free of harassment in any form.

The term harassment includes, but is not limited to, slurs, jokes, or other verbal, visual, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, gender, sexual orientation, national origin, age, or handicap/disability.

Harassment may be delivered in a variety of ways, including but not limited to, nonverbal, verbal, or written delivery, as well as via telephone or the internet. Harassment may also include engaging in conduct or repeatedly committing acts that serve no legitimate purpose, communicating repeatedly in an anonymous manner or during extremely inconvenient hours and/or subjecting or threatening to subject another to physical contact. Cyber harassment occurs when any individual engages in a continuing course of conduct, via electronic means, that includes: a) seriously disparaging statements or opinions regarding a child's physical characteristics, sexuality, sexual activity or health condition and/or b) threats to inflict harm.

Specific forms of harassment include ethnic, racial or sexual harassment. Ethnic or racial harassment includes but is not limited to the use of any derogatory word(s), phrase(s), or action(s) characterizing a given racial or ethnic group, which may be perceived as offensive in an educational environment. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature as it is defined and prohibited by Federal, State and Local law. It may be, but is not limited to, sexual flirtation, advances, touching, propositions, graphic, suggestive, or sexually degrading words, signs, offensive jokes, cartoons, pictures, graffiti, references to sexual activities, intimidation, physical assaults, or contact, overt sexual

conduct, pranks, violence, or any conduct that subsequently interferes with a student's ability to work or learn.

Any act that creates an intimidating or hostile educational environment will be subject to investigation by school officials and, as deemed appropriate by 21CCCS, may be referred to law enforcement agencies for investigation. Students can be disciplined for harassment pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

The 21CCCS administration will investigate any claims of unlawful harassment and determine if the charge is substantiated to proceed with corrective action(s). A substantiated charge against a student may lead to disciplinary action, which may disrupt educational activities and/or require counseling services related to unlawful harassment.

For Title IX related questions, e-mail:



For more information, please see Board Policy #1003 and Board Policy #1039.

2.13 ANTI-BULLYING

The Board of Trustees is committed to providing a safe, positive, productive, and nurturing educational environment for all students. Bullying that interferes with a student's ability to learn or the school's ability to educate its students in a safe, positive, productive, and nurturing environment, is prohibited. Since students learn by example, school administrators, faculty, staff, students, and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect, and refuse tolerance for bullying. In short, 21CCCS prohibits all forms of bullying by students.

"Bullying" is defined as an intentional verbal (oral, written, or electronically transmitted) or physical act that may be considered aggressive, threatening, degrading, harassing, or abusive. This includes, but is not limited to, discrimination, physical harm, psychological distress, harassment, intimidation, or hazing:

1. That is directed at one or more students.
2. That occurs in a "school setting."
3. That is severe, persistent or pervasive.
4. That has the effect of doing any of the following:

    a. substantially interferes with a student's education

b. creates a threatening environment

5. That substantially disrupts the orderly operation of the school.

6. That interferes with the right to student security.

A "school setting" includes any place within the school building, on school grounds, on school property, on any school testing site properties, field trip sites, or other sites used for school sponsored, supervised or sanctioned activities. A school setting also includes any software, servers, programs, accounts, or internet resources provided by 21CCCS.

Additionally, any student whose out-of-school conduct materially and substantially interferes with another student's educational process is subject to this policy.

The Board requires the CEO to receive complaints regarding instances of bullying. All school employees are required to report alleged violations of this policy to the CEO, while other members of the school community (students, parents/guardians, volunteers, and visitors) are encouraged to report acts that may violate this policy. Reports may be made anonymously, but formal disciplinary action may require additional reporting for investigative purposes. Knowingly or intentionally making false accusations of bullying is prohibited. Students can be disciplined for violations of the Anti-Bullying Policy pursuant to Section 2.14 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.

Additional information about bullying can be found in Board Policy #2049.

TO REPORT AN ACT OF BULLYING, CONTACT ADMINISTRATION AT:

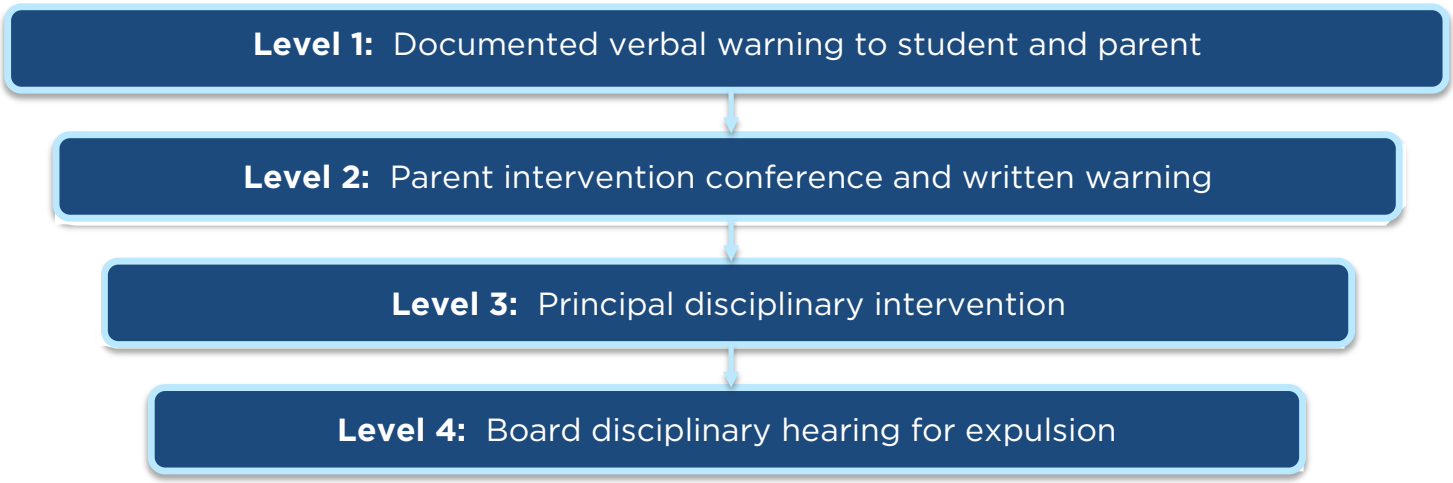


Report Bullying
484-875-5400
1245 Wrights Lane
West Chester, PA 19380

2.14 STUDENT DISCIPLINE

Students are expected to follow all policies and procedures in the Handbook. If a student fails to follow the policies and procedures it will be referred to the Principal, or their designee, for discipline. The following areas provide a non-exhaustive list of examples of discipline offenses: Academic Integrity, Acceptable Use Policy Violation, Inappropriate Behavior, Bullying, Terroristic Threats, and Testing Violations.

Disciplinary levels determined upon the severity of infraction and/or the frequency of times an infraction has been committed.



PLEASE NOTE: 21CCCS reserves the right to escalate or deescalate the level of any disciplinary infraction based upon the specific facts, circumstances and/or frequency or number of past infractions.

Any and all school-based discipline is subject to administrator discretion

All Special Education discipline will include consultation with a Special Education Administrator.

Additional information about student discipline can be found in Board Policy #2018.

2.15 DUE PROCESS

Students shall be afforded due process if they are to be excluded from school. Exclusion from school may take the form of suspension or expulsion.



Suspension is exclusion from School for a period of 1 to 10 consecutive school days.



Expulsion is an exclusion from school for a period exceeding 10 school days and may be a permanent removal from the school rolls.

Violations of school policies and procedures may result in the application of student disciplinary measures. In the event of an allegation that a student has violated the policies or procedures of 21CCCS, the student and the student's parents/guardians will be notified and provided an opportunity to respond before the student is excluded from the School. If required, a hearing will be held. The following process will be used to address potential violations of school policies, procedures, or the student code of conduct:

1. The administration may use the following consequences to address student violations of the policy:

    a. Administrative warning
    b. Detentions
    c. Restriction of school-issued accounts and equipment
    d. Development of a plan for correction
    e. Implementation of a probation period
    f. Suspension from access to classes
    g. Failure of a course
    h. Expulsion from the school
    i. A combination of the above

2. The school will inform the student and the parent/guardian of the information related to the alleged violation.

3. If the student is suspended from access to classes:

    a. The parents/guardians will be notified in writing.
    b. The school will provide an opportunity for the student and parents/guardians to review information provided regarding the violation and respond to allegations.
    c. An informal hearing will be offered to parents/guardians if a suspension exceeds three (3) days.
    d. If an informal hearing is conducted, the student may speak on their own behalf, question witnesses, and present witnesses on their own behalf.
    e. 21CCCS will conduct the informal hearing within the first five (5) days of the suspension.

4. If the student is recommended for expulsion from 21CCCS:

    a. Notification of the charges will be sent to parents/guardians via certified mail.
    b. A private formal hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the Board.
    c. Parents/Guardians will be notified at least three (3) days in advance of the time and location of the hearing. A copy of the Expulsion Policy #2033, notice that legal counsel may represent the student, and hearing procedures will be included in the hearing notice.
    d. The hearing will be held within 15 school days of notification, unless otherwise agreed upon by both parties.
    e. During the hearing, the student has the right to:

        i. Representation by counsel at the expense of parents/guardians.
        ii. Have their parents/guardians present.
        iii. Be presented with the names of witnesses and copies of statements and affidavits from participating witnesses.
        iv. Request that witnesses appear and to cross- examine witnesses.
        v. Testify or present witnesses on their own behalf.

f. A student may request the rescheduling of the hearing if the student demonstrates reasonable cause for rescheduling.
g. A written or audio record will be kept of the hearing.
h. During the period prior to the expulsion hearing and decision, the student will typically be permitted access to their classes. However, if it is determined after an informal hearing that a student's presence in their normal class would constitute a threat to the health, safety or welfare of others 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 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

Special Education students may be referred to the Special Education Administrator to determine appropriate disciplinary action.

Law enforcement agencies will be contacted if student behavior violates a local, state, or federal law.



Additional information about student suspensions and expulsions can be found in Board Policy #2033.

2.16 PARENT/GUARDIAN CONCERN/COMPLAINT REPORTING PROCEDURE

Parents/Guardians should address concerns related to their child's education or school related activities as soon as the concern is discovered.



Additional information about 21CCCS' complaint process can be found in Board Policy #2019.

Level 1: Involved Staff

Administration encourages parents/guardians to first try to resolve the concern with the staff member most closely involved with the issue. 21CCCS staff are committed to the success of students and appreciate the opportunity to address potential problems before they affect academic progress.

Level 2: Principal

If a parent/guardian feels the concern has not been addressed after working with the staff involved in the issue, or if the parent/guardian feels that the concern is too serious or unrelated to a teacher or school counselor, the parent/guardian should contact a school principal.

Level 3: Director of Student Services

If a parent/guardian feels that their attempt to resolve a concern with their child's principal was unsuccessful they may escalate the concern to the Director of Student Services. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The Director of Student Services will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The Director of Student Services will then contact parents/guardians to discuss the findings.

Level 4: CEO

If a parent/guardian feels that their attempt to resolve a concern with their child's principal and the Director of Student Services was unsuccessful, they may escalate the concern to the school CEO. The parent/guardian should provide, in writing, a detailed summary of the concern, including prior steps taken and all communications had in the attempt to resolve the concern. The CEO will review the information provided by the parent/guardian, and may investigate further by examining school records and interviewing appropriate staff members, students, and/or parents/guardians. The CEO will then contact parents/guardians to discuss. At this juncture, the parents/guardian may request a meeting with the CEO, to be held at a 21CCCS facility location or virtually, in accordance with the preference of the parents/guardian and at the CEO's discretion. If a meeting with the CEO is requested, after a date, time, and location have been determined between the CEO and parents/guardians, an email will be sent out from the CEO's office to the parents/guardian confirming the scheduled day, time, and location of the meeting. At least one (1) business
day in advance, the parents/guardian shall provide a written list of the name(s) of any other individual(s), aside from the relevant student, who would like to be in attendance at the meeting. If the parents/guardian are not present at the scheduled meeting time, the meeting will be cancelled and the parents/guardian will be required to submit a request, in writing, to reschedule. Repeated failure to attend a scheduled meeting may result in the CEO making a determination on the concern(s) without holding a meeting session with the parents/guardian.

2.17 SAFE2SAY SOMETHING

In accordance with law, the Charter School established the following procedures for receiving, assessing and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which Charter School administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff and others as a secure and anonymous report about unsafe,

potentially harmful, dangerous, violent or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hour a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center;
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something software program application, or "app" accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school or student anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email. Students will be required to participate and complete annual training for the Safe to Say Program.



See it. Report it.
1-844-SAF2SAY
1-844-723-2729
WWW.SAFE2SAYPA.ORG

SECTION 3: STUDENT ACADEMIC PROCEDURES

3.1 HEALTH SERVICES

21CCCS recognizes student health and wellness as an important part of each child's education. Health services are provided by the Certified School Nurse to promote health education, establish good health habits and increased knowledge of public health. As part of health services, the school nurse maintains health records for all students as required by Pennsylvania School Code.

All Students are expected to remain in compliance with the Pennsylvania Public School Code regarding immunizations, annual health screenings, physicals, and dental examinations.

Health Requirements
The Pennsylvania Public School Code requires school health services for all children of school age, regardless of the school setting. School screenings are offered at various school events and throughout the school year at both office locations.

Mandated Health Screenings
Height and Weight Screening – yearly for all grades
Vision Screening (near and far vision) – yearly for all grades
Hearing Screening – required for students entering 7th and 11th grade

Mandated Exams
Physical Exams – required for students entering 6th and 11th grade
Dental Exam – required for students entering 7th grade

Parents/guardians have the primary responsibility for their children's health, and are able to submit their child's screening and exam from a medical professional. Completed health forms may be submitted to the school nurse by the following methods:



Nurse
Scan or Email to: nurse@21cccs.org
Fax: 610-514-6008
Drop Off or Mail:
1245 Wrights Lane, West Chester, PA 19380

Immunizations
The intent of immunization regulations is to keep children healthy in school and to minimize the chance of disease which could seriously impair a child's ability to learn. The Commonwealth of Pennsylvania (as required by PA law) has specific immunization regulations relating to school enrollment and attendance.

The minimum immunizations for any student entering school include:

- 4 doses of tetanus, diphtheria and acellular pertussis* (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps and rubella**
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) vaccine or evidence of maturity

* *Usually given as DTP or DTaP or DT or Td*
** *Usually given as MMR*

For attendance in 7th grade:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) required by the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) required by the first day of 7th grade

For attendance in 12th grade:

- 1 dose of meningococcal conjugate vaccine (MCV) required by the first day of 12th grade

Pennsylvania's school immunization requirements can be found in 28 PA. Code CH. 23 (School Immunization) or call 1-877-PA-Health.

If your insurance does not cover immunizations, please contact your local health department to schedule an appointment for vaccines.

A child may not be admitted to or permitted to attend 21CCCS unless the immunization requirements have been met. All immunization requirements shall be completed within 5 days of entrance to the 21CCCS. If not medically appropriate within 5 days, the child may provide a medical certificate on or before the fifth day scheduling the remaining doses. If the requirements are not met, the child shall risk exclusion.

Enrolling students who need additional immunizations to comply with state requirements may be enrolled on a provisional basis provided the student has the following:

- any single dose vaccine and at least one dose of the multi-dose vaccine requirement upon school entry.
- if a student does not have all the doses listed above, needs additional doses, and the next dose is *not* medically appropriated, the student must provide a medical plan within the first five days of school for obtaining the required immunizations or risk exclusion.

In compliance with Pennsylvania State Code, 21CCCS reserves the right to deny continued enrollment to students who fail to provide sufficient evidence of outstanding immunization completion and who do not submit a valid exemption request.

A child may obtain a medical, religious or philosophical/strong moral or ethical conviction exemption from meeting the immunization requirements. If a medical exemption is requested, the medical exemption letter must be signed by a licensed physician.

All exemptions must:

- Be submitted in writing, indicating the immunization(s) and/or examination(s) being exempted.
- State the reason for exemption.
- Be signed and dated by a parent/guardian.

Exemption from medical or dental examinations will not be granted if the Department of Health finds that facts exist under which the exemption constitutes a present substantial menace to the health of other persons exposed to contact with the unexamined person.

Medication Policy
21CCCS recognizes that the health of some students requires they receive medication during school hours; to include participating in testing, attending school sponsored event and community outreach

For more information, please see Board Policy # 2024.

Medications are defined as:



Any Prescription Medication


Inhalers


EpiPens



Non-Prescription Medication, All Over the Counter Medicines, Vitamins and Herbal Supplements

When medication must be given during school hours, the following procedures will be followed:

1. Parents/guardians must submit a written request, which shall give permission for the nurse to administer the medication. The request shall include the purpose and reason of the medication. This document will be kept on file.

2. The parents/guardians will complete an Authorization for School Medication Administration form. This form will be kept on file.

    a. Student Name, Address, Telephone Number
    b. Federal DEA (Drug Enforcement Administration), Number of the Pharmacy, Patient Name

c. Directions for Use (dosage, frequency and time of administration, route, special instructions)
d. Name and Registration Number of the Licensed Prescriber, Prescription Serial Number, Date Originally Filled
e. Name of Medication and Amount Dispensed, Controlled Substance Statement, if applicable
f. Nonprescription/Over the counter medication must be delivered in its original packaging, labeled with the student's name

3. A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications directly to the school nurse, or in their absence a building administrator. The medication must be in the original pharmacy labeled container. The label must contain:

4. All medications must be picked up by the parent/guardian, at the end of the event or day (whichever is earlier).

5. Any medication administered will be documented in the student's medication log.

6. Medication will be kept in a locked container or secured container (when offsite).

7. Students will be responsible for checking in with the nurse when the medication is to be given (if scheduled medication).

Medication will be administered in accordance with the guidelines promulgated by the Pennsylvania Department of Health regarding the administration of medications in school.

Requirements for Students Self-Administration of Medication

1. Before any student may administer any medication during school hours, the procedures described above and outline in School Board Policy #2024 must be followed.

2. Parents/Guardians must complete Self Administration by Student Form.

3. Students will be permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma provided that the above conditions are met.

Students are not allowed to carry or possess unregistered medication while attending any school sponsored event or activity.

The Pennsylvania School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order

to request this exemption, contact the school nurse to discuss this decision, review and sign the refusal to permit Administration of Stock Epinephrine for Emergency First Aid.

3.2 STUDENT ATTENDANCE

All students of compulsory school age are required to meet the mandated legal attendance requirements. Except as otherwise provided by law, compulsory school age refers to the period of a child's life from the time the child enters school (which may be no later than at the age of 6 years), until the age of 18 or graduation from high school, whichever occurs first.

Act 47 of 2025 requires 21CCCS to determine attendance in its asynchronous learning environment through a weekly benchmark. The PA Department of Education approved our weekly benchmark plan that consists of a combination of submitted course assignments and assessments for each weekly instructional period.

Students are considered present when they demonstrate adequate and consistent progress toward course completion by meeting the weekly benchmark. A student who fails to meet the weekly benchmark will be given an unexcused absence for the last day of the instructional period. The weekly benchmark is used solely to determine attendance and asynchronous instructional presence. Satisfaction of the weekly benchmark does not relieve the student of the obligation to complete all required coursework or otherwise modify the Charter School's academic requirements, grading standards, or assignment deadlines.

21CCCS as well as parents/guardians are required to ensure that their children meet school attendance requirements as evidenced by the submission of coursework in Schoology.

Excused/Legal Absence

Excused or legal absences should be reported to the Attendance Secretary via the Attendance Email within three (3) days of the absence. Parents are able to excuse 10 absences without a doctor's note. If absence information cannot be sent via email, please call the Attendance Secretary at:



Receptionist & Attendance Secretary
attendance@21cccs.org
610-514-6202

Absences will be excused for the following reasons (all but illness or death must be reported prior to the absence):



Illness: After three consecutive days of absence from school, a doctor's excuse note must be sent to the Attendance Secretary and the child's school counselor.



Legal appointments, such as court appearances, appointments with legal counsel and/or probation officer, probation hearings, etc.



Participation in approved school/co-op activities with prior approval by school administration.



Medical appointments (with submission of doctor's note upon school request).



Extreme illness or death of a family member.



Visit to college or technical institutes by juniors or seniors.



Educational travel with approval of the principal or other school administrator submitted one week prior to departure.



Maternity leave: New mothers will be exempt from school work for six weeks. After six weeks students will make a plan with their advisor and school counselor to transition back to school. A doctor's release is required for the student to return to school.



Upon written parental request, and in accordance with 21CCCS Board policies, students may be excused from School for religious holidays observed by bona fide religious groups.

Students should make arrangements with teachers to complete work prior to the excused or legal absence. When this is not possible, students should make up missed work as soon as possible.

Unexcused/Illegal Absences

Any absence that is not deemed legal or excused will be documented as unexcused/illegal. A valid excuse must be provided to the school upon the date of return from an absence. Failure to do so will result in contacting the parent/guardian through email and a phone call. If a valid excuse is not provided within 3 days of returning to school, a student faces accruement of an unexcused/illegal absence. Unexcused absences may result in:

- Issuance of truancy notices
- Synchronous program participation
- Required in-person conferences for both student and guardian at one of the school locations
- Home visits

Students illegally absent for 10 or more consecutive school days may be removed from the school's roster per state law (22 Pa. Code 11.24).

Class attendance at 21CCCS is a student obligation and responsibility. A student who does not attend school regularly and shows truancy may not meet the requirements for advancement and graduation.



A child is "truant" if they have three (3) or more school days of unexcused absences during the current school year. An unexcused absence is any absence from school without an acceptable excuse, or without any reason at all. An out of school suspension shall be considered an excused absence.



A child is "habitually truant" if they have six (6) or more school days of unexcused absences during the current school year.

A child is considered truant if they are absent from school due to not meeting the immunization, exemption or provisional admission requirements of the Department of Health, at 28 Pa. Code Chapter 23, Subchapter C (relating to immunization), or the student has not received from the Chief Executive Officer ("CEO") or their designee a medical or religious exemption from immunization under 28 Pa. Code § 23.84 (relating to exemption from immunization). 22 Pa. Code. Chapter 11.20.

The 21CCCS Attendance Policy entails the following:

1st Unexcused Absence:

- The student and guardian will receive official notice via phone and email.

2nd Unexcused Absence:

- The student and guardian will receive a communication from the student's Academic Advisor.
- The student and guardian will receive official notice via phone and email.

3rd Unexcused Absence:

- The student and guardian are required to attend a conference with the student's Academic Advisor and School Counselor.
- A Student Attendance Improvement Plan will be completed.
- The student will be required to follow a synchronous attendance model.
- The student and guardian will receive official notice via phone and email.

4th Unexcused Absence:

- The student and guardian are required to communicate with the student's Assistant Principal.
- The Student Attendance Improvement Plan will be reviewed.
- The student and guardian will receive official notice via phone and email.

5th Unexcused Absence:

- A home visit will be completed by the Home and School Liaison.
- If a home visit is not able to be scheduled, then the student and guardian may be requested to attend an in-person conference with their student's principal at one of the school locations.
- The student and guardian will receive official notice via phone and email.

6th or More Unexcused Absence:

- Principals will review the student's attendance records to determine the next steps.
- Referrals to either (1) a school based or community-based attendance improvement program and/or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent under the Juvenile Act. A citation may be filed with the student's local District Magistrate.
- The student and guardian will receive official notice via phone, certified mail and email.

Habitually Truant Children Under Fifteen (15) Years of Age:

The Charter School will refer the child to either:

1. A school-based or community- based attendance improvement program; or
2. The county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. Additionally, the Charter School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial court. The venue for filing the citation shall be in the magisterial district court based on the location of the child's residence.

Habitually Truant Children Fifteen (15) Years of Age and Older:

The Charter School will either:

1. Refer the child to a school-based or community- based attendance improvement program; or
2. File a citation against the student or parent/guardian in the appropriate magisterial district court. The venue for filing the citation shall be in the magisterial district court based on the location of the child's residence. If habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to a school-based or community- based attendance improvement program or the child refuses to participate in an attendance improvement program, the Charter School may refer the child to the local CYS agency for possible disposition as a dependent child.

In all cases, regardless of age, where the Charter School refers a habitually truant child to a magisterial district court or CYS, the Charter School will provide verification that it convened and held a Student Attendance Improvement Conference.

Questions and concerns should be directed to:



Assistant Principal
Melody Dunn
mdunn@21cccs.org
484-875-5432

Additional information can be found in Board Policy #1015.

3.3 WITHDRAWAL

The procedure for withdrawal from 21CCCS includes initial notification to the Enrollment Department by phone or email as well as a Records Request from the school to which the student will be transferring and the student's start date.



Enrollment Department
484-875-5410
enroll@21cccs.org

No official transcripts or contents of the student's educational record may be released directly to the parents/guardians upon withdrawal. Once the withdrawal is complete, the student and their parents/guardians will be informed about the process of returning all school materials. Any unreturned or damaged items will result in a bill being issued to the parent/guardian for replacement costs. Students will remain enrolled until notification from their new school is received. They should continue to work until officially withdrawn. Withdrawal grades are based on what a student completed at the end of their last day at our school compared to what assignments were available to the student. A student leaving within the last 2 weeks of a quarter is responsible for the work assigned in the entire quarter.

