

# **TABLE OF CONTENTS**

Statement of Non-Discrimination.....	2
School Board.....	2-3
School Philosophy.....	3
Phone Extensions.....	3-4
Clubs and Activities.....	4
Bell Schedules.....	4
Attendance Policy.....	5-6
School Closings.....	6
Classroom Attendance Policy.....	6-7
Graduation Credit Requirements.....	7
Graduation Requirements.....	7-8
Keystone Exam Pathways.....	7-8
Classification of Students by Grade Level.....	8
Grading Standards Policy - Secondary Courses.....	8
Course Load.....	9
Honor Roll Requirements.....	9
Student Awards.....	9
AP Courses and Requirements.....	9
Semester Examinations.....	9
Academic Integrity Policy.....	9-10
Request for Homework.....	10
Homebound Instruction.....	10
School Phobia/Anxiety Disorder.....	10
Pupil's Right of Refusal - Animal Dissection.....	10
Senior Privilege.....	10-11
Summer School.....	11
Standards of Grading.....	11
Class Drop Policy.....	11
Make Up Work Policy.....	11
Grade Reporting.....	11
Progress Reports.....	11
ECAVA (Ellwood City Area Virtual Academy).....	12
Class Rank.....	12
Classification for High Honor and Honor Graduates.....	12
Independent Study.....	12-13
Advisory Program.....	13
Dual Enrollment.....	13
Choir Requirement.....	13
Commencement Fees.....	13
Library/Learning Commons.....	13-14
Levels of Consequence for Inappropriate Behavior.....	14-16
Saturday Detention Procedure/Guidelines.....	17
Sexual Harassment Policy.....	17
Smoking and Tobacco Policy.....	17-18
Locker Policy.....	18
Locks.....	19
Dress Policy/Guidelines.....	19
Electronic Device Policy.....	20
General Information: School Visitors, Student Parking, Lost and Found, Telephones, Book Bags.....	20

General Information: School Dances, Student Identification, Hall Behavior.....	20-21
Weapons Policy.....	21
Restroom Behavior.....	21
Transportation.....	21-22
School Wide Positive Behavior.....	22
Athletics.....	22-23
Student Health Services.....	23-25
Student Records.....	26
Guidance Services.....	26
Self Injury Protocol.....	27
Suicide Prevention.....	27-28
Mandated Reporter Protocol.....	28
Acceptable Use of Internet.....	28-31
Student Rights and Responsibilities.....	31-36
Homelessness and the McKinney - Vento Act.....	36
Summarization of Alcohol and Other Drug Administration Guidelines.....	37
Educational Trip Request.....	40

## **STATEMENT OF NON-DISCRIMINATION**

Ellwood City Area School District does not discriminate on the basis of race, color, national or ethnic origin, age, sex, religion, handicap, or because a person is a disabled veteran or a veteran of the Vietnam Era in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations.

This statement refers specifically to nondiscrimination in the areas of course offerings, athletics, counseling, textbooks, testing, compensation and employment activities.

John Sovich, Principal of grades 10 - 12, is designated as the district's Compliance Officer. This responsibility shall include coordination of the school district's compliance with Title IX and Section 504 and investigation of any complaints received alleging non-compliance or action prohibited by regulations. A grievance procedure has been adopted to handle complaints, and copies are available at the Office of Compliance Officer.

Students, employees, applicants for admission, and applicants for employment who have complaints or parents who have inquiries about Title IX or Section 504 should direct them to: Compliance Officer, 501 Crescent Avenue, Ellwood City, PA 16117. Approved by the Board of Education, August, 1994.

### **SCHOOL BOARD VOTING MEETINGS**

Second Thursday of each month, 7:00 PM in the Lincoln High School Board Room unless change in location is announced through public notice.

### **SCHOOL BOARD AGENDA MEETINGS**

Monday prior to the School Board Voting Meeting, 7:00 PM in the Lincoln High School Board Room.

### **About the ECASD Board of Directors**

The school board of directors is a legislative body that establishes the direction of education in the Ellwood City Area School District. Board members are charged with adopting an annual budget, establishing local tax rates and hiring all personnel.

Nine board members are elected for unpaid, four-year terms. They must answer to the PA Department of Education. The board elects a president and vice president every year during its December reorganization meeting. Newly elected members also take office during this meeting, and a calendar of monthly meeting dates is established.

It is the responsibility of the superintendent of schools to carry out board policies and to be responsible for executing the board's defined educational objectives for our students.

Parents and area residents are invited to attend all monthly board meetings. Notice of the meetings is published in the *Ellwood City Ledger*.

## **BOARD OF EDUCATION**

Ms. Kathy Galbreath, President  
Ms. Jennifer Tomon, Vice President  
Mrs. Erica Gray, Treasurer

Mr. Gary Rozanski, Sr.  
Ms. Renee Pitrelli  
Mrs. Claire Fauzey

Mrs. Jean Biehls  
Mrs. Kathy Tilia  
Mr. Norman Boots

## **PHILOSOPHY**

The School Board of Directors, as the agent responsible for the education of the children of the Ellwood City Area School District, directs the development of a planned program of learning which meets the needs of the students in the district.

We believe that the school is a primary social agency that together with church, home, and community bears the responsibility for preparing children to live in a constantly changing world. In order for the school to successfully fulfill its role in the preparation process, it must be cognizant of both present and future needs.

The instructional program must consider each child as an individual regarding his/her rate of learning, pattern of growth, and degree of emotional maturity. Since the school is preparing youth for present and future roles, all experiences must be meaningful and relevant to life in the local community as well as to the community at large.

We believe that an effective education is rooted in a strong basic skills program, which will provide each student with mastery in the use of words and numbers to the fullest of his/her capabilities.

To further aid the child in adjusting to a variety of situations, the instructional program shall employ the process of thinking, of reasoning, and problem solving. The utilization of these processes is designed and aimed toward providing the student with the skills necessary to make decisions based on practical alternatives.

In fulfilling its role as a primary social agency, the school must encourage the formation of attitudes, which foster a deep and genuine sense of pride in the home, community, state, and nation. The school must also aid a child in developing self-awareness so that he/she may objectively understand his/her areas of strength and limitation. Through the achievement of self-awareness and the accompanying understanding, the child can better understand and have empathy for people of different faiths, races, and beliefs.

We believe that schools should foster an attitude of self-discipline whereby privileges are enjoyed and responsibility for behavior is accepted.

We believe that schools should help every child acquire good health habits and an understanding of the conditions necessary for the maintaining of physical and emotional well-being.

## **Administrative Telephone Extensions**

### Superintendent of Schools

Dr. Wesley Shipley ext. 3010

### Secondary Administration

John Sovich, Principal Grades 10 - 12 ext. 3039  
Mike Garvin, Principal Grades 7 - 9 ext. 3025

### Superintendent's Office

Kristen Carsele ext. 3010  
Nancy Nocera ext. 3013

### Business Manager

Scott Korba ext. 3018

### Guidance Department

April Thellman, Grades 10 - 12 ext. 3031  
Jill Manns, Grades 7 - 9 ext. 3032

### Athletic Director

Curt Agostinelli ext. 3029

### Superintendent of Buildings & Grounds

Paul Pishioneri ext. 3011

Belinda Hervatine, Secretary ext. 3030

Debbie Wiech, Community Liaison ext. 4278

### Food Service

Jennifer Bell ext. 3020

### Special Education