3.4 SCHOOL YEAR STRUCTURE

21CCCS full-credit classes run over the course of the full year schedule, beginning with the first student day and ending on the last student day. The school year is divided into four quarters. Half-credit classes will run the length of one semester. A typical student schedule consists of 6 credits.

21CCCS School Year Full-Credit Classes			
Half-Credit Classes		Half-Credit Classes	
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

Grades 6 through 12



Classes will close at 3:30 PM on the last day of each quarter. The end-of-quarter dates can be found on the Board-approved calendar. All work submitted by 3:30 PM will be included in the quarter grade calculation. No extensions beyond the close of classes will be granted. Deadline expectations are as follows:

- A student has a minimum of 45 days and a maximum of 90 days to complete a half credit course.
- A student has a minimum of 90 days and a maximum of 180 days to complete a one credit course.

Students will not have access to their classes after 3:30 PM on the last day of the quarter/semester.

All 21CCCS classes will close on the last student day of the quarter at 3:30 p.m. in accordance with the school calendar.

3.5 GROWTH MODEL/ RESUBMISSION

21CCCS supports the philosophy of student mastery of content and, therefore, allows students to resubmit assignments within the quarter. In order to resubmit an assignment/ assessment/test/quiz more than one time, students are required to have a communication with their teacher.

3.6 PROGRAM PLACEMENT & COURSE SELECTION

21CCCS Course Scheduling
High school students at 21CCCS are scheduled for classes according to 21CCCS Graduation Requirements. Although a typical high school course load is 6 credits per year, in some instances, it may be appropriate to allow a student to take additional credits. Students who do not reach proficiency on the Keystone Exams will have supplemental instruction in the respective subject areas. Students may not re-take classes unless they have failed the class. If a student fails a class and re-takes the class, the failing grade will remain on the student's transcript from their first attempt and the grade earned from the second attempt will also appear on the transcript.

School counselors will review transcripts from the student's previous school(s) and determine what courses the student needs to take. Courses will be scheduled according to the standard course progression, unless alternate scheduling is necessary.

When a student transfers to 21CCCS during the school year, we make every effort to place them in the same courses they were taking at their previous school, provided those courses are offered at 21CCCS. Maintaining continuity in each student's academic program is a priority, and we are committed to supporting a smooth transition. Additionally, because our core courses follow a full-year schedule, students transferring from schools that use a block schedule will be placed in the most appropriate course to ensure alignment with their prior learning.

Middle School
All students in grades 6-8 are required to complete the core subjects of math, language arts, social studies, and science each year. Students must pass math, language arts, and one other core class (social studies or science) to be promoted to the next grade level. 21CCCS strongly suggests that middle school students keep a regular schedule.






Middle school students are scheduled according to the courses appropriate to follow their prior year's courses and current grade level.

High School
Students are promoted to the next grade level based on the number of credits earned. The average student completes 6.0 credits per school year. At 21CCCS, emphasis is not placed on grade level. Each student has the opportunity to advance in each subject according to ability. Students may earn enough credits to graduate early, and students who are behind in credits have the opportunity to "catch up" to their graduating class. Grade levels based upon credits earned are designated as follows:



0 – 5 Credits



5.25 – 10.5 Credits



10.75 – 15.75 Credits



16-22 Credits
**22 Total Credits Required for Graduation*

Grade levels are recalculated at the start of each school year. The grade levels of incoming students will be based upon the credits shown above, not the grade level designated by their prior school. Students have the ability to add extra classes to their schedule by finishing classes early and obtaining approval from the School Counseling Department. For more information, the parent/guardian should contact the School Counseling Department.



School Counseling Department
counselors@21cccs.org
484-875-5400

3.7 DUE DATES

All classes use a structured due-date system designed to help students manage their workload, build strong organizational and time-management skills, and maintain consistent academic progress. This structure supports students in pacing their work, producing high-quality assignments, and meeting course expectations, while also allowing reasonable flexibility when appropriate to promote overall academic success.

All assignments will have a two-week completion window to earn full credit (100%).

- The week begins Monday at 12:00 AM and ends Sunday at 11:59 PM.
- Assignments submitted after the two-week deadline will receive a 10% deduction for each week late.

Example: An assignment earning a 100% but turned in late would be graded as follows:

- Up to 1 week late: Maximum grade of 90%
- Up to 2 weeks late: Maximum grade of 80%

Additional Guidelines

- Please refer to the syllabus in each course for additional grading guidelines.
- All IEP and 504 Plan accommodations will be fully honored.

3.8 ADDING/DROPPING COURSES

Students may add or drop a course(s) or move up in a pathway within the first ten school days of a student's enrollment in a class. Students are unable to move up in a pathway after the ten day drop/add period. It is the responsibility of the student to contact the School Counseling Department in writing if he/she wishes to add or drop a course. Requests will be honored at the discretion of the school. It will be the responsibility of the student to make up the missed work in the added class from the start of the student's enrollment in our school.

If a student requests to withdraw from a non-Advanced Placement (AP) course more than 10 school days after the scheduled start of the class or the enrollment in the class, they will receive a "WF" on both the report card and final transcript. The "WF" is calculated into the student's cumulative G.P.A. as a failure. Students who have an extenuating circumstance or impactful life event substantiated by a medical note or other documentation may be eligible to drop a course without penalty with approval from the school principal and receive a "W" on both the report card and final transcript. Please complete the Drop Course Without Penalty Form in order to obtain approval.



Students will have 25 school days from the start of Advanced Placement (AP) class to drop the class if the class is too challenging. Students will need to enroll in another course to replace the dropped AP course. It will be the responsibility of the student to make up the missed work in the added class from the start of the student's enrollment in our school.

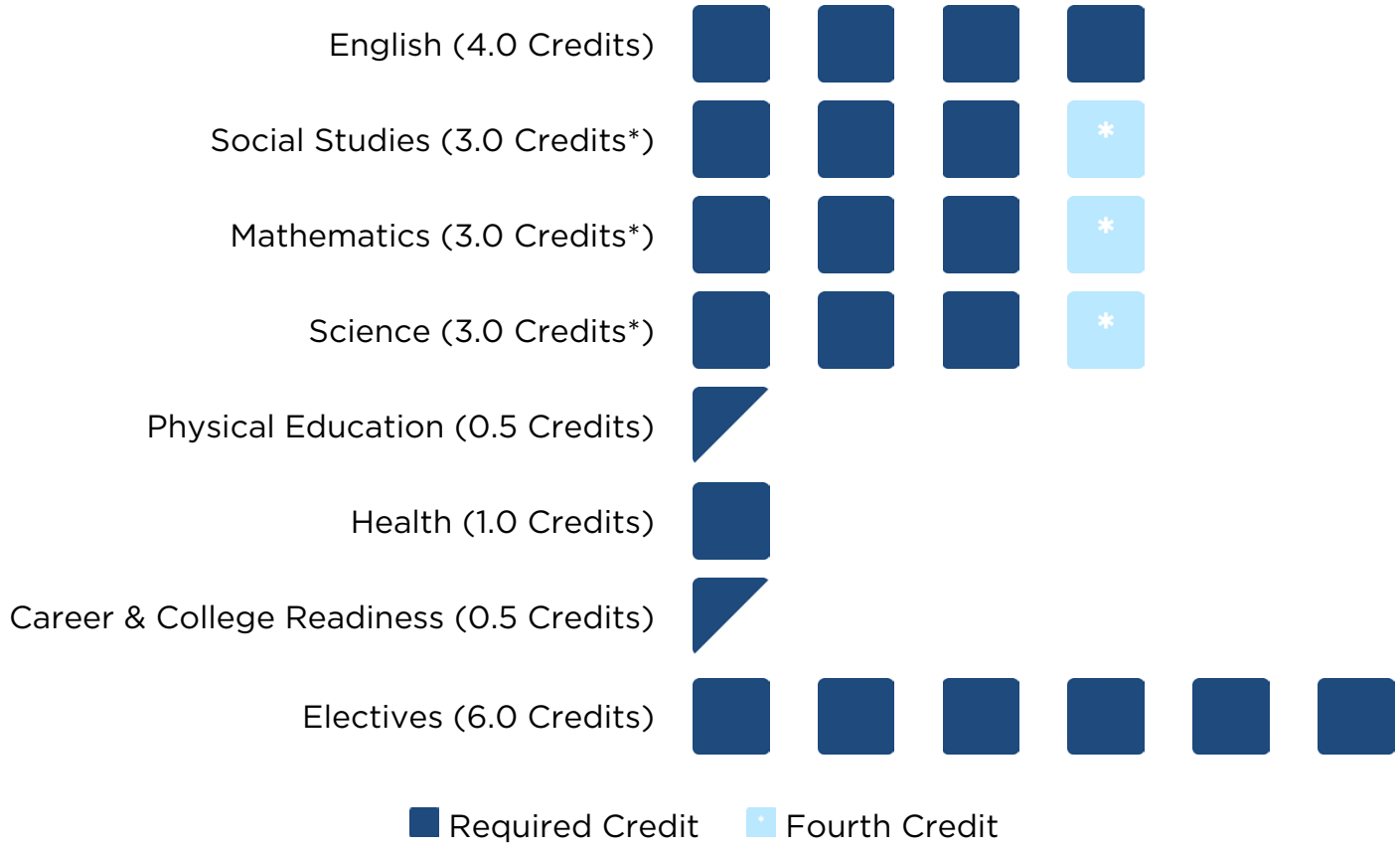
3.9 GRADUATION REQUIREMENTS

Students must meet local and state graduation requirements.

21CCCS Local Graduation Requirements

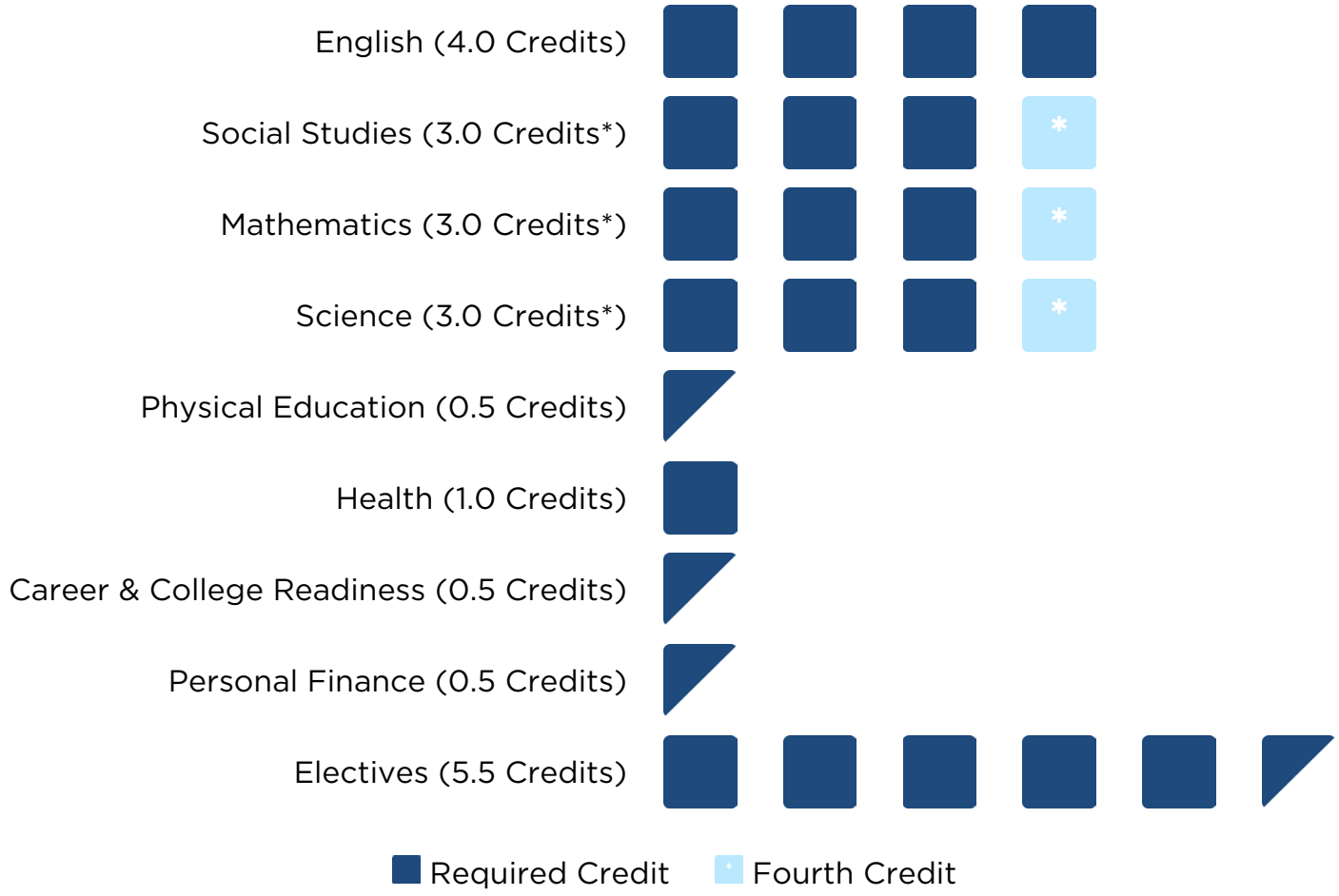
- Required courses to take: Government and Career & College Readiness
  - Starting with the Class of 2029, Personal Finance will also be required.
- Required courses to earn credit or complete a project-based assessment:
  - Biology or an equivalent course
  - English Literature or an equivalent course
  - Algebra I or an equivalent course
- Students are required to earn a minimum of 22 credits across specific subject areas. Please see the credit breakdown for your graduating class below.

Class of 2027 & Class of 2028



**Students are required to take a fourth credit in one of the following disciplines: Math, Science, or Social Studies.*

Class of 2029 & Beyond



**Students are required to take a fourth credit in one of the following disciplines: Math, Science, or Social Studies.*

Act 158 State Graduation Requirements

Act 158 provides alternative pathways for students to achieve statewide graduation requirements.

<u>Option 1: Keystone Pathways</u>
Successful completion of the three Pennsylvania Keystone Exams is an acceptable pathway for graduation:

- Keystone Proficiency Pathway: Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.

- Keystone Composite Pathway:
  - The Keystone Exam 3-score composite is 4452 on the Algebra I, Literature, and Biology Keystone Exams (while achieving at least a proficient score on at least ***one*** of the three exams and no less than a basic score on the remaining two).
  - The Keystone Exam 2-score composite is 2939 or greater (where eligible under §121.1).



Option 2: Alternate Assessment Pathway

Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency **and** one of the following:

- Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
  - Scholastic Aptitude Test (SAT): score 1010
  - PSAT: score of 970
  - ACT: score of 21
  - Armed Services Vocational Aptitude Battery exam: the minimum score to gain admittance to a branch of the armed services in the year the student graduates

- Attainment of an established score on an Advanced Placement Program in an academic content area associated with each Keystone Exam on which the student did not achieve at least a proficient score;

- Successful completion of a concurrent enrollment (dual enrolled course) in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;

- Successful completion of a pre-apprenticeship program (ex. German American Chamber of Commerce); or

- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.

- Advanced Placement (AP) exam: score of 3 on an AP exam related to one of the following courses
  - Algebra Equivalent: AP Calculus AB, AP Statistics, AP Computer Science A
  - Literature Equivalent: AP Literature and Composition
  - Biology Equivalent: AP Biology, AP Environmental Science



Option 3: Evidence Based Pathway

Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including:

- One of the following:
  - Attainment of an established score on a SAT subject test, an Advanced Placement Program Exam:
    - SAT Subject Test: score of 630
    - AP program exam: score of 3
    - AP Psychology, AP Microeconomics
  - Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework

- Attainment of an industry-recognized credential
- Successful completion of a concurrent enrollment (dual enrolled course) or postsecondary course; and

- Two additional pieces of evidence, including:
  - One or more of the options listed above
  - Satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.



Option 4: CTE Pathway

For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

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Pennsylvania Pathways to Graduation

Keystone Proficiency Pathway
Numeric or Non-Numeric Scores

- **Algebra I** — Proficient or Advanced
- **Biology** — Proficient or Advanced
- **Literature** — Proficient or Advanced

Keystone Composite Pathway
Numeric Scores Only

- At least 1 Keystone Exam scaled score is **1500 or Greater**
- No Keystone Exam score is **Below Basic**
- The Keystone Exam 3-score composite is **4452 or Greater**
  The Keystone Exam 2-score composite is **2939 or Greater**
  (where eligible under §121.1)

CTE Concentrator

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

CTE Concentrator
1 Artifact from pathway criteria

Alternative Assessment

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Alternative Assessment
1 Artifact from pathway criteria

Evidence-Based Pathways

Meet locally established, grade-based requirements for Keystone content in which the student is less than Proficient

Evidence-Based
3 Artifacts from pathway criteria

Waiver

A student in 12th grade, or experiencing extenuating circumstances, who meets locally established grade-based requirements for Keystone content area(s) in which the student is less than proficient, and is unable to satisfy the requirements of a graduation pathway may be granted a waiver by the chief school administrator.

Individualized Education Plan

A student with a disability who is unable to satisfy pathway requirements but who satisfactorily completes a special education program is granted a diploma under Title 22 §4.24.

NOTE: Although this infographic displays a sequential progression, students may fulfill criteria under the CTE Concentrator, Alternative Assessment, or Evidence-Based Pathways prior to demonstrating proficiency in Keystone academic content through Keystone Exam scores or locally established grade-based requirements. 1

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Pathway Criteria

CTE Concentrator

1 Artifact

- Industry-based competency certification
- Likelihood of industry-based competency assessment success
- Readiness for continued engagement in CTE Concentrator program of study

Alternative Assessment

1 Artifact

- Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010)
- Attainment of Gold Level or better on ACT WorkKeys
- Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient
- Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient
- Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient
- Successful completion of a pre-apprenticeship program
- Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework

Evidence-Based

3 Artifacts consistent w/student goals

ONE or more from Section One
No more than TWO from Section Two

Section 1

- Attainment of 630 or better on any SAT Subject Test
- Attainment of Silver Level or better on ACT WorkKeys
- Attainment of 3 or better on any AP Exam
- Attainment of 3 or better on any IB Exam
- Successful completion of any concurrent enrollment or postsecondary course
- Industry-recognized credentialization
- Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program

Section 2

- Attainment of Proficient or Advanced on any Keystone Exam
- Successful completion of a service-learning project
- Letter guaranteeing full-time employment or military enlistment
- Completion of an internship, externship, or cooperative education program
- Compliance with NCAA Division II academic requirements

3.10 GRADES

Point/Grade Equivalencies – For students enrolled at 21CCCS for the entire year:

					
94% - 100% GPA 4.0	90% - 93% GPA 3.7	87% - 89% GPA 3.3	84% - 86% GPA 3.0	80% - 83% GPA 2.7	77% - 79% GPA 2.3
					
74% - 76% GPA 2.0	70% - 73% GPA 1.7	67% - 69% GPA 1.3	64% - 66% GPA 1.0	60% - 63% GPA 0.7	Below 60% GPA 0.0

Final Grades

Final course grades are calculated by averaging quarterly percentages. 21CCCS has adopted a minimum percentage of 50%, which is used in this calculation. Final letter grades will then be determined using our point/grade equivalencies scale.

Grade Point Average (GPA)

Honors and AP (Advanced Placement) courses, due to their higher level of difficulty, will be given additional point credit when calculating grade point averages, as long as the course is passed. While honors credits allow students to earn an additional .25 points, AP allows students to earn an additional .5 points.

Honor Roll

In recognition of high achieving students, 21CCCS awards the following honors levels at the end of each quarter:



Distinguished Honors
GPA 3.75+



High Honors
GPA 3.50 – 3.74



Honors
GPA 3.00 – 3.49

In addition to the GPA requirement, all grades earned must be "C" or higher without any "I" (incomplete) grades.

3.11 TRANSFER GRADES

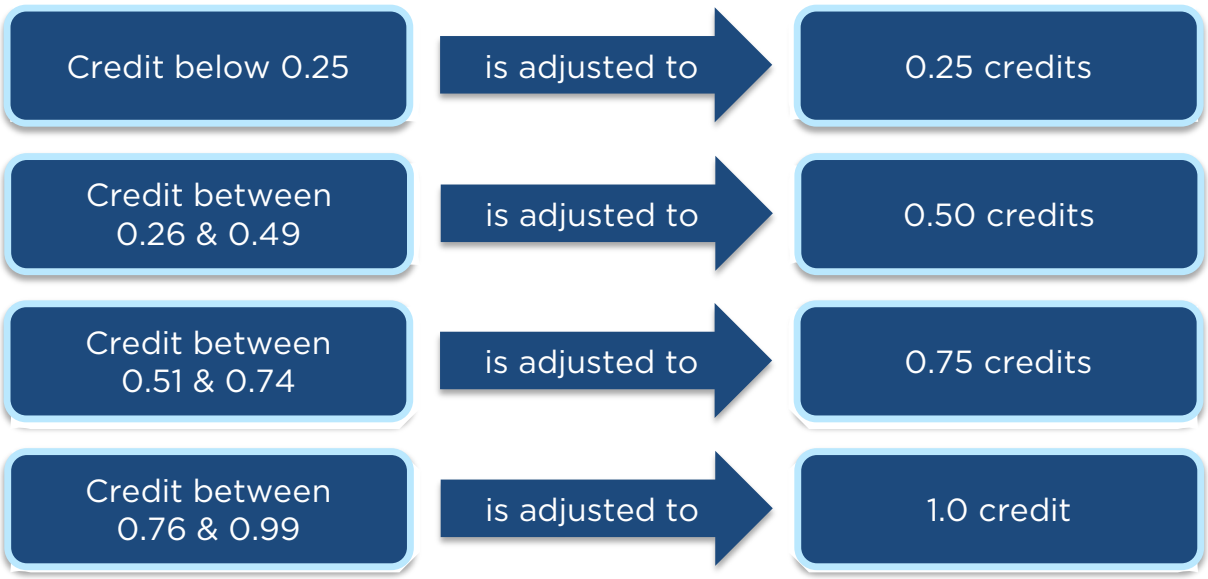
Quarter grades will be transferred to 21CCCS when a student enrolls to our school mid-year and has completed a quarter, or multiple quarters at their previous school. If the quarter grade documented is a percentage, the percentage will transfer as-is to 21CCCS. If the quarter grade documented is a letter grade only, the grade will transfer as the highest percentage associated with that letter grade provided by the sending school. If a percentage grade scale is not provided by the sending school, 21st Century Cyber Charter will use our grade scale to calculate the percentage. A letter grade of an F, with no associated percentage or with a percentage below 50%, will transfer as a 50%.

In some cases, quarter dates are not aligned between the sending school and 21CCCS. In this scenario the grades at the time of withdrawal from the sending school will be used as the final quarter grade.

3.12 TRANSFER CREDITS

Transfer credits are considered and evaluated from each individual school a student has attended. Separate official transcripts from each school attended must be in the student's file to ensure proper grade level, course selection, and ability placement.

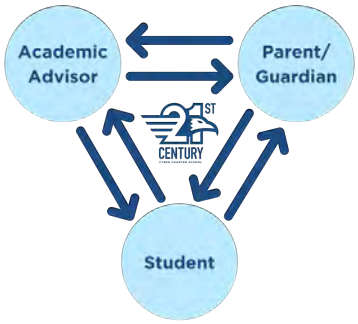
21CCCS uses a quarter system for credits. Therefore, transferred credits from other schools are adjusted as follows:



Credit for home-schooled students will be given based on appropriately supplied documentation provided to 21CCCS prior to enrollment. This documentation should include home-school evaluations as well as course descriptions. This information must be supplied prior to the start of classes. Home school courses will be added to the High School Transcript with a P (pass) for the final grade. Completed transfer courses coming from an accredited third party provider will be entered as they appear on the official grade report.

When there are questions about the content of a transferred course, the parent/guardian should provide additional course details or the contact information for the previously attended school for clarification. If the course does not meet 21CCCS requirements, credit may still be awarded as an elective.

3.13 ACADEMIC ADVISOR



A primary goal of 21CCCS is to help students make the connection between their learning and future goals. In order to best facilitate this, an Academic Advisor is assigned to each student to create personal educational goals and stay on track. The Academic Advisor communicates with parents/guardians to keep them informed of student progress. Open and two-way communication between the Academic Advisor, parent, and student is a component to student success at 21CCCS.

3.14 PARENT TEACHER CONFERENCES

The purpose of Parent-Teacher Conferences (PTCs) is to proactively support students' academic growth and success. The process begins with a collaborative conference that includes the student, parent/guardian, and instructional team. Together, the team develops a targeted support plan designed to monitor progress and promote achievement across all of the student's classes.

3.15 STUDENT ASSISTANCE PROGRAM

The Pennsylvania Student Assistance Program (SAP) is a team process used to mobilize school and community-based resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school.

The core of the Student Assistance Program is a professionally trained team, including school staff and liaisons from community drug and alcohol and mental health agencies. SAP team members are trained to identify issues, determine whether or not the presenting issue lies within the responsibility of the school, and to make recommendations to assist the student and the parent/guardian. When the issue lies beyond the scope of the school, the SAP team will assist the parent/guardian and student so they may access services within the community. SAP team members do not diagnose, treat or refer to treatment; but they may refer a student to a liaison who may screen or assess for further community-based services and support.

Additional information about the 21CCCS Student Assistance Program can be found in Board Policy #2036.

If students or parents have any questions or would like to make a referral to SAP, please visit our website:

SAP Referrals & Questions
https://21cccs.org/student-assistance-program/

3.16 SPECIAL EDUCATION

For any student receiving special education services, the paperwork listed below should be sent to the Special Education Department within a minimum of two weeks prior to the start of school. This information is needed to schedule the student's courses and to make necessary accommodations. Required paperwork includes:



Current and prior Individualized Education Plan (IEP)



Current Notice of Recommended Educational Placement (NOREP)



Most recent invitation to participate in the IEP meeting



Current evaluation report (if this report is a re-evaluation, the prior and/or initial evaluation must be provided as well)



Any other documents relevant to the student's special education diagnosis (i.e. psychiatric evaluation, pertinent medical history)

Parents/guardians have the right to request a psycho-educational evaluation for their child if there is a concern that the child is in need of specially designed instruction. Parents/guardians may request, in writing, an evaluation at any time. 21CCCS shall make the "Permission to Evaluate" form readily available for that purpose. If a request is made orally to any professional employee or administrator of 21CCCS, that individual shall provide a copy of the "Permission to Evaluate" form to the parents/guardians within 10-calendar days of the oral request. In all classes, including orientation, all special education students will have their programs and services provided in compliance with their respective IEPs. All identified special education students begin receiving comparable services in accordance with their IEP within ten days of school with 21CCCS.

21CCCS Child Find Policy



In accordance with Chapter 711 of Title 22 of the Pennsylvania Code and the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1400 et. seq. ("IDEA"), the CEO or their designee shall ensure that children with disabilities, regardless of the severity of their disabilities, who are enrolled at the charter school and are in need of special education and related services, are identified, located, and evaluated. A practical method will be developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Child Find includes children who are suspected of having a disability under Section 300.8 of the federal regulations that implement IDEA 2004 and in need of special education, even though they are advancing from grade to grade. This is extended to highly mobile children, including migrant children, homeless youth, as appropriate.



For more information about Child Find, please click on the link and proceed to our Policies: Policy 1013 - Special Education

Parents/guardians may contact the CEO, or their designee, at any time to request a copy of the Procedural Safeguards Notice or with any other questions about special education services, screenings, policies, or procedures.

Activities

The CEO or their designee shall ensure that the following outreach activities occur concerning programs and services for children with disabilities who attend 21CCCS:

- Offer parents/guardians and family (including foster and surrogate parents) information regarding training activities and publicize the availability of such activities to all parents/guardians. Training in the areas of behavior support, response to intervention, inclusive practices, transition, assistive technology, autism, and interagency coordination, are important. Parents/Guardians may also be directed to PaTTAN training opportunities. Parent/Guardian input is to be sought to determine what parent/guardian training is needed/desired.
- Provide access to interested health and mental health professionals, daycare providers, county agency personnel and other professionals, including: professionals and agencies who work with homeless and migrant or other highly mobile youth, wards of the state.
- Provide information concerning the types of special education programs and services available in and through 21CCCS. Further, 21CCCS will provide information regarding the manner in which parents/guardians can request and access those services.
- Provide or obtain periodic training for 21CCCS's regular education staff and special education staff concerning the identification and evaluation of special needs. Further, provide a provision of special education programs and services available to students with disabilities.

- The public outreach awareness system utilized by 21CCCS shall include methods for reaching homeless children, wards of the state, and highly mobile children, including migrant children.
- 21CCCS shall conduct Child Find activities to inform the public of its special education services and programs and the manner in which to request them.
- 21CCCS's Child Find effort must include information regarding potential signs of developmental delays and other risk factors that could indicate disabilities.
- Efforts must be made to identify enrolled students who have a native language other than English to ensure that notices and other outreach efforts are available to them in their native language. This is required by law, unless it is clearly and absolutely not feasible to provide such.

Screening

The CEO or their designee shall establish a system of screening in order to:

- Identify and provide screening for students prior to referral for an initial special education multidisciplinary team evaluation.
- Provide peer support for teachers and other staff members to assist them in working effectively with students using the general education curriculum.
- Conduct hearing and vision screening in accordance with the Public School Code of 1949, for the purpose of identifying students with hearing or vision difficulty so that they can be referred for assistance or recommended for evaluation for special education, if necessary.
- Identify students who may need special education services and programs.
- Maintain the confidentiality of information in accordance with applicable state and federal regulations.

Pre-Evaluation Screening

The pre-evaluation screening process shall include:

- For students with academic concerns: an assessment of the student's functioning in the curriculum, including curriculum-based or performance-based assessments.
- For students with behavioral concerns: a systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty.
- An intervention based on the results of the assessments conducted.
- An assessment of the student's response to the intervention, if applicable.
- A determination of whether or not the assessed difficulties of the student are the result of a lack of instruction or limited English proficiency.
- A determination of whether or not the student's needs exceed the functional capacity of the regular education program, without special education programs and services, to maintain the student at an instructional level appropriate to the level and pace of instruction provided in that program.
- Activities designed to gain the participation of parents/guardians.

- Controls to ensure that if screening activities have produced little or no improvement within the specified timeframe after initiation, the student shall be referred for a multidisciplinary team evaluation.

The screening activities shall not serve as a barrier to the right of a parent/guardian to request a multidisciplinary team evaluation at any time.

When the completion of screening activities prior to referral for a multidisciplinary team evaluation will result in serious mental or physical harm, or significant educational regression, to the student or others, 21CCCS may initiate a multidisciplinary team reevaluation without completion of the screening process in accordance with Chapter 711. Whenever an evaluation is conducted without a pre-evaluation screening, the activities described shall be completed as part of that evaluation whenever possible.

Public Awareness

The CEO or their designee shall ensure that the following public awareness activities occur concerning programs and services for children with disabilities who are enrolled at 21CCCS: 21CCCS shall annually publish a written notice in means accessible to 21CCCS's families. Such notice must be included on 21CCCS's website. The Notice may also be made available in means accessible to the public, such as: at 21CCCS's main office, in 21CCCS's special education office, through local Intermediate Units and/or through other generally accessible print and electronic media, and with the Board meeting minutes. The notice should include a description of: child identification activities, 21CCCS's special education services and programs, the manner in which to request services and programs, and the procedures followed by 21CCCS to ensure the confidentiality of student information pertaining to students with disabilities pursuant to state and federal law.



Special Education students newly enrolled in 21CCCS with an Individualized Education Plan shall receive services upon enrollment. Within 30 days, the IEP team will meet and determine whether to accept the IEP from the previous placement as is, or write a new one. If the IEP from the previous placement is acceptable, the team will issue a revised IEP and Notice of Recommended Educational Placement. If a new IEP must be written, the special education teacher will schedule an IEP meeting with the student and the parents/guardians. There is no delay in services during this time.

Click the link to our Policies for the Annual Notification of Rights under Family Educational Rights and Privacy Act:
2016-AR-3 - Annual Notification of Rights Under FERPA

3.17 504 AGREEMENTS

In compliance with state and federal law, the 21st Century Cyber Charter School will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities.

To be eligible for Section 504 services, the student must meet the following conditions:



The student is of an age at which public education is offered in the school.



The student has a physical or mental disability that substantially limits or prohibits participation in or access to one or more major life activities.

These services and protections are distinct from those applicable to all eligible students enrolled (or seeking enrollment) in special education programs.

Please see Board Policy 1003.2 for more information.

If you have any questions or need further information, please contact the school and ask for your school counselor:

21st Century Cyber Charter School
484-875-5400

3.18 GIFTED PROGRAM

Gifted students often need to be challenged in a specific content area and given the freedom to work at their own pace either through acceleration or enrichment. Very few students are gifted in every subject. Through individualized planning, students can work on many different levels without scheduling conflicts. Gifted accommodations should not be confused with the honors version of a class, as gifted students' needs are addressed by replacing work with differentiated assignments. Any modifications or accommodations are created in conjunction with the development of the student's GIEP.

3.19 MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports (MTSS) is a proactive, evidence-based framework designed to help all students succeed. MTSS is a comprehensive approach that provides

The MTSS Framework

targeted support to students at varying levels of need, ensuring that each child receives the right interventions at the right time. The goal of MTSS is to promote academic, social, emotional, and behavioral success for all students.



Universal Supports
This level of support is provided to all students in the general education setting. It includes high-quality, differentiated instruction and positive behavioral expectations. Teachers and staff use data to monitor students' progress and ensure they are meeting academic and behavioral standards.



Targeted Supports
For students who require additional help beyond the universal supports, targeted interventions are provided. These interventions are tailored to address specific areas of need, such as reading, math, or social-emotional skills. Students receive small-group instruction or specialized interventions.



Intensive Supports
At this level, students who require intensive, individualized support are provided with personalized interventions. These may include on-one-one instruction, specialized programs, or more frequent progress monitoring to address the student's needs in a highly personalized manner. Tier 3 supports are designed to meet the needs of students with significant challenges in academics, behavior, or both.

How MTSS Benefits Students

- MTSS ensures that every student has access to the right resources at the right time.
- It helps to identify and address academic and behavioral challenges early on, preventing bigger concerns down the road.
- The framework promotes collaboration between teachers, specialists, and families, creating a team approach to support student success.

Parent and Guardian Involvement

- Parents and guardians play a critical role in the MTSS process. Teachers will communicate regularly about a child's progress, and parents are encouraged to participate in meetings to discuss interventions and supports.
- If your child is receiving Tier 2 or Tier 3 interventions, you will be informed and included in planning the support strategies.

- Your feedback is invaluable. We encourage you to share your observations, concerns, and ideas to help create the best possible learning environment for your child.

If you have any questions or would like to learn more about MTSS and how it supports your child, please contact your child's teacher, school counselor, or principal.

3.20 PATHWAYS

Many of 21CCCS high school and middle school core subject classes (English, Math, Science, and Social Studies) are designed with Pathways, each with a different level of rigor.

Classes with an asterisk (*) next to the name in the course catalog have Pathways built into the curriculum coursework. This indicates that those classes have differentiated paths through the curriculum to better serve various groups of learners.

Students are placed in the appropriate Pathway during course selection; however, based upon student performance during the course and with the teacher's approval, students can move down to a different Pathway during the course if necessary. In addition, school counselors may suggest a particular path based on various student data points, including but not limited to the student's Pennsylvania Value Added Score (PVAAS), periodic benchmark data, performance in content area coursework, teacher recommendation, etc. The school has the discretion to move students down to a different pathway based on data. Students can only move up in a pathway during the drop/add period.

High School Pathways

Many of our high school core courses have four Pathway options: Grade-level, College Prep, Honors, and Advanced Placement.

After the start of the year, transfer students already in an honor course will be placed in our honors pathway. If a student was not in honors at their previous school, they will be placed in either the college prep or grade level pathway.



Grade-Level Pathway
Grade-Level Pathway is designed for students who are working on grade-level standards. This Pathway provides students with additional resources to enhance the learning experience. This Pathway will be listed as the name of the course with no Pathway title.



College Prep Pathway
College Prep Pathway will complete grade level or above assignments designed to provide mastery of challenging cognitive skills and objectives. This Pathway is designed for students who are achieving success within the grade-level standards and can demonstrate that they can successfully complete increasingly challenging academic work.



Honors Pathway
Honors Pathway is designed for students whose skills, past performance, and interests demonstrate that they can successfully complete additional academic work with more rigor than the other Pathways. Honors work may include research and rigorous projects that require extensive reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning. For high school students, upon the successful completion of an Honors Pathway, .25 quality points will be added to the GPA calculation for that course, provided that the student was enrolled in the Honors Pathway or a corresponding honors course at the student's previous school.



Advanced Placement Courses
Students who demonstrate an ability and desire to complete rigorous college-level coursework may enroll in Advanced Placement courses. Many colleges and universities award college credit to students who achieve a qualifying score on the Advanced Placement exams. 21CCCS faculty teaches our AP courses, so students receive the same personalized instruction 21CCCS provides in other courses. Upon successful completion of an Advanced Placement course at 21CCCS, students will receive .5 quality points added to the GPA calculation for that course. The deadline for enrolling in an AP course for incoming students is the end of September. All work missed must be made up within the quarter. It is recommended that only two AP courses be taken at one time due to the rigor of the course. To add one additional course, approval must be obtained by the school principal.

Middle School Pathways

Most 21CCCS middle school core subject classes are designed with Pathways, each with a different level of rigor. Students will be placed in Pathways according to teacher recommendations. Pathways are designed to meet student's academic needs throughout the course. Based on how students perform in their courses, students can move down to a different pathway during the course if necessary. Students can only move up in a pathway during the drop/add period.



Academic Pathway
Academic level Pathways are designed for students who are working on grade-level standards.



Intermediate Pathway
Intermediate level Pathways are designed for students who are achieving success within the grade-level standards and can demonstrate that they can successfully complete increasingly challenging academic work.



Advanced Pathway
Advanced work may include research and rigorous projects that require extensive reading requirements and analytical thinking. This level requires the student to be responsible, mature, and have strong study skills that enable the student to pursue independent learning.

3.21 HONOR SOCIETIES

21CCCS chapters of the National Honor Society (NHS) and the National Junior Honor Society (NJHS) are duly chartered and affiliated chapters of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation:



Scholarship



Leadership



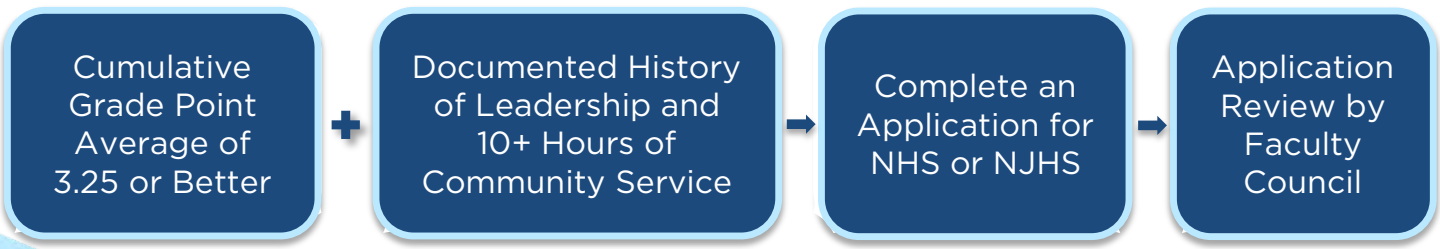
Service



Character

Standards for selection are established by the national office of NHS and have been revised to meet the 21CCCS local chapter needs. Students are selected to become members by the Faculty Council, which bestows this honor upon qualified students each year.

Students in grades 10-12 are eligible for membership in the NHS. Students in grades 6-9 are eligible for membership in NJHS. Scholarship criterion requires a student to have a cumulative grade point average of 3.25 or better on a 4.0 scale. Students who meet the criterion are invited to complete an application, which provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required. Students are encouraged to provide at least ten hours of documented community service in their application.



Students or parents/guardians who have questions regarding the selection process or membership obligations should contact the chapter advisor(s).

3.22 CAREER AND TECHNICAL EDUCATION

Career and Technical Education (CTE) at 21st Century Cyber Charter School (21CCCS) serves as a vital bridge connecting students to a comprehensive educational and training experience, fostering their preparedness for future academic pursuits and professional endeavors. 21CCCS takes pride in offering a robust and expansive curriculum designed to equip students with the skills and knowledge required to excel in both higher education and the workforce, facilitated through collaboration with local CTE programs.

Engaging in CTE courses provides students with a unique opportunity to connect academic and technical expertise within specific career pathways. Aligned with Pennsylvania's Academic Standards and national industry certifications, these programs ensure a well-rounded educational foundation, nurturing success in college, the workplace, and life beyond.

For 21CCCS students in grades 10 through 12 aspiring to enroll in a local CTE program, a structured process ensures a seamless transition:



Initiate the journey by visiting your local CTE website, scheduling a facility tour, and selecting a preferred program of study.

Notify your 21CCCS counselor about the chosen CTE program and its name, seeking guidance and support, if needed.



Complete the application for enrollment in the selected CTE program, showcasing dedication to the chosen field.



Communicate acceptance into the CTE school and the chosen program to 21CCCS, marking a crucial milestone in the academic and career advancement.

Attendance at a Career and Technical Education High School demands a commitment to excellence. Students are required to maintain passing grades, no more than three unexcused absences, and no serious disciplinary infractions. Please note that 21CCCS does not provide transportation for students participating in CTE programs, emphasizing the responsibility and independence expected of those engaged in this enriching educational experience.

3.23 NOTIFICATION FOR SPORTS TEAM ELIGIBILITY

Students who participate on a sports team in their home school district must continue to meet their home school district academic requirements to continue participating with the team based on the home school's district policy. In accordance with PIAA eligibility rules for student athletes, students must achieve a passing grade in at least 4 full-credit courses each week when school is in session. If a student fails to meet these requirements, he/she will lose participation eligibility until the necessary requirements are met. A student may resume participation on the team one week after meeting the requirement of passing 4-full credit courses. Please contact your local school district for their specific eligibility requirements.

If a school requires weekly grade updates for its athletes, it is the responsibility of the student to request such information each week. Students should submit their requests weekly to counselors@21cccs.org. Students should also include the name and email address of the person at their local school district who should be in receipt of their grades.



School Counseling Department
counselors@21cccs.org
484-875-5400

3.24 LOCAL COLLEGE/UNIVERSITY ENROLLMENT (DUAL ENROLLMENT)

School code 24 P.S. § 15-1525(f) allows cyber charter schools to engage in an agreement with institutions of higher education allowing our students to take a college course that will also meet our high school graduation requirements.

Students may be approved for up to (2) dual enrollment courses per school year. Students must attempt/complete six credits per school year. Graduating seniors may have flexibility with the 21CCCS credit requirement. Please see your school counselor with questions. Qualifying students may complete courses at an accredited Pennsylvania college and/or university to earn credits that may be applied to high school graduation requirements. This means that coursework must satisfy a 21CCCS graduation requirement. It is important to confirm that your child is eligible to pursue classes with the college or university of your choice, as not all colleges allow university enrollment while students are still in high school. In order to participate in dual enrollment at the completion of 10th grade, students must meet the following criteria:



Student must have a minimum GPA of 3.0, or higher, in their classes.



Student must obtain approval from the School Principal 3 weeks prior to registering for the college courses.



A minimum of ten school days' notice is required for authorization.

While colleges may vary in their withdrawal period, 21CCCS withdrawal period for dual enrolled courses is 25 calendar days. Please check with your prospective college/university for their withdrawal period. Students that withdraw from a dual enrolled course after the withdrawal period, will receive a WF, which calculates as an F on their transcript.

Students interested in taking dual enrollment courses will need prior approval. For approval, please email the School Counseling Department at counselors@21cccs.org the following:



Full Course Name
(including short name with numbers)



Full Course Description



Name of the College/University

The student's school counselor will review the student's transcript and then forward the request to the Principal for approval.

The school will reimburse the full amount per course to cover the cost of tuition, fees, books, and labs when the student successfully completes and earns course credit for dual enrollment courses taken during the academic school year. A passing grade in each course is required for reimbursement. Please note if a student receives a Withdraw Failure (WF) or drops the course, they will not be reimbursed for the course. Official transcripts and a copy of the paid receipt(s) with the student or parent's name on it for the course(s), all fees, and books must be submitted to your school counselor within 15 days of the end of the course(s). Reimbursement amount cannot exceed the amount actually paid to the college/university and book supplier. In calculating the grade earned for a course pursued through a local college or university, an additional .5 grade points will be added to the grade a student earns for that course.

3.25 COLLEGE APPLICATIONS AND ACCOMPANYING MATERIALS

Students requesting letters of recommendation, college application review, or transcript request must make a request via the School Counseling Department. Students must submit requests a minimum of 10 school days prior to the college/university deadline. In order to write a detailed recommendation letter, the School Counseling Department will request additional information from the student such as their extracurricular activities,

**Note that the 21CCCS high school CEEB code is #391348.
Students will need this code to fill out certain forms, such as college applications and financial aid forms.**

volunteer work, employment experience, etc. Please reach out to your school counselor on how to submit this information. Teachers writing letters of recommendation also need advance notice, a minimum of 10 school days, prior to the college/university's deadline.

3.26 PROCTORED TESTING

The school may, at any time and for any reason, require proctored testing within an hour and a half drive from each student's home. Required proctored test(s) will be given either at 21CCCS or an approved testing site. Positive identification is required. Please contact 21CCCS for additional information. Further, a form of photo identification may be required for students when taking tests such as PSAT at various sites or with proctors. In lieu of student identification, parents/guardians of students may show their ID and identify the student(s). 21CCCS IDs are also available from our school with ten days advanced notice. For more information, please contact the main office:

21st Century Cyber Charter School
484-875-5400

3.27 STANDARDIZED STATE TESTING

Standardized tests will be administered periodically to students. These may be used to assist with placement and measure improvement and proficiency of specific standards or content. Tests will require travel to testing sites. Travel to PSSA and Keystone testing locations is the responsibility of the guardian. Parents who wish to opt their child out of state testing can submit a request to the Principal to come to 21CCCS to review the assessments to determine if the assessment conflicts with the parents'/guardians' religious beliefs. Parent/Guardian requests must be submitted at least two weeks prior to the administration of the state assessment. During the on-site review, 21CCCS will protect the validity and integrity of the state assessments. If, after review, the parent/guardian finds the assessment to be in conflict with their religious beliefs, they have the right to submit a written request to the CEO for exemption, stating their objection.

Further information about testing can be found in Board Policy #1027.

Testing Medical Disclosure and Medication Administration

If your student requires medication administration during testing, please refer to the medication policy listed under Section 3.1 Health Services.

Pennsylvania State Standardized Assessments (PSSA's)



The Commonwealth of Pennsylvania requires public school students in grades 6, 7, and 8 to take PSSA tests each year. The tests are given to help ensure that every child achieves a certain level of scholastic competency. The PSSA tests are mandatory. Students must make every effort to complete the PSSAs at their assigned testing location during their scheduled testing window.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at their assigned testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student's home, but in some cases, it may be necessary to travel more than an hour and a half. PSSAs are typically given over a three-to-four-day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians in advance of the tests. Testing windows are included on the school calendar.

Pennsylvania Keystone Exams

PENNSYLVANIA
KEYSTONE EXAMS

The Keystone Exams are given at the end of courses and are designed to assess student proficiency. Students are required to take Keystone Exams to demonstrate proficiency in Literature, Algebra I, and Biology. Students must score "Proficient" or "Advanced" on each Keystone Exam. Keystone exam scores will be included on students' high school transcripts. Students who do not demonstrate proficiency in their initial testing will be enrolled in supplemental instruction and are then required to take the Keystone Exam again.

Testing will be conducted at a variety of sites. It is mandatory for parents/guardians to make arrangements so that their children are present at their assigned testing site on the date scheduled. Efforts will be made to locate a testing site within an hour and a half drive from each student's home, but in some cases, it may be necessary to travel more than an hour and a half. Keystones are typically given over a three-day period. The testing timeline is determined by the PA Department of Education and it is non-negotiable. Specific test dates and locations will be emailed to students and parents/guardians in advance of the tests. Testing windows are included on the school calendar.

PSAT/SAT/ACT Tests

PSAT tests are usually taken in a student's sophomore and/or junior year. It is offered once per year in October. The PSAT should be thought of as a practice test for the SAT. Students should have completed a Geometry course to score well on the math section of the test. Merit Scholarships are possible only at the junior level. The PSATs are administered by 21CCCS; sign-up information is emailed to both student and parent emails. SATs are not currently administered by 21CCCS; students need to sign up independently with their home school district for the SATs.

Students should register online at www.collegeboard.com to choose a location and time that meets their scheduling needs. 21CCCS students should use CEEB Code 391348.

Advanced Placement (AP) Exams

Students may take AP level courses through 21CCCS. 21CCCS will offer AP exam testing at our West Chester office for any AP courses on dates established by the College Board. For information on AP exams, visit www.collegeboard.com. 21CCCS will pay for our students to take the AP Exam at our West Chester location. If the West Chester location is not convenient to your home, we strongly encourage students to make arrangements to test with their local district upon return from winter break. It is the families' responsibility to pay for the exam if they choose to take the exam elsewhere and 21CCCS will reimburse the cost with the required receipt of payment.

3.28 BENCHMARKING

Teachers at 21CCCS utilize benchmarking tools, which allow students to demonstrate their learning in the subjects of math, English and science, throughout the course of the school year. These assessments are given several times a year and they are mandatory. The results from these assessments are used to best individualize and supplement student learning, in an effort to guide and accommodate student success.

3.29 SUMMER SCHOOL

21CCCS may offer a limited number of summer school courses as an opportunity for advancement of original or credit recovery. Please consult with the School Counseling Department for course recommendations and pre-approval. Summer school costs are the responsibility of the student and they are non-refundable once summer school begins. Fees for the upcoming summer program will be shared once they are established.

3.30 WORKING PAPERS



Working papers are needed for after school and summer jobs. They are issued by the student's home school district, not 21CCCS. The hours during which and the conditions under which minor children may be employed are contained in the Pennsylvania Child Labor Law, Act of 1915, P.L. 286, No. 177 and amendments.

Students who fall behind in any of their classes or have a "C" average or below, are strongly advised to complete all courses successfully in order to move to the next grade

rather than work outside of school. Students who work must adjust their work schedule to meet class requirements.

3.31 FIELD TRIPS

21CCCS believes that social interaction is part of a well-rounded school experience. With that in mind, students and their families are encouraged to attend as many field trips as possible. Completing an RSVP request by the date indicated by field trip advisers ensures that 21CCCS has a sufficient amount of supplies, necessary event space, and 21CCCS staff member participation. If payment is required, receipt of payment is necessary to confirm your RSVP. If a parent/guardian does not RSVP by the given deadline, space availability cannot be guaranteed. Parents/Guardians who supervise children other than their own must provide 21CCCS the required clearances before participating in any school-related or school-sponsored activity as a volunteer.


FBI Clearance


PA Child Abuse Clearance


State Police Clearance

Additional information about field trip rules and regulations can be found in Board Policy #1021.

Acceptable Behavior on Field Trips and School Events

- Students will be held responsible for compliance with Board policies and 21CCCS rules.
- Student participation at school events requires written parental/guardian consent.
- In order to ensure the safety of students and comply with Pennsylvania child abuse laws, students must remain under the supervision of only their parent, guardian, or a 21CCCS staff member.
- Students over the age of 18 may attend a school event without a parent/guardian or chaperone, but must sign and turn in a permission slip/waiver to do so.
- Students should dress appropriately for the climate and venue of the field trip. In addition, students may be requested to wear a 21CCCS provided T-shirt for safety and accountability purposes.
- Additional rules of acceptable conduct will be determined and communicated by School Administration prior to events. Students must agree in writing before participating in the event (through the permission slip).
- Failure to comply with established rules may result in students being asked to leave the event. Depending upon the magnitude of the infraction at the event, students may be subject to additional disciplinary action.
- If a student requires medication, a school nurse, parent/guardian or designated chaperone must carry and administer it. An authorization for school medication administration must be completed and returned. Additional information about medication, including use of asthma inhalers and epinephrine auto-injectors can be found in Board Policy #2010.

- Children under the age of 10 are not permitted to attend school-sponsored field trips without prior permission from administration.
- 21CCCS reserves the right to refuse permission to attend one or more field trips if a student is not reasonably up to date on their school work and/or in violation of 21CCCS policies and procedures.

3.32 SCHOOL COUNSELING SERVICES

All students have access to their school counselor each school day. Parents and students can contact their school counselor via phone, email or in the Counseling VO for assistance with academic achievement, personal/social concerns and career planning.

What do school counselors do?

School counselors serve a vital role in maximizing student success. Through leadership, advocacy and collaboration, we strive to promote equity and access to rigorous educational experiences for all students. Professional school counselors support a safe learning environment, work to safeguard the human rights of all members of the school community and address the needs of all students.

Responsibilities of your School Counselor



Academic Guidance: Scheduling and course selection, transitioning, college and post-secondary planning, as well as career exploration



Working with students individually and in groups on social, emotional and academic concerns



Provide crisis intervention and refer to community resources as needed



Collaboration with families to increase student achievement

What is the difference between an academic advisor and a school counselor?

Academic advisors provide updates on progress throughout the year, help students create personalized weekly schedules to foster academic success, promote different activities going on at 21CCCS, and help answer any questions that families might have while enrolled.

Your academic advisor collaborates closely with your school counselor regarding any concerns or barriers that may be interfering with your student's education. Together, they come up with specific prevention and intervention plans that will help your student succeed. Your school counselor is easily accessible for questions regarding credits, classes, graduation, post-secondary planning, as well as academic or personal concerns.

Confidentiality

Information revealed by a student to a school counselor in the course of their professional duties is privileged. Generally, it cannot be divulged in any legal proceedings, civil or criminal, without the consent of the student, or if he/she is a minor, their parents. However, such information may be revealed to the student's parents, teachers, principals or referred to appropriate law enforcement agencies if there is the threat of harm to the student or others.

3.33 NCAA-NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

It is the student's responsibility to ensure they meet the NCAA guidelines for eligibility. The school counselor is here to answer any questions and assist in scheduling needs. The student needs to notify their school counselor prior to their first year of high school or upon transfer to 21st Century Cyber Charter High School to ensure they are scheduled for NCAA approved courses.

Are NCAA eligible courses asynchronous?

NCAA eligible courses are asynchronous, but students are not permitted to move beyond quarter deadlines. NCAA students may be randomly selected to take tests in a proctored environment. This is to comply with NCAA rules regarding authenticating student athlete assessments. If chosen, students have the choice to take their proctored assessment in the following ways:



With a teacher at the West Chester office.



At a local library, with arrangements made by the school and the local library to assure proper proctoring.



At home, with the computer camera on so a teacher can virtually proctor his or her exam.

If a student is selected, he or she will be contacted by the school to arrange the proctored exam.

When should I apply?
Students should apply any time after their sophomore year to ensure ample time for processing and record keeping.

Who should apply?
Anyone who has even the remotest thought of competing in athletics at the college level should apply.

How do I apply?



Register on the NCAA Eligibility website and fill out the NCAA Domestic Student Release Form by going to https://web3.ncaa.org/ecwr3/.



Request your transcript to be uploaded onto the NCAA Eligibility site by your school counselor.



Arrange for all SAT/ACT scores to be sent directly to the NCAA from either/both testing services. The NCAA's code for SAT/ACT score requests is 9999. Go to www.collegeboard.org for SAT scores and/or www.actstudent.org for ACT.

What is the NCAA Initial Eligibility Center?

The NCAA Initial Eligibility Center is a governing board that was established by NCAA (National College Athletic Association) institutions in 1993. Its primary function is to ensure the consistent application of NCAA initial eligibility requirements and acts as the sole certification authority of student athletics for participants in Division I and II athletics.

3.34 REVIEW OF INSTRUCTIONAL MATERIALS

A written request must be sent to the appropriate school principal. Upon receipt of a request from a parent/guardian or student, 21CCCS will make available existing information about the curriculum, including academic standards to be achieved, instructional materials, and assessment techniques. The request must set forth the specific material being sought for review.

Additional information and details about reviewing instructional materials can be found in Board Policy #1005.1.

3.35 EXEMPTION FROM INSTRUCTION

Parents/Guardians have the right to have their children excused from specific instruction that conflicts with their sincerely held religious and/or moral beliefs, in accordance with applicable law and regulations.

Further information can be found in Board Policy #1005.2.

3.36 ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

21CCCS provides all students whose dominant language is not English equal access to a quality education under 22 PA. Code 4.26. Students identified as English Learners (ELs) receive a bilingual/bicultural and English language development program that is on grade level, content focused, and research-based.

Program details, including testing and opt-out options, can be found in Board Policy #1038.

SECTION 4: COMMUNICATION & EQUIPMENT

4.1 COMMUNICATION

Communication between the student, parent/guardian, and school is extremely important. As a cyber school, the primary method of communication is through electronic formats such as email, ParentSquare, Infinite Campus, and Schoology. It is important to ensure your email address and phone number are accurate in Infinite Campus so you can receive email and text communications.

Student Expectations

Students are expected to check their email and to reply to emails from school personnel on a daily basis.

Students are expected to use proper English and grammar in their email communications with 21CCCS staff. This means emails must:

- Clearly communicate necessary information.
- Avoid the use of slang, texting, or other shorthand.

Parent/Guardian Expectations

School personnel will use the personal e-mail account provided upon enrollment to communicate with guardians. If guardians change e-mail accounts, they must immediately update this information in the Infinite Campus Parent Portal so that records are accurate, and communication is not interrupted.

We recommend that guardians regularly check for e-mails and/or messages in the guardian portal of the student information system for communications from school personnel as we will regularly use these tools to communicate student progress, including report cards.

4.2 SCHOOL ISSUED EQUIPMENT



All students across all grades are issued a laptop. Students enrolled in specific classes that require an iPad will also be issued an iPad. Students are required to use these devices for their school work. School devices are equipped with all hardware and software needed by students. Computers and other equipment will be supplied under signed agreement from guardians. It is recommended that families work with their insurance company to insure all school equipment against damage or loss under a family's homeowner's or renter's insurance policy.

Families will be responsible for the costs of repair or replacement of school issued equipment, including any freight costs incurred. Damaged devices must be returned within one week from the date the damage was reported to the Technology Department.

School computers will be outfitted with software to enable school officials to remotely monitor and administer the computer. 21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older). 21CCCS issued devices are configured with a content filter enabled to block inappropriate content in accordance with the Children's Internet Protection Act (CIPA). In addition, all devices are under enrollment in a mobile device management (MDM) solution. This service is used to install software, apply updates, and provide additional device restrictions. It is a violation of school rules and school board policies to circumvent these solutions.

Technology Optional Insurance

The technology devices provided by 21st Century Cyber Charter School are expensive devices that require students to follow usage guidelines and use caution when handling the devices. All students are assigned a MacBook Air. Students enrolled in specific classes that require an iPad will also be issued an iPad. A charger is also provided for each device. It is the student's responsibility to care for the device and any accessories.

The technology optional insurance is highly recommended, but not required.

The annual fee covers the cost of repairing devices. Fees are capped at a maximum of two fees per household. The optional insurance cost for the current school year is as follows:



Per Student Cost



Per Student Cost
(Qualifies for Reduced Lunch Status)



Per Student Cost
(Qualifies for Free Lunch Status)
(Opt Out)

If the MacBook Air or iPad is stolen or lost, including as a result of fire or other natural disaster, you must notify the school immediately and file a police report for stolen devices. It is highly recommended to add the devices to your homeowners or renters insurance policy. The student will be responsible for the cost of stolen or lost devices at the respective fee:

Device Type	Fee
MacBook Air	$979.00
MacBook Air Charger	$39.00
MacBook Air Charger Cable	$49.00
iPad	$294.00
iPad Charger	$19.00
iPad Lightning Cable	$19.00

Should there be any damage to the devices, it must be reported within 24 hours and the Technology Department will determine if the damage was deliberate or as a result of deterioration from use. Any damage caused deliberately will be classified as vandalism. Students will be billed for repairs caused by vandalism, and disciplinary action may occur.

The optional insurance coverage structure is as follows:

- Each enrolled student receives up to $250 per school year in repair coverage for damage
- The $250 may be applied toward routine repairs on school issued devices (e.g., MacBook/iPad - battery, ports, minor components)
- One major repair per school year is covered in full, even if the cost exceeds $250. Major repairs are defined as LCD Screen, Top Case with Keyboard, and Logic Board.
- Once the $250 annual credit is used and/or a major repair is covered, coverage is considered exhausted for the remainder of the school year.
- If multiple major repairs are required during the same school year (or same incident), additional repairs are billed per the fee schedule (insured families billed at cost for replacement parts only).

Devices that are uninsured will be charged at the following fee structure:

- Families not enrolled in the program are responsible for parts plus labor.
- Labor is assessed at 30% of the parts cost, subject to a per-incident cap of $100.

The following shows deductible costs based on tier and type of damage.

Device Type	Damage Tier	Type of Damage	Subsequent Incident Cost with Tech Fee	ANY Incident Cost WITHOUT Tech Fee
 iPad	Tier 1	Home Button	$5.00	$15.00
		Front/Back Camera	$5.00	$15.00
		Speakers	$5.00	$15.00
		Headphone Jack	$5.00	$15.00
	Tier 2	Digitizer	Up to $35.00	Up to $45.50
		LCD Screen	Up to $140.00	Up to $182.00
		Battery	$20.00	$30.00
 MacBook Air	Tier 1	USB-C Port	$14.00	$24.00
		Headphone Jack	$14.00	$24.00
		MagSafe3 Connector	$14.00	$24.00
		Internal Components, Cables, Connectors, etc.	Up to $20.00	Up to $30.00
		Speaker	$25.00	$35.00
	Tier 2	TouchID	$67.00	$87.10
		Bottom Case	$70.00	$91.00
		Trackpad	$80.00	$104.00
	Tier 3	Battery	$120.00	$156.00
	Tier 4	Top Case w/ Keyboard	$352.00	$452.00
		LCD Display	$396.00	$496.00
		Logic Board	$396.00	$496.00

Important Notes

- The optional insurance MUST be paid before an incident occurs. It will not be applied retroactively.
- If the damage involves multiple tiers you will be charged the highest of the tiers.
- Examples of negligence or vandalism include, but are not limited to:
  - Lying or misrepresenting information on the damage reported
  - Not reporting damages on time
  - Damage caused by drops, falls, collisions, or liquid spills

Insurance can be purchased online via Infinite Campus. Click here to register or sign in to the payment portal. Check payment may be sent to:

21st Century Cyber Charter School
Attn: Business Office
1245 Wrights Lane
West Chester, PA 19380

No cash will be accepted.

International Travel

All students, parents/guardians are required to notify their principal before using school-issued devices or accessing 21CCCS internet resources or accounts while traveling outside of the United States of America.

Students interested in traveling during the school year must complete the International Travel Form at least one week prior to the scheduled trip. A copy of the form can be found under Section 5 of this Handbook. Please be sure to communicate with your teachers regarding your travel to allow them time to provide you with necessary access to class assignments.

4.3 ACCEPTABLE USE OF SCHOOL EQUIPMENT & ACCOUNTS

21CCCS employs technology protection measures to filter internet sites and to control the installing of software applications by students in accordance with 21CCCS' Acceptable Use Policy #6015 and/or pursuant to the Children's Internet Protection Act (CIPA). At a minimum they are meant to block and protect against visual depictions that are obscene, illegal, pornographic, child pornographic, and/or harmful to minors as well as internet/computer resource access to such material. If users find a website deemed inappropriate, such website must be reported to the Technology Department. After review of the site, appropriate steps will be taken to block inappropriate content from users. Technology protection measures are not foolproof, and 21CCCS does not warrant the effectiveness of internet filtering except to the extent expressly required by federal and state laws. Evasion, disabling, or attempting to evade or disable a technology protection measure installed by 21CCCS is prohibited. 21CCCS shall not be held responsible when a student or other user knowingly or willingly accesses inappropriate material or communicates or shares such materials with others.

For additional information, please see the Acceptable Use Policy #6015.

Students are required to use provided technology and access accounts supplied by the school responsibly. Devices should not be used for non-school-related purposes. 21CCCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted with school accounts or equipment. This means

assisting governing bodies by surrendering electronically obtained information from school-issued devices or student accounts. Disciplinary actions for equipment or account misuse may be taken at any time and will be tailored to meet specific concerns related to the violation. The purpose of this policy is to assist the student in gaining the self-discipline necessary to behave appropriately in both our cyber school environment and within the community. Students can be disciplined for violations of the Acceptable Use Policy pursuant to Section 2.12 of this Handbook up to and including a recommendation of expulsion to the Board of Trustees.



For additional information, please see the Acceptable Use Policy #6015.

For students under 13, 21CCCS may create accounts in online learning systems directly tied to their assigned courses. These accounts will only use the student's first and last name, adhering to strict privacy guidelines.

Federal law, the Children's Online Privacy Protection Act (COPPA), requires websites to obtain parental consent before collecting personal information from children under 13. COPPA permits school districts to consent on behalf of all students, eliminating the need for individual parental consent directly to each website.

We take student privacy very seriously and prioritize their safety in the online learning environment. We encourage you to learn more about COPPA compliance on https://www.ftc.gov/legal-library/browse/rules/childrens-online-privacy-protection-rule-coppa.

The following uses of school-issued devices, internet resources, or accounts are considered unacceptable:

1. To facilitate illegal activity, including unauthorized access and hacking.
2. Evasion, disabling, or attempting to evade or disable a technology protection measure installed by 21CCCS.
3. To engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or otherwise authorized.
4. Non-school-related work.
5. Product advertisement or political lobbying.
6. Production or distribution of hate mail, unlawfully discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To access or transmit material that is harmful to minors and/or users, indecent, obscene, pornographic, child pornographic, or terroristic, or that advocates the destruction of property.

9. Use of inappropriate language or profanity.
10. To transmit material likely to be offensive or objectionable to recipients.
11. To intentionally obtain or modify files, data, and/or passwords belonging to other users or integral to system and network operations.
12. Impersonation of another user, anonymity, and/or use of pseudonyms.
13. Installing or use of unauthorized games, programs, files, or other electronic media.
14. To disrupt the work of other users.
15. Destruction, modification, or abuse of technology resources and peripheral hardware or software.
16. Relocation of 21CCCS hardware without prior administrative consent.
17. Quoting personal and/or private communications in a public forum without the original author's prior consent.
18. To access or use any form of non-21CCCS electronic mail on 21CCCS technology resources unless authorized by the CEO or the CEO designee.
19. Using the network to participate in online or real-time conversations unless authorized by the teacher/administrator for the purpose of communicating with other classes, students, teachers, experts, and/or professionals for educational purposes.
20. Using a disk, removable storage device, or CD/DVD, brought into 21CCCS from an outside source that has not been properly scanned for viruses or authorized for use by a teacher/administrator in accordance with 21CCCS established procedures.
21. To discriminate against, advocate violence against, harass, intimidate, bully, or cyber bully others.
22. To send unsolicited or forwarded e-mails and chain letters to persons ("spamming").
23. Using "spoofing" or other means to disguise user identities in sending e-mail or other electronic communication via bulletin boards, newsgroups, social networking sites, instant messages, e-mail systems, chat groups, chat rooms, or other technology resources.
24. To send, transmit, or otherwise disseminate proprietary data, trade secrets, or other confidential information of 21CCCS.
25. To post or allow the posting of personal information about oneself or other people on the technology resource unless authorized in advance by the CEO. Personal information includes address, telephone number (including home, work, and cell

phone numbers), school address, work address, pictures or videos, clips, and so forth.

26. To refer to or attempt to refer to 21CCCS or its employees, agents, trustees, parents, or students in any electronic communication, posting, blog, website, e-mail, or social networking site, without written authorization from the CEO.

27. To access or transmit gambling, pools for money, or any other betting or games of chance.

28. Using technology resources to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.

29. Using technology resources to post, share, or attempt to post or share information that could endanger an individual or cause personal damage or a danger of service disruption.

30. Indirectly or directly making connections that create "back doors" to 21CCCS, other organizations, and community groups, etc., that allow unauthorized access to the technology resources or 21CCCS.

31. Use of school-issued devices or 21CCCS internet resources or accounts outside of the United States of America without the prior written acknowledgement of the principal.

If a user inadvertently accesses unacceptable materials or internet sites, the user must immediately contact an appropriate 21CCCS official, such as the Principal or the Director of Technology, to disclose the access of said material. This disclosure may later serve as a defense against an allegation that the user had intentionally violated the Student Code of Conduct and/or other applicable 21CCCS policies. For additional information, please see the Acceptable Use Policy #6015.

Although 21CCCS takes precautions to protect students from inappropriate sites, ultimately, it is the responsibility of the student and parents/guardians to ensure that school devices are used only for appropriate school use.

Finally, students who become aware of potential security issues are responsible for reporting them immediately to the Technology Department.

For additional information, please see the Acceptable Use Policy #6015.

4.4 ELECTRONIC SEARCHES

By using 21CCCS' network and technology resources, all users are expressly waiving any right to privacy and consenting to have their electronic communications and all other use

accessed, reviewed, and monitored by 21CCCS in accordance with 21CCCS Policies and Procedures. A user account with e-mail access will be provided to authorized users only on the conditions that the user consent to interception of or access to all communications accessed, sent, received, or stored using 21CCCS technology and sign this policy. For additional information, please see Board Policy #2026 and the Acceptable Use Policy.

Electronic communications, downloaded material, and all data stored on 21CCCS technology resources, including files deleted from a user's account, may be intercepted, accessed, or searched by 21CCCS administrators or designees at any time in the regular course of business to protect users and 21CCCS equipment. Any such search, access, or interception will be reasonable and shall comply with all applicable laws.



For additional information, please see Board Policy #2026 and the Acceptable Use Policy.

School Issued Equipment Search

School officials retain the right to electronically inspect and enter school-issued devices and accounts at any time for any reason, using remote management software installed on all devices. The software must remain enabled and the device must remain accessible at all times. For additional information, please see Board Policy #2026 and the Acceptable Use Policy.



21CCCS shall not remotely access any webcam or video camera on any computer or electronic device issued to a student without obtaining prior written permission from the parents/guardians (or student if age 18 or older).

Parent/Guardian Access

Parents/guardians are granted credentials to access both the learning management system Parent Portal and the student information system Parent Portal.



Illegal or Prohibited Materials

Illegal or prohibited materials discovered during a student search may be used as evidence against a student in a school disciplinary proceeding or legal hearing. As appropriate, 21CCCS may contact law enforcement agencies in response to any such discovery.

4.5 ASSISTIVE TECHNOLOGY

To request assistive technologies, please contact the Supervisor of Special Education:



Supervisor of Special Education
484-875-5405

4.6 INTERNET ACCESS AND REIMBURSEMENT

All students are entitled to internet access reimbursement unless equipment, books, or other materials are owed to the school. Reimbursements will be made twice per year. Reimbursement rates are as follows for one or the other:

Using a school provided ISP service or hotspot:
Service provided by 21CCCS (No Reimbursement)

Using alternate service (Comcast, Verizon, Satellite, etc.):
Up to $45/month (prorated) per family (unless proof can be shown that the only available access in their area is greater than $45) for the months of August through June.

Reimbursement Schedule

Reimbursements will be issued twice per year. Requests and required documentation must be received by the following deadlines: January 1 and June 1.

If this schedule creates an economic hardship, please contact your school counselor.

Students who enroll or withdraw during the school year are eligible for a prorated reimbursement based on their days of enrollment. Students who withdraw must still follow the regular reimbursement schedule and submit all required documentation by the applicable January 1 or June 1 deadline.

21CCCS only reimburses for internet use during the regular school year, August to June (unless the student receives Special Education Extended School Year services).

Requesting Reimbursement

To request internet reimbursement, the parent/guardian should send an email to studentinternet@21cccs.org with their Student(s) Name(s), Student ID Number(s), and most recent internet bill attached by the applicable January 1 or June 1 deadline. Those who wish to receive a direct deposit rather than a check should also attach a completed Direct Deposit form, found in Section 5 of this Handbook. If you have any further questions concerning required documentation for internet reimbursement, please contact:



Internet Reimbursement
studentinternet@21cccs.org

Please note, with consent and enrollment, internet reimbursement payments can also be made via ACH Direct Deposit. See Section 5 for the necessary Accounts Payable Direct Deposit Agreement Form.

Services Provided by 21CCCS

Families' internet service account must be in their name and address, not 21CCCS. Please call the provider when there is a problem with the connection to troubleshoot. In many cases, service shuts down temporarily for maintenance and only the provider has that information.

If for any reason internet service is not working properly, students have 24 hours to notify the Technology Department. The Technology Department will notify the student's instructors of the problem. Students may not use internet problems as an excuse for not submitting work.

4.7 EQUIPMENT AND MATERIAL RETURNS



Within 3 days of receipt of shipping labels from 21CCCS, the parent/guardian must return the school-issued computer, iPad (if issued one), power adapters, hardware or peripherals, textbooks, CDs, and any other materials issued to the student to 21CCCS. Original packaging and all accompanying documentation and accessories must be returned as well. Families will be billed for damaged and/or missing items. Students may be denied participation in the graduation ceremony if they have not returned all school equipment and materials. Internet reimbursements will not be made if equipment, books or other materials are due to the school.

Students returning to 21CCCS for the following school year may keep their devices over the summer unless a return is requested.

4.8 UNPAID BILLS

Outstanding financial obligations to 21CCCS remain the responsibility of the parent/guardian. This includes, but is not limited to, unreturned or damaged equipment, books, or other school-issued materials.

Students who have met all academic graduation requirements will receive their diploma regardless of any outstanding financial obligations.

A fee of $40 will be assessed for each check returned by the bank for insufficient funds.

Internet reimbursements will not be issued while school equipment, books, or other materials remain outstanding.

21CCCS reserves the right to refer unpaid balances to a third-party collection agency. Any fees or costs incurred as part of the collection process will be the responsibility of the parent/guardian.

The forms in this section should have been signed at the time of enrollment (new students) or re-enrollment (returning students). For reference purposes, the forms can be viewed in Section 5 of this Handbook.

2026-2027 School Year Calendar

Board Approved: June 1, 2026

July 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 23				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

July	
3	School & Offices Closed
6/29,30 & 7/1,2	Follow Normal Work Hours: 7:30 AM - 3:30 PM
10, 17, 24, 31	Summer Schedule - Offices Closed

August 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21							1
193 Staff - 14	2	3	4	5	6	7	8
Students - 9	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

August	
3, 4 & 5	New Teacher Orientation
7 & 14	Summer Schedule - Offices Closed
11-13, 17 & 21	Teacher PD - School not is session for students
17	**Welcome Back Night - 7:00 - 8:00 PM**
18	First Student Day
18, 19, 20	Schoolwide Student Orientation
24	**1st Marking Period Begins**

September 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22			1	2	3	4	5
193 Staff - 21	6	7	8	9	10	11	12
Students - 21	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

September	
2	**Meet the Teacher Night - 6:00 - 8:00 PM**
4	Early Dismissal @ 11:30 AM - All Students & Staff
7	School & Offices Closed
15	Half Day Students; AM Staff PD

October 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22					1	2	3
193 Staff - 21	4	5	6	7	8	9	10
Students - 19	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

October	
9	Early Dismissal at 11:30 AM Students; PM Staff PD
12	School not in session for students & teachers
28	**1st Marking Period Ends**
29- 30	Transition Days - students not in session

November 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21	1	2	3	4	5	6	7
193 Staff - 19	8	9	10	11	12	13	14
Students - 19	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

November	
2	**2nd Marking Period Begins**
11	Report Cards
16	Half Day Students; AM Staff PD
23 - 24	Half Day Students 7:30 AM - 11:30 AM; **PM** Parent-Teacher Conferences
25	Half Day Students 11:30 AM - 3:30 PM; **AM** Parent-Teacher Conferences
26 - 27	School & Offices Closed

December 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 23			1	2	3	4	5
193 Staff - 14	6	7	8	9	10	11	12
Students - 14	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

December	
21-23 & 28-31	No School for Students and Teachers
24 - 25	Offices Closed - 260 Staff
21-23 & 28-31	Offices Open - 260 Staff

January 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21						1	2
193 Staff - 19	3	4	5	6	7	8	9
Students - 17	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

January	
1	School & Offices Closed
18	School & Offices Closed
20	**2nd Marking Period Ends**
21 - 22	Transition Days - students not in session
25	**3rd Marking Period Begins**

February 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 20		1	2	3	4	5	6
193 Staff - 18	7	8	9	10	11	12	13
Students - 18	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

February	
3	Report Cards
4	Early Dismissal at 11:30 AM Students; PM Staff PD
12 - 15	School & Offices Closed
22 - 26	Parent-Teacher Conferences (Full student days)

March 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 23		1	2	3	4	5	6
193 Staff - 19	7	8	9	10	11	12	13
Students - 19	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

March	
10	Half Day Students; AM Staff PD
24-26 & 29	School not in session for students & teachers
26	Offices Closed - 260 Staff

April 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22					1	2	3
193 Staff - 22	4	5	6	7	8	9	10
Students - 20	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

April	
2	**3rd Marking Period Ends**
5 - 6	Transitions Days - students not in session
7	**4th Marking Period Begins**
19	Half Day Students; AM Staff PD
21	Report Cards

May 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21							1
193 Staff - 20	2	3	4	5	6	7	8
Students - 20	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

May	
3 - 7	PSSA Testing Window
17 - 21	Keystone Testing Window
31	School & Offices Closed

June 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22			1	2	3	4	5
193 Staff - 6	6	7	8	9	10	11	12
Students - 4	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

June	
4	**4th Marking Period Ends**; Early Dismissal at 11:30AM (students)
7	Transition Day - students not in session
8	Flex Day Make-up
9	Murrysville Graduation - Tentative
10	West Chester Graduation - Tentative
14 - 17	Follow Normal Work Hours: 7:30 AM - 3:30 PM
18	Offices Closed - 260 Staff
21	Report Cards
11 & 25	Summer Schedule; Offices Closed

ACCOUNTS PAYABLE DIRECT DEPOSIT AGREEMENT FORM
AUTHORIZATION AGREEMENT

21st Century Cyber Charter School is authorized to initiate ACH payments to the bank account listed below. Any changes to banking information must be submitted in advance to allow sufficient processing time.

If an incorrect payment amount is deposited due to an error, 21st Century Cyber Charter School is authorized to make the necessary adjustment.

21st Century Cyber Charter School is not responsible for delays or loss of funds resulting from incorrect or incomplete information provided by the account holder or financial institution.

This authorization will remain in effect until written notice of termination is received by 21st Century Cyber Charter School or until the service is discontinued.

Account Information

Name of Organization: _____

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Type of Account (choose one): ☐ Checking ☐ Savings

Email Address for Deposit Notification: _____

Phone Number for Account Verification: _____

Signature

Printed Name & Title (Primary): _____

Authorized Signature: _____

Printed Name & Title (Joint): _____

Authorized Signature: _____

Please attach a VOIDED CHECK or DEPOSIT SLIP and return this form to:
Email: ACHAccountsPayableDD@21cccs.org

21ST CENTURY
CYBER CHARTER SCHOOL

INTERNATIONAL TRAVEL FORM

Please complete and submit this form one week prior to your travel date. You can email, or mail it to our West Chester location.

Student Name: _____ Grade Level: _____

Date Leaving: _____ Date Returning: _____

Country Traveling To: _____

Reason for Travel: _____

International Contact Information (name, address, phone number, etc.):

_____

_____

_____

_____

Please use the following checklist to prepare for your travel prior to travel date:

- ☐ Issued device(s) are functional
- ☐ Cable(s) are functional
- ☐ Have a voltage converter if needed
- ☐ Notified teachers and administrators regarding your travel
- ☐ Check with your home insurance provider if they would cover loss or damage of device(s) while on your trip.
- ☐ Check for internet access. Web filters may prevent access due to local government regulations. As a result, you may experience difficulty completing your work in a timely manner.

During your travel Tech Help Desk may be delayed in providing technical support due to the time difference. It is important for you to check all applications on your laptop and iPad that would be used for completing assignments prior to traveling.

Please note that you are responsible for the school issued device(s) while you are on your trip. In the event your device is stolen, please file a police report and provide a copy of the report to 21st Century Cyber Charter School.

Important contact information you should have with you during your travel:

- School Phone and Fax Number
- School Mailing Address
- Email contacts (Principal, Guidance, and Teachers)

Parent Signature	Date
Student Signature	Date
Principal Signature	Date

21ST CENTURY
CYBER CHARTER SCHOOL

DROP COURSE WITHOUT PENALTY FORM

You are requesting to drop a course with it being removed from your transcript without any penalty after the 10 day add/drop period. Please complete and submit this form for approval from our principal. You may email the form to your academic advisor, or print it out and mail it to our West Chester location. (1245 Wrights Lane, West Chester, PA 19380)

Student Name: _____ Grade Level: _____

Course To Be Dropped: _____

Reason(s) for Request: _____

_____

_____

Extenuating Circumstance (if applicable): _____

_____

_____

_____ _____

Parent Signature Date

_____ _____

Student Signature Date

_____ _____

Principal Signature Date

ANNUAL REGISTRATION AND REQUIRED ACKNOWLEDGEMENTS

All families are required to complete an Annual Registration Update for each enrolled student. This update is completed directly through the Parent/Guardian Portal in Infinite Campus. This update must be completed within the first week of the school.

The Annual Registration Update includes verification and/or submission of the following information and acknowledgements:

- Verification and update of all student and parent/guardian contact information
- Verification of current address and submission of proof of residency, as required
- Review of Testing Expectations, including state-required assessments such as the Keystone Exams and PSSAs
- Review and acceptance of the Student/Parent Handbook
- Review and acceptance of the Acceptable Use and Internet Safety Policy
- Acknowledgement of federal online safety and privacy requirements, including:
    - Children's Online Privacy Protection Act (COPPA)
    - Children's Internet Protection Act (CIPA)
- Review and acknowledgement of Attendance Expectations
- Review and acknowledgement of Act 55 Camera Wellness Checks
- Review and acknowledgement of the Photo, Video, and Media Release

Completion of the Annual Registration Update confirms that parents/guardians have reviewed, understand, and agree to all applicable policies, expectations, and requirements for the current school year.

This process is required annually to ensure accurate records, student safety, legal compliance, and clear communication of expectations.

Ongoing Proof of Residency
In accordance with current state legislation, parents/guardians of students enrolled in a cyber charter school are required to submit proof of the student's residency twice each school year.

Proof of residency must be submitted:

- By November 1, and
- By March 1 of each school year

All proof of residency documentation must be dated within the previous three (3) months at the time of submission. Documents older than three months will not be accepted. Acceptable documentation may include, but is not limited to:

- Utility bills
- Mortgage statements
- Lease or rental agreements
- Other residency documents deemed acceptable by the school and PDE Code

Submission of proof of residency is completed exclusively through the Parent/Guardian Portal in Infinite Campus, where documentation is uploaded, reviewed, and maintained as the official record. Parents/guardians are responsible for ensuring that required documentation is submitted by each deadline.

Failure to submit acceptable proof of residency by the required dates may result in follow-up action to ensure compliance with state law and enrollment requirements.

2026-2027 School Year Calendar

Board Approved: June 1, 2026

July 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 23				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

July	
3	School & Offices Closed
6/29,30 & 7/1,2	Follow Normal Work Hours: 7:30 AM - 3:30 PM
10, 17, 24, 31	Summer Schedule - Offices Closed

August 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21							1
193 Staff - 14	2	3	4	5	6	7	8
Students - 9	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

August	
3, 4 & 5	New Teacher Orientation
7 & 14	Summer Schedule - Offices Closed
11-13, 17 & 21	Teacher PD - School not is session for students
17	**Welcome Back Night - 7:00 - 8:00 PM**
18	First Student Day
18, 19, 20	Schoolwide Student Orientation
24	**1st Marking Period Begins**

September 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22			1	2	3	4	5
193 Staff - 21	6	7	8	9	10	11	12
Students - 21	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

September	
2	**Meet the Teacher Night - 6:00 - 8:00 PM**
4	Early Dismissal @ 11:30 AM - All Students & Staff
7	School & Offices Closed
15	Half Day Students; AM Staff PD

October 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22					1	2	3
193 Staff - 21	4	5	6	7	8	9	10
Students - 19	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

October	
9	Early Dismissal at 11:30 AM Students; PM Staff PD
12	School not in session for students & teachers
28	**1st Marking Period Ends**
29- 30	Transition Days - students not in session

November 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21	1	2	3	4	5	6	7
193 Staff - 19	8	9	10	11	12	13	14
Students - 19	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

November	
2	**2nd Marking Period Begins**
11	Report Cards
16	Half Day Students; AM Staff PD
23 - 24	Half Day Students 7:30 AM - 11:30 PM; **PM** Parent-Teacher Conferences
25	Half Day Students 11:30 PM - 3:30 PM; **AM** Parent-Teacher Conferences
26 - 27	School & Offices Closed

December 2026

	Su	M	Tu	W	Th	F	Sa
260 Staff - 23			1	2	3	4	5
193 Staff - 14	6	7	8	9	10	11	12
Students - 14	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

December	
21-23 & 28-31	No School for Students and Teachers
24 - 25	Offices Closed - 260 Staff
21-23 & 28-31	Offices Open - 260 Staff

January 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21						1	2
193 Staff - 19	3	4	5	6	7	8	9
Students - 17	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

January	
1	School & Offices Closed
18	School & Offices Closed
20	**2nd Marking Period Ends**
21 - 22	Transition Days - students not in session
25	**3rd Marking Period Begins**

February 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 20		1	2	3	4	5	6
193 Staff - 18	7	8	9	10	11	12	13
Students - 18	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

February	
3	Report Cards
4	Early Dismissal at 11:30 AM Students; PM Staff PD
12 - 15	School & Offices Closed
22 - 26	Parent-Teacher Conferences (Full student days)

March 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 23		1	2	3	4	5	6
193 Staff - 19	7	8	9	10	11	12	13
Students - 19	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

March	
10	Half Day Students; AM Staff PD
24-26 & 29	School not in session for students & teachers
26	Offices Closed - 260 Staff

April 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22					1	2	3
193 Staff - 22	4	5	6	7	8	9	10
Students - 20	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

April	
2	**3rd Marking Period Ends**
5 - 6	Transitions Days - students not in session
7	**4th Marking Period Begins**
19	Half Day Students; AM Staff PD
21	Report Cards

May 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 21							1
193 Staff - 20	2	3	4	5	6	7	8
Students - 20	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

May	
3 - 7	PSSA Testing Window
17 - 21	Keystone Testing Window
31	School & Offices Closed

June 2027

	Su	M	Tu	W	Th	F	Sa
260 Staff - 22			1	2	3	4	5
193 Staff - 6	6	7	8	9	10	11	12
Students - 4	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

June	
4	**4th Marking Period Ends**; Early Dismissal at 11:30AM (students)
7	Transition Day - students not in session
8	Flex Day Make-up
9	Murrysville Graduation
10	West Chester Graduation
14 - 17	Follow Normal Work Hours: 7:30 AM - 3:30 PM
18	Offices Closed - 260 Staff
21	Report Cards
11 & 25	Summer Schedule; Offices Closed



21ST CENTURY CYBER CHARTER SCHOOL



JOB DESCRIPTION

Position Title: Custodian
Department: Facilities
Reports To: CEO (Facilities Manager)
Supervises: None

Employment Category: Support Staff
FLSA Class: Non-Exempt
Status / Work Year: Part-Time / 260 Days
Schedule: Monday - Thursday 3:00 PM – 8:30 PM; Fridays as Needed

Position Summary

The Custodian is responsible for maintaining clean, safe, sanitary, and welcoming school facilities. The position performs routine custodial services, floor care, periodic deep cleaning, supply monitoring, and proper care of custodial equipment across offices, testing areas, restrooms, common spaces, and other assigned areas. The Custodian supports the overall operation of the Facilities Department by ensuring assigned areas are maintained in accordance with established school procedures and safety standards.

Essential Duties and Responsibilities

1. Perform routine cleaning and sanitization of offices, restrooms, kitchens, conference rooms, testing areas, common areas, and other assigned spaces.
2. Sweep, mop, vacuum, scrub, shampoo, and otherwise maintain flooring and carpeting using appropriate custodial methods and equipment.
3. Empty trash and recycling receptacles, replace liners, and transport waste and recyclable materials to designated collection areas.
4. Clean and disinfect frequently touched surfaces, fixtures, furnishings, work surfaces, and other areas in accordance with established cleaning procedures.
5. Clean and maintain restrooms, including fixtures, partitions, mirrors, floors, dispensers, and other surfaces, and replenish paper products, soap, and other supplies as necessary.
6. Perform scheduled and periodic custodial projects, including deep cleaning, floor care, carpet cleaning, window cleaning, and cleaning of fixtures, vents, and other building surfaces.
7. Monitor custodial and consumable supply inventories and notify the Facilities Manager when supplies require replenishment.

8. Safely operate, clean, and care for custodial equipment, including vacuums, floor machines, carpet extractors, carts, and other equipment used in the performance of assigned duties.
9. Maintain custodial closets, equipment, supplies, and storage areas in a clean, safe, and organized condition.
10. Properly use, store, and handle cleaning products, chemicals, and disinfectants in accordance with manufacturer instructions, established school procedures, and applicable safety requirements.
11. Identify and promptly report facility conditions, safety concerns, equipment issues, damage, or maintenance needs to the Facilities Manager.
12. Assist with special cleaning, facility preparation, and other Facilities Department projects as needed.
13. Performs other duties as assigned consistent with the general scope and responsibilities of this position.

Qualifications

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below represent the education, experience, knowledge, skills, abilities, certifications, and other requirements necessary for successful performance of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Education and Experience

- High school diploma or equivalent required.
- Prior custodial, commercial cleaning, or facilities maintenance experience preferred.
- Experience operating commercial custodial and floor-care equipment preferred.

Licenses, Certifications, and Clearances

- Must obtain and maintain all employment clearances required by the Commonwealth of Pennsylvania and 21st Century Cyber Charter School.
- Must complete all required employment disclosures and documentation applicable to the position.

Knowledge, Skills, and Abilities

- Ability to communicate clearly and effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with students, families, employees, administrators, external agencies, and other stakeholders, as applicable to the position.
- Ability to organize and prioritize work, manage multiple responsibilities, and meet established deadlines.
- Ability to work effectively both independently and collaboratively as part of a team.
- Ability to exercise sound judgment, maintain confidentiality, and appropriately handle sensitive information.
- Ability to adapt to changing priorities, processes, technologies, and organizational needs.
- Ability to effectively use technology, software, and information systems necessary to perform the responsibilities of the position.
- Knowledge of standard custodial cleaning methods, materials, equipment, and procedures.
- Knowledge of safe handling, use, and storage practices for cleaning products, chemicals, and disinfectants.
- Ability to safely and effectively operate custodial and floor-care equipment.
- Ability to follow written and verbal instructions, cleaning schedules, and established procedures.
- Strong attention to detail and ability to identify cleaning, maintenance, and safety concerns.
- Ability to work independently with minimal supervision and complete assigned responsibilities within established timeframes.

Physical Demands

The physical demands described below are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Regularly required to communicate and exchange information with others.
- Regularly required to use a computer and other job-related equipment.
- Regular use of hands and fingers to operate a keyboard, computer, and other equipment.
- Visual ability sufficient to use computer screens, review documents and other materials, and perform the essential functions of the position.
- Frequently required to stand and walk for extended periods while performing assigned duties.
- Frequently required to bend, stoop, crouch, reach, and perform other physical movements associated with custodial work.
- Regularly required to push, pull, maneuver, and operate custodial equipment and supplies.

- Regularly required to lift, carry, and move trash, recycling, cleaning supplies, equipment, and other materials.
- Must be able to lift and/or move up to 40 pounds.
- May be required to climb stairs or use step stools or ladders in the performance of assigned duties.

Work Environment

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this position. The position generally operates in a professional work environment and routinely uses standard office equipment and technology. The work environment may vary based on the responsibilities and requirements of the position.

- Work is performed using standard office, computer, and telecommunications equipment.
- Work may be performed remotely, in person, or through a hybrid work arrangement based on the position's classification, responsibilities, and established school practices.
- The employee may be required to attend meetings, trainings, events, or perform other work-related duties at school facilities or other locations, as applicable to the position.
- The position may occasionally require adjustments to the regular work schedule based on operational needs, school events, or facility requirements.

Equal Opportunity Employer

21st Century Cyber Charter School is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified individuals without regard to any characteristic protected by applicable federal, state, or local law. Reasonable accommodations are available to qualified individuals with disabilities throughout the application and employment process. Individuals requiring assistance with the application process should contact the Human Resources Department at 484-875-5400.

Acknowledgment

I acknowledge that I have received and reviewed this job description and understand the general duties, responsibilities, and requirements of my position. I understand that this job description describes the general nature and level of work performed and is not intended to be an exhaustive list of all duties and responsibilities associated with the position.

Employee Name	Employee Signature & Date
Supervisor Name	Supervisor Signature & Date

BOARD POLICY

3031 Job Related Expenses

POLICY NUMBER	ADOPTED	REVISED	VERSION
3031	11/13/2018	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Authority

The Board of Trustees (Board) shall reimburse Charter School employees and officials for ~~the~~ actual and necessary job related expenses ~~which have been approved in advance,~~ including travel expenses, incurred in the performance of authorized ~~they incur in the course of performing services for the~~ Charter School business, in accordance with Board policy and administrative procedures.

Delegation of Responsibility

The Business Administrator or designee shall develop and administer procedures for the authorization, documentation, review and reimbursement of job-related expenses, including travel expenses.

Supervisors shall be responsible for determining whether employee travel and expenses are appropriate, necessary and related to Charter School business.

The Business Administrator or designee shall be responsible for determining whether reimbursement requests comply with Board policy and applicable administrative procedures.

Charter School employees and officials shall comply with all applicable Board policies and administrative procedures governing travel and expense reimbursement.

~~The validity of payments for job related expenses for Charter School employees shall be determined by such employees' immediate supervisors and the Charter School Business Administrator.~~

~~The Business Administrator or designee shall develop administrative procedures for approval and reimbursement of job related expenses, including travel expenses, which shall require employees to provide adequate documentation of expenses.~~

~~Charter school officials and employees shall comply with all applicable board policies and administrative procedures established for reimbursement of travel and other expenses.~~

~~The validity of payments for job related expenses for all Charter School employees and Charter School officials in accordance with this policy shall be determined by the Chief Executive Officer (Chief Administrator) or designee or the Business Administrator.~~

Guidelines

Job-related travel and expenses shall be authorized in advance by the employee's supervisor or through another established Charter School process, when applicable. Administrative procedures may require additional advance approval based on the nature or anticipated cost of the travel or expense. ~~Actual and necessary expenses incurred when attending functions away from the Charter School shall be reimbursed to an employee if approval has been obtained in advance from the employee's immediate supervisor and the Charter School's Business Administrator.~~

Attendance at approved events away from the Charter School shall be without loss of regular pay, unless otherwise stipulated prior to attendance.

Requests for reimbursement shall be supported by itemized receipts and other documentation as required by administrative procedures. ~~All job related expenses must be presented with itemized receipts prior to reimbursement.~~

Staff Travel

The Board shall reimburse Charter School employees and officials for eligible travel costs incurred in the course of performing authorized Charter School business in accordance with this policy and applicable administrative procedures.

Travel undertaken in connection with Charter School business may be eligible for reimbursement when authorized in accordance with administrative procedures. The Charter School may designate certain activities, events, assignments, or travel as non-reimburseable.

Eligibility for travel reimbursement shall be determined based on the purpose and authorization of the travel and shall not be based solely on an employee’s assigned work location or remote or hybrid work arrangement.

For purposes of this policy, travel costs may include transportation, mileage, lodging, meals, parking, and other reasonable and necessary expenses incurred while traveling on authorized Charter School business, subject to applicable administrative procedures.

When use of a personal vehicle is authorized for reimbursable Charter School travel, mileage shall be reimbursed at the rate established by the Internal Revenue Service. Employees using personal vehicles for Charter School business are responsible for maintaining legally required insurance coverage.

The Board of Trustees (Board) shall reimburse Charter School employees and Charter School officials for travel costs incurred in the course of performing services related to official business.

~~School employees are not eligible for travel reimbursement for return to school for any activities beyond the school day, such as parent conference, open house, etc.~~

~~For the purposes of this policy, travel costs shall mean expenses for transportation, subsistence, and related items incurred by employees and Charter School officials who are in travel status on official business.~~

~~Use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned buildings, but not regarding travel between home and the assigned building, and is authorized in advance by the employee's immediate supervisor and the Charter School's Business Administrator.~~

~~Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the IRS.~~

~~Use of a personal vehicle requires that liability insurance be provided by the employee.~~

~~Travel costs shall be reimbursed on a mileage basis for travel when using an employee's personal vehicle. Use of a personal vehicle for approved purposes is reimbursable at the rate per mile approved by the IRS. Use of a personal vehicle requires that liability insurance be provided by the employee.~~

~~Ground transportation when pre-approved, parking and other allowable expenses consistent with those normally allowed in like circumstances in the Charter School's non-federally funded activities and in accordance with board policies and administrative procedures shall be reimbursed only to the extent they are reasonable and with supervisor and Business Administrator approval.~~

~~Lodging arrangements shall be made in advance and prepaid by the Charter School. Employees will be required to provide a credit card to the hotel to cover incidentals/damages during their stay.~~

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

BOARD POLICY

4016 Payment of Bills

POLICY NUMBER	ADOPTED	REVISED	VERSION
4016	5/10/2016	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Purpose

It is the intent of the Board of Trustees (Board) to direct prompt payment of bills, but at the same time ensure that due care has been taken in the review of Charter School bills.

Authority

The Board directs that each bill or obligation of the Charter School shall be fully itemized, reviewed and approved in accordance with this policy and established administrative procedures. ~~verified by the Business Administrator and approved by the Board.~~

1. The prompt payment of amounts owing under any contracts previously approved by the Board that will accrue to the Charter School's advantage.

2. Progress payments to contractors specified in a contract approved by the Board.

3. Orders to cover approved payrolls and agency account deposits.

4. Utility bills in months the Board does not meet.

Delegation of Responsibility

Prior to payment, invoices and other claims for payment shall be reviewed and approved in accordance with established administrative procedures. Such review shall include, as applicable, verification that goods have been received in acceptable condition or services have been satisfactorily rendered, appropriate

authorization has been obtained, sufficient budgetary funds are available, and the amount requested is consistent with the applicable purchase order, contract, or other supporting documentation.

~~It shall be the responsibility of the Chief Executive Officer (Chief Administrator), the Business Administrator or designee upon receipt of an invoice to verify that the purchase invoice is in order, goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the Board had budgeted for the item, and the invoice is for the amount contracted.~~

Any material variance between an invoice or other claim for payment and the applicable purchase order, contract, or other supporting documentation shall be reviewed and documented prior to payment.

~~Should the invoice vary from the acknowledged purchase order, the Business Administrator or designee shall document on the invoice the reason for such variance.~~

Purchase orders shall be required when applicable in accordance with Board policy and established administrative procedures. Certain expenditures may be processed as direct payments when authorized by Board policy or administrative procedure and supported by appropriate documentation and approval.

Should sufficient funds not be available in the account to which an expenditure ~~proposed purchase~~ will be charged, the Business Administrator or designee shall determine the appropriate action and, when required, ~~overage and~~ request that the Board approve ~~make~~ a legal transfer ~~to cover it,~~ in accordance with Board policy and applicable law.

All claims for payment shall be submitted to the Board and recorded in the minutes of the Board meeting.

The list of bills shall include for each:

1. Payment or reference ~~Check~~ number.
2. Payment ~~Check~~ date.
3. Payee. ~~Vendor.~~
4. Amount of payment. ~~remittance.~~
5. Reason for remittance.
6. Account charged.

Prior to the Board's consideration of claims ~~the bills~~ for payment, each claim ~~invoice~~ shall have completed the review and approval process established by the ~~be reviewed by the~~ Business Administrator.

Upon appropriate approval, the Business Office shall process payment and record the transaction against the appropriate account in accordance with established administrative procedures. ~~Upon approval of an order, the Board Treasurer shall prepare a check for payment and cancel the commitment placed against the appropriate account.~~

All checks shall require teh authorized signatures of the Board Chairperson, Board Secretary, and Board Treasurer. ~~All checks approved by the Board shall be signed by the Board Chairperson. Those individuals signing checks should also initial the relevant invoice to indicate review of the invoice. Two signatures are required for all checks above the amount approved by the Board for Chief Executive Officer (Chief Administrator) signature alone. These two signatures shall consist of the Chief Executive Officer (Chief Administrator) and their designee, if applicable, and an authorized Board Trustee.~~

Guidelines

Authorized signatures may be applied manually or by facsimile, electronic, or other approved means, provided appropriate safeguards are maintained over their use. ~~Signatures of the Board Chairperson, Board Secretary, and Board Treasurer may be engraved on a signature plate or stamp.~~

No check shall be made payable ~~out~~ to cash. All payments ~~and all checks~~ shall be executed in accordance with the Charter School's Bylaws, Board Policy and established internal controls. ~~and Internal Controls Policy.~~

Sales Tax

The Charter School is exempt from Pennsylvania sales tax on the purchase of tangible, personal property or services that are sold or used by the Charter School. The Charter School shall control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number shall be used only when buying property or services for Charter School use.

The Charter School shall obtain a sales tax license number for school organizations who sell any items subject to taxation.

In order to monitor these activities, the Business Administrator shall develop administrative procedures to assure coordination and accumulation of information and proper reporting and remittance to the Department of Revenue.

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

BOARD POLICY

4025 Credit Cards

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
4025	3/12/2019	10/13/2026	10/9/2024
VERSION	**DOCUMENT STATUS**	**PRINTED**	
v1.2	DRAFT	9/23/2026	

Authority

The Board of Trustees (Board) approves the use of credit cards for allowable ~~permissible~~ purchases by authorized ~~designated~~ employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline vendor payment. The Board directs the administration to establish safeguards to prevent misuse of such cards.

The Chief Executive Officer (Chief Administrator) shall approve the list of employees individually assigned Charter School credit cards. The Business Administrator shall approve employees as temporary authorized users on an individual basis. ~~authorized to use charter school credit cards.~~

The Board shall maintain ~~purchase~~ adequate insurance coverage for credit card misuse.

Definition

Credit card - a corporate charge card designed to reduce the cost and complexity of Charter School purchases. ~~bureaucracy of small-dollar purchases.~~

Authorized user — an employee authorized to use a Charter School credit card through temporary issuance.

Assigned cardholder — an authorized user to whom a specific Charter School credit card is individually assigned.

Delegation of Responsibility

A current list of authorized users and assigned cardholders shall be maintained in the Charter School's Business Office in accordance with established administrative procedures.

~~A list of authorized users of credit cards shall be maintained in the charter school's business office and shall include employees in designated positions.~~

All use of credit cards shall be supervised and monitored on a regular basis by the Business Administrator who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of credit cards shall be developed, distributed, implemented, and monitored by the Business Administrator.

An employee authorized to use a credit card shall maintain adequate security of the card while it is in their possession. Under no circumstances may the card be used by another individual.

Guidelines

Each employee authorized to use a Charter School credit card shall complete the applicable card usage agreement and receive training on applicable Board policies and administrative procedures prior to the use of a Charter School credit card.

~~Each employee using a Charter School credit card shall sign a card usage agreement and receive training on applicable policies and administrative procedures.~~

Procurement cards shall be used only for authorized charter school purchases and shall not be used for personal purchases. The Charter School retains the authority to revoke any credit card used for unauthorized or personal purposes.

Purchases shall not exceed applicable card limits except as authorized in accordance with established administrative procedures.

Credit Card Purchase Process

1. Purchase - Authorized user makes an allowable purchase.
2. Documentation - Authorized user submits required transaction documentation.
3. Approval - Transaction and documentation undergo required review and approval.
4. Reconciliation and Payment - Business Office reconciles activity to the statement and processes payment.

~~Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.~~

~~The established procedure for processing purchases by employees using credit cards shall be as follows:~~

~~1. Employee deals directly with the vendor.~~

~~2. Employee complies with all applicable laws, regulations, Board policies and administrative procedures related to purchasing for the charter school program.~~

~~3. Charter school business office receives the consolidated invoice for payment.~~

~~4. Cardholder verifies receipt of purchased items, assigns account code in Access online center, completes the payment request form and attaches receipts.~~

~~Business Administrator reviews statement and signs approval.~~

~~Purchases on their assigned credit card by an individual employee shall not exceed the amount set by the Board of Trustees on a yearly basis.~~

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

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BOARD POLICY

5010 Motor Vehicles

POLICY NUMBER	ADOPTED	REVISED	VERSION
5010	1/15/2019	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Purpose

The Board of Trustees recognizes the importance of promoting the safe and responsible operation of motor vehicles for school business. This policy establishes requirements for employees and other authorized individuals who operate school-owned, rented, or personal vehicles while conducting school business.

Guidelines

Individuals authorized to operate a school-owned or rented vehicle shall possess a valid driver's license appropriate for the class of vehicle being operated.

Prior to authorizing an individual to operate a school-owned or rented vehicle, the School shall obtain and review the individual's motor vehicle record. Motor vehicle records shall thereafter be reviewed at least annually for individuals authorized to operate school-owned or rented vehicles.

Authorization to operate a school-owned or rented vehicle shall be based upon the individual's license status, driving history, nature and frequency of violations, insurance requirements, and any other factors relevant to the safe operation of the vehicle. The Business Administrator or designee may impose conditions upon, suspend, or revoke driving privileges when warranted.

Exceptions may be authorized by the Business Administrator or Chief Executive Officer (Chief Administrator) when necessary to respond to an emergency, provided the individual possesses a valid driver's license and operation of the vehicle is otherwise lawful.

An authorized driver shall promptly report to the Business Administrator or designee any suspension, revocation, restriction, citation, charge, conviction, or other change in driving status that may affect the individual's eligibility or ability to safely operate a vehicle for school business.

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Loss, suspension, or restriction of authorization to o
appropriate administrative or disciplinary action whe
position.

Transportation of Students

School-owned or rented vehicles shall not be used to transport students unless such transportation has been specifically authorized in accordance with established administrative procedures and the vehicle and driver meet all applicable federal and state requirements for student transportation.

Delegation of Responsibility

The Business Administrator or designee shall establish and maintain administrative procedures governing the authorization and operation of vehicles for school business, including driver eligibility, motor vehicle record reviews, vehicle use and reservation, safety requirements, accident and incident reporting, and other procedures necessary to implement this policy.

The Business Administrator or designee shall administer driver authorization requirements consistently and maintain appropriate records related to driver eligibility and vehicle use.

~~**Purpose**~~

~~The 21st Century Cyber Charter School Board of Trustees shall adopt the following policy for all school employees using school and/or rental vehicles for school business.~~

~~**Guidelines**~~

~~Employees must have a valid driver's license in order to drive a school and/or rental vehicle.~~

~~The school shall conduct a motor vehicle record check prior to authorizing any individual to drive the school vehicle. Motor vehicle record checks shall come back with a result of "No convictions in the past three (3) years." Motor vehicle record checks shall also be conducted at least once per year.~~

~~School employees who have not had a motor vehicle record check shall be prohibited from driving the school vehicle, except in cases deemed an emergency by the Business Administrator or Chief Executive Officer (Chief Administrator).~~

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~~Any employee or person using a school and/or rental vehicle for school business, who is found to have a violation, may be given a probationary period and may be required to submit to a motor vehicle record check every six (6) months, or depending on the type and number of violations, may be prohibited from operating the school vehicle. Any employee or person using school and/or rental vehicle for school business, who is charged with a violation, must report the violation to the Business Administrator or designee. If operating a school vehicle is an essential part of an individual's employment, the employee may be subject to appropriate disciplinary action.~~

~~Delegation of Responsibility~~

~~The Business Administrator shall establish written administrative procedures for motor vehicle record checks, which shall be uniformly applied to all drivers.~~

TO THE EXTENT THAT ANYTHING IN THIS POLICY CONFLICTS WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

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BOARD POLICY

3031-AR-1 Travel & Exp Reimbursement

POLICY NUMBER	ADOPTED	REVISED	VERSION
3031-AR-1	9/8/2020	10/13/2026	v1.3
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

General Requirements

Employees may be reimbursed for reasonable and necessary expenses incurred while conducting authorized Charter School business when the expense is eligible for reimbursement under Board Policy 3031 and these administrative regulations.

Employees are expected to exercise the same care when incurring expenses on behalf of the Charter School as they would when incurring personal expenses and are responsible for accurately reporting expenses and providing required supporting documentation.

Job-related travel and expenses must be authorized in advance by the employee's immediate supervisor or through another established Charter School approval process, when applicable. Certain activities, events, assignments, or travel may be designated as non-reimbursable.

Reimbursement shall not be used to circumvent applicable Charter School purchasing, procurement, budget, or approval requirements.

Travel & Transportation

Employees should select a reasonable and economical method of transportation, taking into consideration travel time, cost, and operational needs. Employees are encouraged to share transportation with other Charter School employees when practical.

When a Charter School-owned or rental vehicle is provided, employees shall follow applicable Charter School vehicle and fuel card procedures. Charter School fuel cards may not be used to purchase fuel for a personal vehicle.

When use of a personal vehicle is authorized for rein
reimbursed at the rate established by the Internal R

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Mileage reimbursement shall be based on actual authorized travel and supported by documentation sufficient to establish the origin, destination, business purpose, and mileage traveled.

Employees using personal vehicles for Charter School business are responsible for maintaining legally required insurance coverage.

Travel-Related Expenses

Reasonable and necessary travel-related expenses incurred in connection with authorized, reimbursable Charter School travel may be eligible for reimbursement. Such expenses may include parking, tolls, ground transportation, lodging, and other approved travel expenses.

Lodging shall be approved in advance and, when practicable, arranged or paid directly by the Charter School. Employees are responsible for any personal charges, upgrades, incidentals, damages, or other costs that are not eligible for reimbursement.

Employees should select reasonably priced lodging and transportation options and exercise appropriate judgment when incurring expenses on behalf of the Charter School.

Meal Reimbursement

Reasonable meal expenses incurred during authorized, reimbursable day or overnight travel may be reimbursed based on actual costs supported by itemized receipts, not to exceed the applicable U.S. General Services Administration (GSA) Meals and Incidental Expenses (M&IE) allowance for the travel location.

Gratuities are included in the applicable reimbursement limit and will not be reimbursed in excess of twenty percent (20%) of the eligible meal cost. Travel-related sales tax may be reimbursed and shall be included when determining the total reimbursable meal expense.

When a meal is provided as part of a conference, meeting, registration fee, or other Charter School-paid expense, the applicable GSA amount for that meal shall be deducted from the maximum M&IE reimbursement otherwise available for that day. Complimentary meals provided by a hotel or common carrier shall not reduce the applicable reimbursement limit, consistent with GSA guidance.

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Employees may only request reimbursement for the
specifically authorized in advance.

Documentation & Submission

Employees requesting reimbursement shall submit a Mileage & Expense Reimbursement request in SCView and provide all required information and supporting documentation.

Reimbursement requests shall identify the business purpose of the travel or expense and include itemized receipts when applicable. Mileage reimbursement shall include documentation sufficient to establish the origin, destination, business purpose, and mileage traveled. Additional supporting documentation may be required by the Business Office when necessary to substantiate an expense.

Reimbursement requests shall be submitted within fifteen (15) calendar days of the date the expense is incurred. For travel involving multiple days or expenses, the request shall be submitted within fifteen (15) calendar days following completion of the travel.

Requests submitted after the applicable deadline may be denied unless an exception is approved by the Business Administrator or designee.

Non-Reimbursable Expenses

Expenses that are personal in nature, unnecessary, unreasonable, unauthorized, or otherwise inconsistent with Board policy or administrative procedures are not eligible for reimbursement. Examples include, but are not limited to:

1. Travel, lodging, meals, or other expenses for family members, guests, or other individuals not authorized by the Charter School;
2. Personal expenses or personal portions of otherwise authorized travel, including costs associated with extending a trip for personal reasons;
3. Alcoholic beverages;
4. Entertainment and other personal purchases;

5. Traffic or parking fines, penalties, or other costs resulting from violations;
6. Lost, stolen, or damaged personal property;
7. Gratuities exceeding twenty percent (20%) of the eligible expense;
8. Expenses already paid, provided, or reimbursed
9. Expenses exceeding an applicable approved or e
10. Expenses incurred in violation of applicable Char

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Review & Approval

Reimbursement requests submitted through SCView shall be routed to the employee's immediate supervisor for review and approval and subsequently to the Business Administrator or designee for final review and approval.

The immediate supervisor shall review the request to confirm that the travel or expense was authorized, related to Charter School business, eligible for reimbursement, and reasonable based on the circumstances.

The Business Administrator or designee shall review the request for compliance with Board policy, these administrative regulations, documentation requirements, applicable reimbursement limits, and other financial procedures.

Reimbursement requests may be reduced, returned for correction or additional documentation, or denied when expenses are unsupported, unauthorized, unreasonable, personal in nature, exceed applicable limits, or otherwise fail to comply with applicable requirements.

Following final approval, eligible reimbursement requests shall be processed for payment in accordance with established Business Office procedures.

~~**Travel Expenses for Attendance at Meetings / Conventions / Conferences / Testing Sites**~~

~~Employees are encouraged to pool transportation with other school employees, when possible.~~

~~Travel will be by the most direct and economical route. Employees should select the most efficient mode of transportation when traveling, considering the most economical use of time and school funds. The length of time involved in travel and lodging and meal expenses should be considered. Locations beyond normal driving distance, approximately 300 miles or five (5) hours, may be reached more economically by air travel.~~

When an employee is assigned use of a school owned or rental vehicle, the employee will use a school issued gas card for fuel expenses. The school issued gas card is not permitted for use in a personal vehicle.

Use of a personal vehicle for authorized travel betwe
mileage rate established by the IRS. Use of a perso
by the employee.

Policy saved — content, tracked changes, comments

Use of a personal vehicle for special emergency purposes by an employee will be reimbursed if it is a recognized part of the employee's job responsibilities.

Employees will complete and submit to the immediate supervisor at the end of each month the Employee's Monthly Expense Form to receive reimbursement for travel connected to the job description. The supervisor will approve the form and submit it to the Business Office for approval by the Business Administrator.

Employees traveling for school business should exercise the same care when incurring expenses as they would when traveling on personal business. Employees are expected to be accurate when reporting expenses.

It is the general practice that all expenses are paid by the employee and reimbursed according to the stated procedure.

Meal Reimbursement

When traveling overnight, the actual cost for meals supported by itemized receipts (dates and costs must be clearly visible) will be within the General Service Administration (GCA) per diem. Where receipts are unavailable, a menu with itemized costs totaling the requested reimbursements supported by a credit card statement, may be accepted. Employees will be reimbursed no more than $60 per day. Gratuities will not be reimbursed over twenty percent (20%). Sales tax will be reimbursable for travel related expenses.

Each employee will include only meals for reimbursement. On the return day, the meal allowance will end upon arrival at the school or employee's home. On the travel day, the meal allowance will begin upon departure from the school. Meals in lieu of meals covered by a conference registration fee will not be reimbursed.

Requests for reimbursement in a name other than the employee will not be permitted without a Statement or Verification Form.

Procedures

1. All requests for travel to and attendance at meet
budgeted in the current operating budget, altho
exercise discretion for final approval of a propos

Policy saved — content, tracked changes, comments

2. The completed Meeting/Convention/Conference/Workshop Request Form must be submitted to the principal or immediate supervisor at least three (3) weeks prior to the requested date of attendance.

3. If the principal or supervisor approves the request, they will ensure that the expenses for the request are covered in the budget. The original is submitted to the Chief Executive Officer (Chief Administrator) and the Business Administrator for final approval.

4. The Chief Executive Officer (Chief Administrator) makes the final determination of approval or denial. If the request is denied, the reasons will be noted on the form.

5. The request is returned to the employee with approval or denial noted.

6. The employee attends the meeting, conference or convention and keeps a copy of all receipts paid for meals, tolls and mileage.

7. Within five (5) days at the end of the month, the employee completes the Report of Conference Attendance Form and/or the Expense Reimbursement Form, attaches all receipts, and submits it to the principal or immediate supervisor.

8. The principal or supervisor reviews the form and submitted expenses, approves them and submits them to the Business Administrator for approval and payment.

9. The employee's expenses wil be approved with the accounts payable bills for that month.

Unallowable Expenses

Listed below are examples of expenditures that are not eligible for reimbursement. This is not a complete list but can be used as a guideline when traveling:

1. ~~Personal air travel insurance.~~
2. ~~Travel, lodging, and meals for family members or friends.~~
3. ~~Room or meal charges for personal stay-over.~~
4. ~~Late check out charges.~~
5. ~~Fines for traffic violations or parking violations.~~
6. ~~Fees for traveler's checks.~~
7. ~~Credit card membership fees.~~
8. ~~Personal purchases, i.e., newspaper, snacks, etc.~~
9. ~~Property that is lost or stolen.~~
10. ~~Alcoholic beverages.~~
11. ~~Entertainment.~~
12. ~~Movies in hotels.~~
13. ~~Tips for baggage handling or maid service.~~
14. ~~Personal telephone calls~~
15. ~~Delivery fees, surcharges or convenience fees.~~

Policy saved — content, tracked changes, comments

~~Credit Cards~~

~~Employees who are assigned credit cards by the school may not use such to purchase any personal items or services, even if the expenses are reimbursed to the Board.~~

~~**The Expense Reimbursement Form can be located in the shared Business Office Template Drive.**~~

BOARD POLICY

4016-AR-1 Payment Request

POLICY NUMBER	ADOPTED	REVISED	VERSION
4016-AR-1	9/8/2020	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Payment Request Form (4016-AR-1) is attached.

Payment Request
4016-AR-1

REQUEST INFORMATION

Request Date: _____ Payment Amount: _____

Requested By: _____

Request Type: _____ Payment Due Date: _____

Business Purpose:

_____

PAYEE INFORMATION

Payee/Vendor Name: _____

Vendor Number: _____ New Vendor/Payee?

Mailing Address:
(if necessary) _____

PAYMENT INFORMATION

Account Code(s):

_____

Payment Method: _____

Supporting documentation sufficient to substantiate the payment amount and purpose must be attached.

CERTIFICATION & AUTHORIZATION

The payment identified above is authorized in accordance with applicable Board policies, administrative regulations, and Charter School financial procedures. For Pre-Payment Authorizations, payment may not be initiated until approval is received through SCView.

By signing below, I certify that the information provided on this request is accurate, the payment is for an authorized Charter School purpose, and the amount requested is supported by the documentation attached to this submission.

_____

Requestor Signature & Date

Mr. Jonathon Shiota

Business Administrator Name

Approved electronically through SCView workflow

PAYMENT CONFIRMATION — Pre-payment Authorization Only

Confirmation/Reference Number: _____

Payment Date: _____ Actual Amount Paid: _____

BUSINESS OFFICE USE ONLY

FIS Transaction/Record Number: _____

Date Recorded: _____ Recorded By: _____

POLICY PORTAL™ PSBA

Policy saved — content, tracked changes, comments

BOARD POLICY

4016-AR-2 Electronic T

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
4016-AR-2	9/8/2020	10/13/2026	10/9/2024
VERSION	**DOCUMENT STATUS**	**PRINTED**	
v1.2	DRAFT	9/23/2026	

Upon authorization by the Board, the Charter School may enter into agreements or arrangements for the electronic transfer of Charter School funds.

The Business Administrator will be responsible for establishing, implementing, and monitoring appropriate controls over electronic transfers of Charter School funds, including authorization, payment approval, accounting controls, reporting, security, and general oversight.

Electronic payments will be reported to the Board in accordance with Board Policy 4016 and may be included in the standard list of bills presented to the Board.

Electronic transfers will be processed in accordance with Board policy, established accounting procedures, and applicable internal controls. At a minimum, the following requirements will apply:

1. Electronic payments will be made only to authorized payees using payment information that has been appropriately established and verified in accordance with Business Office procedures.
2. Each electronic payment will be supported by appropriate documentation and will complete the applicable review and approval process prior to disbursement. Evidence of review and approval may be maintained electronically through the Charter School's financial or document management systems.
3. Electronic payments will be presented to the Board in accordance with Board Policy 4016. Payments authorized prior to Board consideration under Board Policy 4016 may be disbursed and subsequently reported to the Board as required.
4. Electronic transfers will be initiated and authorized only by employees granted appropriate access and authority. To the extent practicable, responsibility for initiating an electronic transfer will be segregated from responsibility for approving or releasing the transfer.
5. Access to electronic payment systems, banking credentials, authentication methods, and related financial information will be restricted to authorized personnel and safeguarded in accordance with established security and internal control procedures.

6. The Business Office will retain appropriate supporting documentation and records related to electronic transfers in accordance with applicable record retention requirements and established procedures. Records may be maintained electronically.

Policy saved — content, tracked changes, comments

~~Upon a resolution of the Board, the school may be a~~ ~~school funds.~~

~~The Chief Executive Officer (Chief Administrator) and/or Business Administrator will be responsible for implementing and monitoring the school's compliance with the agreement, including payment approval, accounting controls, reporting, and general oversight.~~

~~For the purpose of accountability, the Chief Executive Officer (Chief Administrator) or Business Administrator will submit to the Board a monthly report detailing the goods and services purchased during the preceding month. The report will contain:~~

1. ~~Goods and services purchased and their costs.~~
2. ~~Dates of the payments.~~
3. ~~Department serviced by each payment.~~

~~Accounting methods for electronic transfer of funds will follow the school's established and approved accounting procedures:~~

1. ~~The Business Administrator will prepare a list of vendors authorized to be paid by an electronic transaction and will provide that list to designated employee(s).~~
2. ~~The designated Business Office employee will review the transaction upon receipt of an invoice from a vendor on the approved list. The employee will sign the invoice, which then acts as the warrant.~~
3. ~~The Business Administrator will present to the Board for approval a list of electronic payments which may be included in the standard bill list presented to the Board for approval. The Board will approve all transactions prior to disbursement.~~
4. ~~Following Board approval, the Business Administrator will sign the warrant, initiate the electronic transfer with the vendor, and complete the actual transfer of funds.~~

5. ~~The Business Office will retain all pertinent invoices, receipts and documents regarding electronic transfers for audit purposes.~~

Policy saved — content, tracked changes, comments

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Policy saved — content, tracked changes, comments

BOARD POLICY

4016-AR-3 Payment of

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
4016-AR-3	9/8/2020	10/13/2026	10/9/2024
VERSION	**DOCUMENT STATUS**	**PRINTED**	
v1.2	DRAFT	9/23/2026	

Charter School employees will adhere to all applicable laws and regulations, Board policies, and administrative procedures regarding the payment of bills.

All claims for payment will be submitted to the Board and recorded in the minutes of the Board meeting. Payments authorized prior to Board consideration in accordance with Board Policy 4016 may be processed by the Business Office and subsequently presented to the Board as required.

The Business Administrator or designee will ensure that the list of bills contains the following information for each payment:

1. Payment or reference number.
2. Payment date.
3. Payee.
4. Amount of payment.
5. Account charged.
6. Description or reason for payment.
7. Purchase order number, if applicable.

Prior to payment, each claim will complete the applicable review and approval process established by the Business Administrator. Review and approval may be documented electronically through the Charter School's financial or document management systems.

General Fund Expenditures

General Fund expenditures will be charged to the appropriate accounts in accordance with the approved budget and applicable accounting requirements. Transfers between budgetary accounts will be made in accordance with Board policy and applicable law.

Purchases of goods and services will generally be pr
with Board policy and established purchasing proced
completion of the required authorization process.

Policy saved — content, tracked changes, comments

A purchase order will not be required for expenditures authorized for direct payment by Board policy or established administrative procedures. Direct payments must be supported by appropriate documentation, account coding, and required approvals prior to payment.

Prior to payment for goods or services, receipt of goods or satisfactory completion of services will be verified when applicable. Any material discrepancy between an invoice or claim for payment and the applicable purchase order, contract, or supporting documentation will be resolved and documented prior to payment.

Facsimile Signatures

All checks will bear the authorized signatures required by Board Policy 4016. Authorized signatures may be applied manually or by facsimile, electronic, or other approved means.

The Business Administrator will maintain appropriate safeguards over access to and use of authorized signature devices, files, credentials, or other methods used to apply signatures.

Sales Tax

Employees making purchases on behalf of the Charter School will use the Charter School's sales tax exemption when applicable and will take reasonable steps to ensure that Pennsylvania sales tax is not charged on tax-exempt purchases.

The Charter School's sales tax exemption number and documentation will be used only for authorized Charter School purchases and will not be used for personal or other unauthorized purposes.

Questions regarding the applicability or use of the Charter School's sales tax exemption should be directed to the Business Office.

~~Charter chool employees will adhere to all laws and regulations, Board policy and administrative procedures regarding payment of bills.~~

~~All claims for payment will be submitted to the Boar~~ ~~meeting; however, in situations where the prompt p~~ ~~the Board Secretary may draw a check for payment~~

Policy saved — content, tracked changes, comments

~~The Business Administrator will ensure that the list of bills contains the following information for each one:~~

1. ~~Check number.~~
2. ~~Check date.~~
3. ~~Vendor.~~
4. ~~Amount of remittance.~~
5. ~~Account number.~~
6. ~~Description or reason for purchase.~~
7. ~~Purchase number, if applicable.~~

~~Prior to the Board's consideration of the bills for payment, the Business Administrator or designee will review each payment in excess of $100.~~

~~General Fund Expenditures~~

~~Expenditures from the General Fund Expenditure Accounts will be allocated as defined by the fiscal budget, unless a transfer of funds is authorized by the Board.~~

~~Each expenditure from the General Fund will be made after the issuance of a purchase order by authorized personnel, receipt of an invoice, and verification that the material was received and is correct.~~

Facsimile Signatures

Board policy authorizes the use of facsimile signatur
signing checks.

Policy saved — content, tracked changes, comments

The Business Administrator is responsible for the custody of the necessary machines, stamps, plates and other devices.

Sales Tax

Responsible designated school employees are responsible to know that the school is exempt from sales tax on the purchase of tangible, personal property or services that are sold or used by the school.

School staff will control use of its sales tax exemption number issued by the Department of Revenue, in compliance with established regulations. The exemption number will be used only when buying property or services for school use.

The school will obtain a sales tax license for school organizations that purchase items to be resold.

In order to monitor these activities, the Business Administrator will supervise employees designated to coordinate and accumulate accurate information and to submit proper reports and remittances to the Department of Revenue.

BOARD POLICY

4016-AR-4 Request to Remit Sales Tax

POLICY NUMBER	ADOPTED	REVISED	VERSION
4016-AR-4	11/1/2024	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Request to Remit Sales Tax (4016-AR-4) is attached.

21ST CENTURY CYBER CHARTER SCHOOL

Request for Remittance of Vendor Sales Tax

4016-AR-4

This form must be submitted to the Business Administrator and approved prior to proceeding with purchasing from a vendor that will not remove sales tax.

Date of Request: _____

Requestor's Name: _____

Vendor Name/Number: _____

Description of Purchase:

_____

_____

Why is tax applicable to purchase? (According to Vendor)

_____

_____

Total Before Tax: $ _____

Tax Amount: $ _____

Final Total Cost: $ _____

Was vendor notified of Sales Tax Exemption Status?	☐	**Yes**	☐	**No**
Was vendor provided a Sales Tax Exemption Certificate?	☐	**Yes**	☐	**No**

_____

Employee Name Employee Signature & Date

To be completed by Business Office

Purchase Approved as Requested: ____ Yes ____ No

_____

Business Administrator Name Business Admin. Signature & Date

Reimbursement from PA Department of Revenue requested on: _____

POLICY PORTAL™ PSBA

Policy saved — content, tracked changes, comments

BOARD POLICY

4025-AR-1 Credit Card Use

POLICY NUMBER	ADOPTED	REVISED	VERSION
4025-AR-1	9/8/2020	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

The Business Administrator will annually submit to the Board for its approval a list of Charter School assigned cardholders approved by the Chief Executive Officer (Chief Administrator).

School employees authorized by the Chief Executive Officer (Chief Administrator) and/or Business Administrator may make purchases using Charter School procurement or credit cards in accordance with Board policy and these administrative procedures. A Charter School card may be individually assigned to an approved cardholder or temporarily issued to an authorized employee for an approved Charter School purpose. Assigned cardholders and temporary card users shall complete the applicable card usage agreement and required training prior to use.

The total combined authorized credit limit of all procurement/credit cards issued by the school will not exceed a half percent (.5%) of the total school budget for the current fiscal year.

The standard credit card limit for Charter School credit cards shall be one thousand five hundred dollars ($1,500). Credit cards assigned to the Chief Executive Officer (Chief Administrator) and Business Administrator shall have a base credit limit of five thousand dollars ($5,000).

The credit limit of an individually assigned Charter School card may be temporarily or permanently increased with the prior written approval of both the Chief Executive Officer (Chief Administrator) and Business Administrator.

The Charter School may maintain one or more schoolwide credit cards for authorized institutional purchases. The credit limit of a schoolwide card may be established or temporarily increased at an amount necessary to meet Charter School operational needs with the prior written approval of both the Chief Executive Officer (Chief Administrator) and Business Administrator.

The Business Administrator shall ensure that credit card balances are paid in full no later than the applicable due date to avoid finance charges.

Policy saved — content, tracked changes, comments

The Business Administrator shall maintain current re
Charter School cards, including applicable card limits and current assignment or authorization status.

The Business Administrator shall monitor aggregate credit card activity and established credit limits and recommend adjustments when appropriate.

The Chief Executive Officer (Chief Administrator) and/or Business Administrator may authorize the cancellation, suspension, replacement, or reissuance of Charter School cards as appropriate.

Charter School procurement/credit cards shall identify the Charter School and, where applicable, the assigned cardholder.

Use Of Charter School Cards

The following rules apply to the use of school procurement/credit cards by employees:

1. All purchases made with a Charter School card must be attributed to the appropriate budget category/code and must conform to the adopted budget.
2. Each employee authorized to use a Charter School card shall complete the applicable card usage agreement and required training prior to use. An employee who fails to complete these requirements shall not be issued or authorized to use a Charter School card.
3. Authorized users shall not exceed the established credit limit of a Charter School card without prior written authorization in accordance with these administrative procedures.
4. The authorized user shall complete a Credit Card Payment Record and submit an itemized receipt and all required supporting documentation for each transaction. The employee's supervisor and Business Administrator shall review and approve the expenditure in accordance with established procedures.
5. Charter School cards will not be used for purchases that would circumvent bidding required by law and Board policy and administrative procedures.
6. Charter School cards will not be used to purchase personal items, unauthorized items or items that do not benefit the school. If a personal item is inadvertently purchased on a school card, the employee must immediately make repayment to the school.
7. A Charter School card may only be used by the employee to whom it is individually assigned or temporarily issued. An authorized employee shall not permit another individual to use the card.

8. Authorized users shall take reasonable measures to protect Charter School cards and card information against damage, loss, theft, fraud, or misuse. Any loss, theft, suspected fraud, or misuse shall be reported immediately to the Business Administrator.
9. Individually assigned cards shall be surrendered [illegible] authorization, or demand by the Charter School [illegible] following the authorized use or period of issuanc[illegible]

Policy saved — content, tracked changes, comments

Appropriate Expenditures

Subject to applicable purchasing requirements and prior authorization when required, examples of appropriate Charter School card expenditures may include:

1. Supplies, materials, equipment, and other goods for authorized Charter School purposes.
2. Repair and maintenance items.
3. Authorized online purchases.
4. Approved travel-related expenses, including lodging and registration fees.
5. Other authorized expenditures consistent with the Charter School's adopted budget, Board policies, and administrative procedures.

Inappropriate Expenditures

Charter School cards shall not be used for:

1. Personal purchases or expenditures that do not serve an authorized Charter School purpose.
2. Cash advances, gift cards, prepaid cards, or other cash-equivalent transactions, except when specifically authorized in accordance with established Charter School procedures.
3. Alcoholic beverages or tobacco products.
4. Fuel or other operating expenses for a privately owned vehicle when mileage reimbursement is applicable.
5. Gratuities exceeding twenty percent (20%).
6. Purchases prohibited by law, Board policy, administrative procedures, or applicable purchasing requirements.
7. Other expenditures specifically restricted by the Business Administrator or Chief Executive Officer (Chief Administrator).

Procurement Procedures

1. Employees shall be authorized to use Charter School cards in accordance with Board policy and these administrative procedures and shall complete the applicable card usage agreement and required training prior to use.
2. The Business Administrator shall coordinate the [illegible] School cards following all required approvals.
3. Prior to making a purchase, the authorized user [illegible] Charter School purpose, is within applicable spe[illegible] requirements, and is supported by available budget.
4. The authorized user shall inform vendors of the Charter School's tax exempt status and provide applicable Pennsylvania Sales Tax Exemption documentation. Exceptions shall be handled in accordance with established Business Office procedures or with approval of the Business Administrator.
5. The authorized user shall obtain an itemized receipt and other supporting documentation necessary to substantiate each transaction.
6. Within three (3) business days of the transaction date, the authorized user shall submit a completed Credit Card Payment Record, including the business purpose, appropriate account code, transaction amount, itemized receipt, and any other required supporting documentation.
7. The employee's supervisor shall review and approve the expenditure. The Business Administrator or designee shall subsequently review and approve the transaction in accordance with established procedures.
8. Temporarily issued cards shall be returned promptly following the authorized use or period of issuance.
9. The Business Office shall reconcile credit card transactions and supporting documentation to the applicable monthly statement.
10. The Business Office shall ensure that reconciled credit card balances are paid in full on or before the applicable due date.

Policy saved — content, tracked changes, comments

Violations

The following actions by authorized users are prohibited:

1. Purchases of items specifically prohibited by Board policy or administrative procedures.
2. Purchases that exceed applicable card limits without prior written approval of both the Chief Executive Officer (Chief Administrator) and Business Administrator.
3. Failure to immediately report a lost or stolen card, suspected fraud, or misuse.
4. Purchases from vendors that create a conflict of interest, such as purchases from companies owned or operated by school employees and/or their relatives.
5. Failure to timely submit complete and accurate transaction documentation.
6. Acceptance of cash in lieu of a credit to the statement.
7. Splitting of purchases within the single purchase limit.
8. Failure to properly notify vendors of the Charter School's Pennsylvania Sales Tax Exemption status, when applicable.
9. Permitting another individual to use a Charter School card assigned or temporarily issued to the authorized user.

10. Unauthorized purchases may result in revocation of card privileges, disciplinary action in accordance with Board policy, and repayment to the Charter School as applicable.

When a purchase is questioned, the Business Admin
user. If the Business Administrator determines that
the employee shall take appropriate corrective actio
include returning the purchase, obtaining a credit to the Charter School account, or reimbursing the Charter School for the full amount of the unauthorized expenditure. Documentation of the corrective action shall be provided to the Business Administrator.

Policy saved — content, tracked changes, comments

Resolving Returns/Credits/Disputes/Charges

When an authorized user questions or disputes a transaction, the authorized user shall first contact the vendor and attempt to resolve the matter. Merchandise returned to a vendor shall be credited to the Charter School card originally used for purchase. An authorized user shall not accept cash or other personal reimbursement in lieu of a credit to the Charter School.

If the matter cannot be resolved directly with the vendor, the authorized user shall promptly notify the Business Administrator and provide all available supporting documentation. The Business Administrator or designee shall coordinate any necessary dispute with the card issuer or financial institution.

Documentation of returns, credits, cancellations, and disputed transactions shall be provided to the Business Office and retained with applicable transaction documentation.

Card Suspension & Termination

Upon separation from employment, the Business Administrator or designee shall ensure that any permanently assigned Charter School card is collected and that the card issuer or financial institution is notified to cancel or deactivate the card within twenty-four (24) hours of the employee's separation. Collected cards shall be securely destroyed.

Charter School card privileges may be suspended or revoked when an authorized user fails to comply with applicable Board policies, administrative procedures, or card usage requirements. The Business Administrator shall ensure that the applicable card is suspended or canceled, as appropriate, and that any permanently assigned card is collected and securely destroyed.

The Business Office shall update applicable cardholder and card assignment records to reflect the return, suspension, cancellation, or termination of a card or cardholder authorization.

The Chief Executive Officer (Chief Administrator) will annually submit to the Board for its approval a list of designated employees recommended to use the charter school procurement/credit cards or to pick up necessary supplies.

School employees authorized by the Chief Executive Administrator may make purchases with school proc Executive Officer (Chief Administrator), cards may be issued temporarily to an employee who is traveling to efficiently pay for and document travel expenses.

Policy saved — content, tracked changes, comments

The total combined authorized credit limit of all procurement/credit cards issued by the school will not exceed a half percent (.5%) of the total school budget for the current fiscal year.

The Business Administrator will direct staff to pay the card balances in full no later than the due date so that finance charges will not be incurred.

The Business Administrator will maintain a list of all current school cardholders and will monitor the procurement card program's aggregate monthly spending relative to the aggregate established credit limit for potential required increases.

The Chief Executive Officer (Chief Administrator) and Business Administrator will determine the need to cancel or reissue cards to employees.

School procurement/credit cards will bear the school name; cardholder name; and expiration date.

Use Of Charter School Cards

The following rules apply to the use of school procurement/credit cards by employees:

1. All purchases made with a school card must be attributed to the appropriate budget category/code and must conform to the adopted budget.

2. Each employee using a school card will sign a Cardholder Agreement and receive training on applicable Board policy and administrative procedures regarding card usage. An employee who refuses to sign the agreement will not be issued a card.

3. School cards may not be used to purchase any item in excess of card limit; nor will any employee charge more than card limit a month without prior written authorization by the Chief Executive Officer (Chief Administrator) or Business Administrator.

Policy saved — content, tracked changes, comments

4. Employees must complete a Payment Request F
purchase. All charges must be verified with item
expenditures and submit the approved form to the Business Office by the Business Administrator.

5. School cards will not be used for purchases that would circumvent bidding required by law and Board policy and administrative procedures.

6. School cards will not be used to purchase personal items, unauthorized items or items that do not benefit the school. If a personal item is inadvertently purchased on a school card, the employee must immediately make repayment to the school.

7. Only the authorized employee to whom the card was issued can use the school card.

8. All employees issued a school card must take all reasonable measures to protect the card against damage, loss, theft or misuse. Employees must immediately report such to the Business Administrator.

9. School employees will surrender all school cards before leaving school employment and upon demand by the school.

Appropriate Expenditures

Examples of appropriate expenditures using school cards include:

1. Stationery, office supplies.

2. Minor repair items.

3. Computer parts and accessories.

4. Food for use in curriculum or when traveling.

5. Industrial arts supplies.

6. Authorized online purchases.

7. Approved travel expenses.

8. Approved lodging expenses.

9. Approved registration fees.

Policy saved — content, tracked changes, comments

Inappropriate Expenditures

Examples of inappropriate expenditures using school cards include:

1. Personal items.
2. Items stocked in school inventories and buildings.
3. Capital equipment.
4. Cash advances.
5. Building repairs.
6. Telephone calls.
7. Medical services.
8. Legal services.

9. ~~Cellular telephone charges.~~

10. ~~Alcoholic beverages.~~

11. ~~Tobacco products.~~

12. ~~Gasoline for a privately owned vehicle.~~

13. ~~Gratuities that exceed twenty percent (20%).~~

Policy saved — content, tracked changes, comments

~~Procurement Procedures~~

1. ~~Chief Executive Officer (Chief Administrator) and/or Business Administrator authorizes individual employees to receive and use school cards.~~

2. ~~Payment Request Form lists item name(s), item description(s), and total amount is prepared by the cardholder within 3 days of the transaction date and submitted to the cardholder's supervisor and to the Business Administrator for approvals.~~

3. ~~Payment Request Form is reviewed by Business Administrator and approved with their signature.~~

4. ~~Business Administrator coordinates the issuance of cards to individual employees following supervisor approval.~~

5. ~~Cardholder informs vendor of the school's tax exempt status and presents school card to vendor who accepts as payment for purchase of appropriate goods or services. An exception applies to food items when a staff member is traveling, if the merchant refuses to accept once presented with PA Sales Tax Exemption documentation, or with the approval of the Business Administrator.~~

6. ~~Vendor processes the card information to obtain payment for the purchase.~~

7. ~~Banking institution receives the transaction information from the credit card company.~~

8. ~~Banking institution verifies the account number and spending limits on the card.~~

9. ~~Cardholder receives merchandise and the original receipt(s).~~

10. ~~Business Office reconciles purchases and credit~~

Policy saved — content, tracked changes, comments

11. ~~Business Office pays the balance due from the reconciled monthly statement on or before the due date.~~

12. ~~Business Office receives a consolidated monthly statement for each billing cycle in order to reconcile the statements.~~

~~Violations~~

~~The following actions by school cardholders are prohibited:~~

1. ~~Purchases of items specifically prohibited by Board policy or administrative procedures.~~

2. ~~Purchases that exceed the card limits, without pre-approval by the Chief Executive Officer (Chief Administrator).~~

3. ~~Not reporting lost or stolen cards.~~

4. ~~Purchases from vendors that create a conflict of interest, such as purchases from companies owned or operated by school employees and/or their relatives.~~

5. ~~Inadequate record keeping and/or documentation of purchases.~~

6. ~~Acceptance of cash in lieu of a credit to the statement.~~

7. ~~Splitting of purchases within the single purchase limit.~~

~~8. Improper notification to vendor of the school's PA Sales Tax Exemption status.~~

9. Permitting other individuals to use the school issued credit card.

Unauthorized purchases by employees will result in disciplinary action, and the employee will be required to make payment for such transaction.

Policy saved — content, tracked changes, comments

When purchases are questioned, the Business Administrator is responsible for resolving the issue with the cardholder. If the Business Administrator is not satisfied that the purchase was necessary and for official use, or used for a prohibited violation, the cardholder must return the purchase and provide a credit voucher proving the item was returned; or provide a personal check made payable to the school for the full amount of the purchase. The check must be sent to the Business Office along with an explanation of why the violation occurred and include a copy of the original receipt.

Resolving Returns/Credits/Disputes/Charges

When a cardholder questions or disputes a transaction charged to their account, the cardholder will initially contact the vendor about the transaction and seek to resolve the issue by requesting or supplying information about the transaction.

If the matter is not resolved immediately, the cardholder will notify the Business Administrator in writing to request the charge be disputed. The Business Administrator will contact the company or banking institution.

Card Termination

The Business Administrator will notify the banking institution to cancel the card of a terminated employee within twenty-four (24) hours of the employee's termination. Procurement cards collected from terminated employees will be destroyed by cutting the card into pieces.

Procurement card privileges may be revoked by the school when the cardholder fails to adhere to relevant Board policy and school administrative procedures. The Business Administrator will immediately notify the bank to cancel the card, will obtain the card from the cardholder, and will destroy the card by cutting it into pieces.

POLICY PORTAL™ PSBA

Policy saved — content, tracked changes, comments

BOARD POLICY

4025-AR-2 Assigned Ca & Authorization

POLICY NUMBER	ADOPTED	REVISED	VERSION
4025-AR-2	9/8/2020	10/13/2026	v1.3
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Assigned Cardholder Agreement & Authorization (4025-AR-2) is attached.

Assigned Cardholder Agreement & Authorization

4025-AR-2

CARDHOLDER INFORMATION

Employee Name: _____

Position Title: _____

Fiscal Year: _____

Card Type: _____

Authorization Type: _____

CARDHOLDER AGREEMENT

I acknowledge that use of a Charter School credit card is a privilege subject to Board Policy 4025, 4025-AR-1, and applicable Charter School purchasing procedures. I agree to use the card assigned to me only for authorized Charter School purposes, within the established credit limit, and in accordance with applicable purchasing, budget, approval, and tax-exemption requirements. Personal or otherwise prohibited purchases are not permitted.

I agree to safeguard the card and card information, not permit another individual to use the card, and promptly report any loss, theft, suspected fraud, or misuse to the Business Administrator. I am responsible for timely submitting required transaction documentation, including an itemized receipt, business purpose, appropriate account coding, and other required supporting documentation.

I will surrender the card upon separation from employment, change in authorization, or demand by the Charter School. I understand that misuse of the card or failure to comply with applicable requirements may result in suspension or revocation of card privileges, disciplinary action in accordance with Board policy, and repayment to the Charter School when applicable.

This agreement and authorization shall be completed upon initial assignment of a Charter School card and renewed annually at the beginning of each fiscal year.

ACKNOWLEDGMENT & AUTHORIZATION

By signing below, I acknowledge that I have completed required Charter School credit card training, have reviewed and understand the requirements governing use of my assigned card, and agree to the terms of this agreement.

_____

Cardholder Signature & Date

Assignment of the Charter School credit card identified above is authorized in accordance with Board Policy 4025 and applicable administrative regulations and purchasing procedures. Electronic approval details, including date and time, are maintained in the SCView workflow audit history.

Mr. Jonathon Shiota

Business Administrator Name

Approved electronically through SCView workflow

Mr. Jason Palaia

Chief Executive Officer Name

Approved electronically through SCView workflow

BUSINESS OFFICE USE ONLY

Card Issuer: _____ Last 4 Digits: _____

Authorized Limit: _____ Effective Date: _____

POLICY PORTAL™ PSBA

Policy saved — content, tracked changes, comments

BOARD POLICY

4025-AR-3 Temporary Agreement & Authorization

POLICY NUMBER	ADOPTED	REVISED	VERSION
4025-AR-3	12/14/2021	10/13/2026	v1.2

DOCUMENT STATUS	PRINTED
DRAFT	9/23/2026

Temporary Card User Agreement & Authorization (4025-AR-3) is attached.

Temporary Card User Agreement & Authorization

4025-AR-3

TEMPORARY USER & REQUEST INFORMATION

Employee Name: _____

Position Title: _____

Purpose of Use: _____

Card Type: _____ Estimated Amount: _____

Date Needed: _____ Return Date: _____

TEMPORARY CARD USER AGREEMENT

I acknowledge that the temporary use of a Charter School credit card is a privilege subject to Board Policy 4025, 4025-AR-1, and applicable Charter School purchasing procedures. I agree to use the card temporarily issued to me only for the authorized Charter School purpose identified on this form, within the available credit limit of the card, and in accordance with applicable purchasing, budget, approval, and tax-exemption requirements. Personal or otherwise prohibited purchases are not permitted.

I agree to safeguard the card and card information, not permit another individual to use the card, and promptly report any loss, theft, suspected fraud, or misuse to the Business Administrator. I am responsible for timely submitting required transaction documentation, including an itemized receipt, business purpose, appropriate account coding, and other required supporting documentation.

I will return the card promptly following the authorized use and no later than the return date identified on this form. I understand that misuse of the card or failure to comply with applicable requirements may result in loss of card privileges, disciplinary action in accordance with Board policy, and repayment to the Charter School when applicable.

ACKNOWLEDGMENT & AUTHORIZATION

By signing below, I acknowledge that I have completed required Charter School credit card training, have reviewed and understand the requirements governing temporary use of a Charter School card, and agree to the terms of this agreement.

_____

Temporary User Signature & Date

Temporary use of a Charter School credit card for the purpose and estimated amount identified above is authorized in accordance with Board Policy 4025 and applicable administrative regulations and purchasing procedures. Electronic approval details, including date and time, are maintained in the SCView workflow audit history.

_____

Authorizing Supervisor Name

Approved electronically through SCView workflow

Mr. Jonathon Shiota

_____

Business Administrator Name

Approved electronically through SCView workflow

BUSINESS OFFICE USE ONLY

Card Issuer:	_____	Last 4 Digits:	_____
Date Issued:	_____	Issued By:	_____
Date Returned:	_____	Received By:	_____

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Policy saved — content, tracked changes, comments

BOARD POLICY

4025-AR-4 Credit Card

POLICY NUMBER	ADOPTED	REVISED	VERSION
4025-AR-4	10/25/2023	10/13/2026	v1.2

DOCUMENT STATUS	PRINTED
DRAFT	9/23/2026

Credit Card Purchase Record (4025-AR-4) is attached.

Credit Card Purchase Record

4025-AR-4

PURCHASE INFORMATION New Vendor/Payee?

Purchaser Name: _____

Date of Purchase: _____ Total Amount: _____

Cardholder Status: _____ Card Used: _____

Vendor Name/Number: _____

Account Code(s): _____

Business Purpose of Charge:

_____

_____

Purchaser Signature & Date

Electronic approval details, including date and time, are maintained in the SCView workflow audit history.

_____

Authorizing Supervisor Name

Mr. Jonathon Shiota

Approved electronically through SCView workflow

_____

Business Administrator Name

Approved electronically through SCView workflow

Submission Requirements:

1. *An itemized receipt and all required supporting documentation must be attached to this form in SCView within three (3) business days of the transaction posting.*
2. *Charter School purchases are tax-exempt. Sales tax should not be charged. Provide the Charter School's tax-exemption certificate to the vendor when necessary.*
3. *A complete business purpose and account code(s) must be provided for each purchase.*

POLICY PORTAL™ PSBA

Policy saved — content, tracked changes, comments

BOARD POLICY

5010-AR-1 Vehicle Use

POLICY NUMBER	ADOPTED	REVISED	VERSION
5010-AR-1	9/8/2020	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

The School recognizes the importance of employee safety and responsible vehicle operation when school-owned, rented, or personal vehicles are used for school business. These administrative procedures are intended to promote safe vehicle operation, reduce the risk of accidents, injuries, property damage, and related costs, and support the School's ability to maintain appropriate insurance coverage.

The Business Administrator or designee shall administer the School's vehicle-use procedures and is responsible for ensuring that employees authorized to operate vehicles for school business are informed of applicable requirements and procedures.

The Business Administrator or designee shall determine an individual's eligibility to operate a school-owned or rented vehicle and may approve, condition, suspend, or revoke driving privileges based upon the individual's motor vehicle record, license status, driving history, insurance requirements, safety concerns, or other relevant circumstances. The employee's supervisor and Human Resources may be consulted when appropriate.

Employees operating a vehicle for school business are responsible for operating the vehicle safely and courteously, complying with all applicable federal, state, and local laws, exercising reasonable care for the vehicle in their charge, and complying with Board policy and established administrative procedures.

Employees are personally responsible for traffic citations, parking violations, toll violations, fines, or similar penalties resulting from their operation or use of a vehicle. Employees shall promptly report any citation, charge, accident, license suspension or restriction, or other circumstance that may affect their authorization to drive to the Business Administrator or designee.

Driver Authorization

Prior to operating a school-owned or rented vehicle, an employee must be authorized to drive in accordance with Board Policy 5010 and established School procedures. Authorization shall include verification of a valid driver's license and review of the employee's motor vehicle record.

Policy saved — content, tracked changes, comments

Motor vehicle records shall be reviewed prior to initi
Additional motor vehicle record reviews may be con
an employee's driving status, a reported violation or accident, or other circumstances affecting driver eligibility.

Employees shall provide any information or authorization reasonably necessary for the School to obtain and review motor vehicle records.

Operation of School-Owned or Rented Vehicles

An employee operating a school-owned or rented vehicle shall:

1. Possess and carry a valid driver's license appropriate for the vehicle being operated.
2. Conduct a reasonable pre-operation inspection of the vehicle and report observed damage, unsafe conditions, or mechanical concerns.
3. Exercise reasonable care for and maintain the security of the vehicle, keys, fuel or purchasing cards, and other School property.
4. Promptly report vehicle problems, malfunctions, damage, or needed repairs.
5. Immediately report accidents involving a school-owned or rented vehicle in accordance with established School procedures.
6. Refrain from operating a vehicle when conditions, vehicle condition, fatigue, impairments or other circumstances would make operation unsafe.
7. Comply with all applicable laws concerning seat belts, electronic devices, distracted driving, and safe vehicle operation.
8. Not operate a vehicle while impaired by alcohol, cannabis, controlled substances, medication, or any other substance or condition that adversely affects the employee's ability to safely operate the vehicle.
9. Not permit an unauthorized individual to operate a school-owned or rented vehicle.
10. Use the vehicle only for authorized School business unless otherwise expressly approved.

Employees authorized to operate school-owned or rented vehicles shall acknowledge their understanding of applicable vehicle-use requirements in the manner established by the School.

Transportation of Students

Employees shall not transport students in a school-owned or rented vehicle unless the transportation has been specifically authorized in advance and the Business Administrator or designee has confirmed that the vehicle and driver satisfy applicable requirements for student transportation.

Employees shall comply with all additional safety, ve
the authorized transportation of students.

Policy saved — content, tracked changes, comments

Employees Operating Personal Vehicles on School Business

Employees who use a personal vehicle for authorized School business are responsible for maintaining a valid driver's license, current vehicle registration, and automobile insurance meeting applicable legal requirements.

The School does not provide insurance coverage for physical damage to an employee's personal vehicle. Costs associated with insurance, deductibles, maintenance, depreciation, wear and tear, and other vehicle operating expenses are the responsibility of the employee and are considered in the mileage reimbursement rate established by the School.

Employees using personal vehicles for School business shall comply with applicable laws and the safe-driving requirements established by Board policy and administrative procedures.

~~The school is concerned about employee safety relative to the use of school vehicles and the use of personal vehicles by employees for school business. The following rules and procedures will assist in reducing the incidents of automobile-related accidents, injuries and costs and in maintaining the school's ability to obtain insurance coverage.~~

~~The Business Administrator or designee is responsible for ensuring that employees are aware of, understand and adhere to the administrative procedures governing the operation of school vehicles and personal vehicles for school business.~~

~~The Business Administrator or designee is responsible for determining when an employee is not able to operate a school vehicle, and can prohibit that employee from operating a school vehicle, after consultation with the employee's supervisor.~~

~~Employees who operate a school vehicle and who operate a personal vehicle on school business have inherent responsibility to care for the vehicles in their charge, obey all state and local traffic laws, continuously observe safe and courteous driving practices, and adhere to established school administrative procedures.~~

Each employee is responsible for all traffic citations and parking tickets issued by a law enforcement officer. The employee must report receiving the citation or ticket to their immediate supervisor and the Business Administrator.

An employee operating a school vehicle is required t

Policy saved — content, tracked changes, comments

1. Possess and carry a valid driver's license and vehicle registration while operating a vehicle.
2. Conduct pre-operation inspections.
3. Be responsible for the security of the vehicle.
4. Report problems, malfunctions or needed repairs.
5. Report accidents and damages.
6. Not operate a vehicle in unsafe conditions that may cause damage to the vehicle.
7. Be free of and not possess any controlled substances, including non-prescribed or illegal drugs, prescription drugs, or alcoholic beverages that may affect the employee's ability to safely operate a vehicle.

An employee operating a school vehicle will be informed about the established administrative procedures and will acknowledge the conditions for operation of a school vehicle by signing the Vehicle Use Form.

Employees Operating Personal Vehicle on School Business

The school does not provide insurance coverage for damage to personal vehicles when being operated for school business. This coverage is the responsibility of the employee. Approved and paid mileage reimbursement anticipates the cost of vehicle insurance, deductibles, wear and tear, etc.; therefore, these costs and expenses are the responsibility of the employee.

Use of a personal vehicle requires that liability insurance be provided by the employee. Employees who drive a personal vehicle on school business must have a certificate of insurance with limits of liability of at least $500,000 Combined Single Limit.

~~The school does provide excess liability coverage for the school and for the employee while acting in the course and scope of employment.~~

Policy saved — content, tracked changes, comments

BOARD POLICY

5010-AR-2 Annual Driver Verification & Authorization

POLICY NUMBER	ADOPTED	REVISED	VERSION
5010-AR-2	9/8/2020	10/13/2026	v1.3
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Annual Driver Verification & Authorization (5010-AR-2) is attached.

Annual Driver Verification & Authorization
5010-AR-2

Employees must complete this form prior to initial authorization to operate a school-owned or rented vehicle and at least annually thereafter. Completion of this form authorizes 21st Century Cyber Charter School to obtain and review the employee's motor vehicle record in accordance with Board Policy 5010 and 5010-AR-1.

_____

Full Name (As shown on driver's license)

Driver's License Number: _____ State: _____

Date of Birth (MM/DD/YYYY): _____ Expiration: _____

A copy of my current driver's license is attached.

CERTIFICATION & AUTHORIZARITION

I certify that the information provided above is accurate and authorize 21st Century Cyber Charter School to obtain and review my motor vehicle record for purposes of determining my eligibility to operate a school-owned or rented vehicle. I acknowledge that I have reviewed and understand Board Policy 5010 and 5010-AR-1 and agree to comply with applicable School vehicle-use requirements. I agree to promptly notify the Business Administrator or designee of any change in my driving status that may affect my eligibility or ability to safely operate a vehicle for School business.

_____

Employee Signature & Date

BUSINESS SERVICES USE ONLY

Driver Authorization: Approved Denied

Effective Date: _____ **Expiration Date:** _____

School Authorizer: _____

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BOARD POLICY

5010-AR-3 Vehicle Res

POLICY NUMBER	ADOPTED	REVISED	VERSION
5010-AR-3	9/8/2020	10/13/2026	v1.4
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Vehicle Reservation Request (5010-AR-3) is attached.

~~The Business Administrator and/or Human Resources Manager is responsible for implementing, maintaining and enforcing Board policy and administrative procedures regarding the drug use and alcohol misuse prevention program for school vehicle drivers.~~

~~**Definitions**~~

~~**Alcohol** – the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol.~~

~~**Alcohol use** – the consumption of any beverage, mixture, or preparation, including any medication (prescribed or over-the-counter, intentional or unintentional), containing alcohol.~~

~~**Collection site** – the location a school vehicle driver is directed to go for drug and/or alcohol testing.~~

~~**Safety-sensitive functions** – all on-duty functions performed from the time a driver begins work or is required to be ready to work until they are relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.~~

~~**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of pre-primary, primary or secondary school students while registered by or under contract to the school. The term includes vehicles having chartered,~~

group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children. The term does not include a "school bus" or "commercial motor vehicle."

Prohibited Conduct

Policy saved — content, tracked changes, attachments, comments

The school prohibits the following conduct by school vehicle drivers:

1. Using, being under the influence of, or possessing illegal drugs.

2. Using or being under the influence of legal drugs that are being used illegally and/or abused.

3. Using or being under the influence of legal drugs that can adversely affect the ability of the school vehicle driver to safely perform their job.

4. Selling, buying, soliciting to buy or sell, transporting or possessing illegal drugs while on school time or property.

5. Using alcohol within eight (8) hours of driving or performing any safety-sensitive function.

6. Using or being under the influence of alcohol at any time while driving or performing safety-sensitive functions.

7. Possessing any amount of alcohol, including possessing medications containing alcohol, while on duty.

8. Ingesting hemp products or otherwise using hemp products in a way that may result in absorption of hemp or hemp residue into the body.

9. Refusing to be tested for drugs and/or alcohol.

10. Failing to submit to a drug and/or alcohol test as directed by the school.

11. Adulterating or substituting a specimen.

12. Failing to stay in contact with the school while awaiting the results of a drug and/or alcohol test.

13. Violating any applicable federal, state and/or school requirements or prohibitions governing the use of drugs and/or alcohol.

14. Taking any actions to obstruct the school

drug and/or alcohol testing.

Policy saved — content, tracked changes, attachments, comments

Prescription Drugs, Over-the-Counter Drugs, and Medical Marijuana

School vehicle drivers must inform the Business Administrator about any therapeutic drug use, whether prescription or over-the-counter.

For use of a prescription drug, the school vehicle driver must provide a signed statement from the prescribing licensed medical practitioner that the substance will not adversely affect the driver's ability to perform the assigned work function.

School vehicle drivers shall also inform the Business Administrator of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery."

Failure to report the use of such drugs or failure to provide proper evidence of medical authorization may result in disciplinary action.

Required Tests

School vehicle drivers will be required to submit to the following tests:

1. Reasonable Suspicion/Reasonable Cause.
2. Post-Accident.
3. Return-to-Duty.
4. Follow-up.

When a school vehicle driver is notified to report for testing, the driver must report to the collection site immediately. Failure to immediately report to the collection site, to submit to the test, or interfering with the testing process will be considered a refusal.

The school will provide forms for custody and control of specimens used in drug and alcohol testing.

The drug and alcohol testing program for school veh
and alcohol testing program for covered drivers. The
and Control Form or the *Department of Transportation Alcohol Testing Form* in its drug and alcohol testing program for school vehicle drivers.

Policy saved — content, tracked changes, attachments, comments

Altering a drug or alcohol test result is prohibited.

Reasonable Suspicion Testing -

When a supervisor or school administrator has reasonable cause to suspect a school vehicle driver is under the influence of drugs or alcohol (or both), they will require the affected driver to report to the collection site and provide a specimen as soon as practicable. Following a reasonable suspicion determination, the affected school vehicle driver will not be permitted to perform safety-sensitive functions until a negative test result is received by the school.

This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the school vehicle driver's appearance, behavior, speech, or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substances. The supervisor or administrator will document in writing the basis for the reasonable suspicion within twenty-four (24) hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

A school vehicle driver may only be directed to undergo reasonable suspicion testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

The school vehicle driver will be escorted to the collection site by the Business Administrator or designee, and arrangements will be made to transport the driver to their home after the specimen is collected.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made during, just preceding, or just after the period of the workday. The supervisor or school official who makes the determination that reasonable suspicion exists to conduct an alcohol test is not permitted to conduct the alcohol test of the school vehicle driver.

If an alcohol test is not administered within two (2) hours of the reasonable suspicion determination, the school will prepare and maintain on file a record explaining why the test was not promptly administered. An alcohol test will not be given if not administered within eight (8) hours following the reasonable suspicion determination. If an alcohol test is not administered for this reason, the school will record the reasons for not administering the test.

Policy saved — content, tracked changes, attachments, comments

Notifications

The school will notify an applicant of the results of a pre-employment drug test, if the applicant requests the results within sixty (60) calendar days of being notified of the disposition of their employment application.

The school will notify a school vehicle driver of the results of random, reasonable suspicion, and post-accident drug tests if the test results are positive. The school will also inform the school vehicle driver which controlled substance(s) were positive.

The school will inform the school vehicle driver about the results of alcohol testing.

Consequences

Immediate Removal from Safety-Sensitive Functions -

The school will remove a school vehicle driver from performing safety-sensitive functions under the following circumstances:

1. A positive drug test result;

2. An adulterated or substituted drug test result;

3. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test, as required by Board policy.

The school shall place a school vehicle driver who drives, operates or is in physical control of a school vehicle out of service for thirty (30) days if the school vehicle driver:

1. Has any detectable amount of alcohol in their system; or

2. Refuses to take a test to determine their alcohol content.

A school vehicle driver who refuses to take a drug o
administrative procedures has not refused to take a

Policy saved — content, tracked changes, attachments, comments

Discipline -

A school vehicle driver employed by the school confirmed to have violated the Board policy related to alcohol and controlled substances will be subject to school-imposed discipline, up to and including termination. All employment decisions involving reinstatement, termination, or dismissal will be made in accordance with applicable state law, Board policies, and negotiated agreements.

Confidentiality/Privacy

School staff will take appropriate measures to ensure that all the testing procedures are as private and confidential as reasonably practical.

Test results or medical information will only be provided to supervisors who have a need to know such information, to the applicant/employee tested, and to any individual permitted or required by law or regulation to receive such information.

Maintenance of Records

All drug and alcohol test records must be kept in a secure location with controlled access. The school will maintain records in accordance with the school's records retention schedule.

All drug and alcohol test records will be maintained separately from personnel or medical records.

Drug and alcohol test information for school vehicle drivers shall not be included on the U.S. Department of Transportation Drug and Alcohol Testing MIS Data Collection Form.

Treatment/Counseling

~~The school is interested in maintaining a safe workplace and a healthy and productive workforce, not in punishing employees who seek assistance. An employee who feels they may have a substance abuse problem is urged to contact the Business Administrator. Such employees will not be disciplined or retaliated against.~~

Policy saved — content, tracked changes, attachments, comments

~~Employees who request treatment or leaves of abse~~ ~~not be subject to discipline. However, employees cannot escape discipline by first requesting such treatment or leave after being selected for testing or after being caught violating Board policy and/or administrative procedures.~~

~~Employee requests for voluntary treatment of drug and/or alcohol problems will be kept confidential, in accordance with applicable federal and state law, Board policy and administrative procedures.~~

~~Policy Distribution, Educational Materials and Acknowledgement of Receipt~~

~~At the beginning of each school year, or when a new employee starts or transfers into a school vehicle driver position after the start of the school year, all school vehicle drivers will receive:~~

~~1. The Board policies prohibiting use, possession and being under the influence of alcohol and controlled substances and requiring drug and alcohol testing, and the administrative procedures implementing those policies.~~

~~2. Educational materials that explain:~~

1. ~~a. Effects of drug/alcohol abuse on an individual's health, work and personal life.~~
1. ~~b. Signs and symptoms of drug and alcohol problems.~~
1. ~~c. Employee assistance programs available through the school.~~
1. ~~d. Methods of intervention and list of resources when a drug or alcohol problem is suspected~~
1. ~~e. Post-accident procedures.~~

~~Each school vehicle driver shall sign a statement certifying that they have received a copy of the Board policy and administrative procedures.~~

~~The school shall keep the original signed statement copy to the driver.~~

Policy saved — content, tracked changes, attachments, comments

~~*Training for Supervisors -*~~

~~The school will provide a training program for employees who supervise school vehicle drivers about the requirements of Board policy and administrative procedures, and to assist them in determining whether a school vehicle driver must be tested for drug and alcohol use based on reasonable suspicion.~~

~~The school will maintain documentation of supervisor training in accordance with the school's records retention schedule.~~

Vehicle Reservation Request
5010-AR-3

Requestor Name: _____ Authorizing Supervisor: _____

Reservation Type: _____ Vehicle Source: _____

Vehicle Type: _____ Students Transported? _____

Vehicle Notes / Special Requirements

Identify any vehicle, cargo, equipment, accessibility, capacity, or other special requirements.

_____

Start Date: _____ Start Time: _____

End Date: _____ End Time: _____

Frequency / Schedule *(if recurring or extended)*

_____

Departure / Pickup Location: _____

Destination / Service Area: _____

Business Purpose

_____

Primary Driver: _____ Total Occupants: _____

Alternate Driver(s): _____

Account Code: _____

Business Office Use Only

Assigned Vehicle/Rental: _____ Reservation Details: _____

POLICY PORTAL™ PSBA

Policy saved — content, tracked changes, attachments, comments

BOARD POLICY

5010-AR-4 Student Tra… Vehicle Requirements

POLICY NUMBER	ADOPTED	REVISED	VERSION
5010-AR-4	9/8/2020	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Purpose

This administrative regulation establishes additional requirements applicable when employees transport students in a School-owned or School-authorized vehicle. These requirements supplement Board Policy 5010 and its implementing administrative regulations.

For purposes of this administrative regulation, a school vehicle is a motor vehicle, except a motorcycle, designed to carry no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary, or secondary school students in accordance with applicable Pennsylvania law and regulation.

Authorization

Employees shall not transport students in a School vehicle unless the transportation has been specifically authorized by the Business Administrator or designee.

Prior to transporting students, the driver shall:

1. Be authorized to operate a School vehicle in accordance with Board Policy 5010 and its implementing administrative regulations;
2. Possess a valid driver's license appropriate for the vehicle being operated; and
3. Comply with applicable federal and state laws and regulations governing school vehicles and student transportation.

Student transportation shall be identified as part of the School's vehicle reservation and approval process.

Vehicle and Passenger Safety

Vehicles used to transport students shall comply wit
vehicles, including requirements related to equipme
operation.

Policy saved — content, tracked changes, attachments, comments

When transporting students, the driver shall:

1. Ensure that the number of occupants does not exceed the vehicle's authorized passenger capacity or available designated seating positions;
2. Ensure that all occupants are appropriately seated and use available seat belts or other required passenger restraints while the vehicle is in motion;
3. Ensure that vehicle doors are securely closed before placing the vehicle in motion;
4. Ensure that equipment, materials, and other items are secured so they do not interfere with safe operation or passenger entry or exit;
5. Ensure that required emergency and safety equipment is present and accessible; and
6. Not operate a vehicle that is unsafe or otherwise unsuitable for student transportation.

Alcohol, Controlled Substances, and Impairment

A school vehicle driver shall not drive, operate, or be in physical control of a school vehicle while having any alcohol in their system or while impaired by alcohol, a controlled substance, medication, or any other substance or condition that adversely affects the driver's ability to safely operate the vehicle.

Employees shall not operate a school vehicle when using prescription or over-the-counter medication that impairs or may reasonably impair their ability to safely operate the vehicle.

A school vehicle driver who has any detectable amount of alcohol in their system while driving, operating, or in physical control of a school vehicle, or who refuses a test to determine alcohol content as provided by applicable law and School procedures, shall be removed from school vehicle driving duties for the period required by law.

Drug and Alcohol Testing

School vehicle drivers may be required to submit to drug and/or alcohol testing:

1. Following an accident involving a school vehicle while transporting students; or
2. When the School has reasonable suspicion that a driver is impaired by or has used alcohol or controlled substances in violation of law, Board policy, or administrative regulation.

Policy saved — content, tracked changes, attachments, comments

Reasonable suspicion shall be based upon specific, c
appearance, behavior, speech, performance, body o
impairment. The basis for a reasonable-suspicion determination shall be documented.

Drug and alcohol testing conducted pursuant to this administrative regulation shall be administered as non-DOT testing and shall be separate from testing conducted pursuant to federal Department of Transportation requirements.

An employee directed to undergo testing shall immediately cease driving or performing student transportation duties. The School shall arrange appropriate transportation for an employee removed from driving duties due to suspected impairment.

Testing records and related medical information shall be maintained confidentially and separately from general personnel records and disclosed only as permitted or required by law.

Accidents and Incidents

Any accident involving a school vehicle while transporting students shall be reported immediately to the Business Administrator or designee and to law enforcement or other authorities when required by law.

The School shall complete and submit accident reports required by applicable Pennsylvania law and regulation.

Drivers shall cooperate with required accident reporting, investigation, and post-accident procedures.

Compliance

Employees authorized to transport students shall comply with Board Policy 5010, its implementing administrative regulations, applicable Pennsylvania school vehicle requirements, and any additional safety procedures established by the School.

Failure to comply with applicable law, Board policy, administrative regulations, or School procedures may result in suspension or revocation of driving authorization and disciplinary action in accordance with applicable law and Board policy.

~~Receipt of Drug / Alcohol Information is attached.~~

Policy saved — content, tracked changes, attachments, comments

POLICY PORTAL™ PSBA

Policy saved — content, tracked changes, comments

BOARD POLICY

5010-AR-5 Reasonable [illegible] Suspicion Form

POLICY NUMBER	ADOPTED	REVISED	LAST REVIEWED
5010-AR-5	9/8/2020	10/13/2026	11/1/2024
VERSION	**DOCUMENT STATUS**	**PRINTED**	
v1.2	DRAFT	9/23/2026	

The Reasonable Cause / Reasonable Suspicion Form is attached.

REASONABLE CAUSE/REASONABLE SUSPICION FORM

This form must be completed by each trained supervisor or school administrator who has reasonable cause/reasonable suspicion to suspect a covered driver is under the influence of drugs or alcohol (or both). This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. This form must be completed within twenty-four (24) hours of the observed behavior or before the results of the alcohol or drug tests are released, whichever is earlier.

Please record the following information to document your reasonable cause/reasonable suspicion determination.

Employee's Name: _____ Employee's ID/SSN: _____

Job Title: _____

Reasonable suspicion of current use, or impaired by _____ alcohol _____ drugs

Location of Incident: _____ Date: _____ Time Observed: _____

Observations (Please check all that apply and include descriptions of any *changes* in behavior.)

Appearance:

☐ Normal ☐ Tremors/ Twitches ☐ Flushed or Pale ☐ Dilated Pupils
☐ Sleepy ☐ Sores/ Puncture Marks ☐ Heavy Eyelids ☐ Bloodshot eyes
☐ Disheveled ☐ Excessive Sweating ☐ Cleanliness ☐ Other (explain below)

Description/Notes: _____

Behavior/Demeanor:

☐ Nervous ☐ Erratic ☐ Mood Swings ☐ Lethargic
☐ Irritable ☐ Paranoid ☐ Verbally/Physically Abusive ☐ Highly Excited
☐ Confusion/Inattentive ☐ Combative ☐ Fatigue/Sleeping/Drowsiness ☐ Other (explain below)

Description/Notes: _____

Motor Skills:

☐ Normal ☐ Swaying ☐ Falling ☐ Unbalanced ☐ Other (explain below)
☐ Unsteady ☐ Lack of Coordination ☐ Fidgety ☐ Stumbling

Description/Notes: _____

Speech:

☐ Normal ☐ Slurred ☐ Loud ☐ Other (explain below)
☐ Incoherent ☐ Exaggerated ☐ Talking Excessively

Description/Notes: _____

Odor:

☐ Normal ☐ Smell of Alcohol ☐ Excessive Cologne
☐ Body Odor ☐ Smell of Marijuana ☐ Other (explain below)

Description/Notes: _____

Based on the above documented information, I have determined that there is / is not (circle only one) reasonable suspicion for sending _____ for a Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol screening test.

Signature of supervisor/administrator conducting the evaluation: _____

Printed name of the supervisor/administrator conducting the evaluation: _____
Date (month, day, year): _____

NOTE: If drug and alcohol screening test is ordered, fill out the "Employee Notification for Required Drug and Alcohol Testing" form.

POLICY PORTAL™ PSBA

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BOARD POLICY

5010-AR-6 Acknowledg Reasonable Suspicion Training for Supervisors

POLICY NUMBER	ADOPTED	REVISED	VERSION
5010-AR-6	9/8/2020	10/13/2026	v1.2
DOCUMENT STATUS	**PRINTED**		
DRAFT	9/23/2026		

Acknowledgement of Reasonable Suspicion Training for Supervisors is attached.

Acknowledgement of Reasonable Suspicion Training for Supervisors
5010-AR-6

In accordance with the Federal Motor Carrier Safety Administration (FMCSA) Regulation 49 CFR Part 382, Section 382.603, I acknowledge that I have received at least 60 minutes of training on the physical, behavioral, and performance indicators of probable alcohol misuse.

Employee Name	Employee Signature & Date
Director of Human Resources Name	Director of HR Signature & Date
Business Administrator Name	Business Admin. Signature & Date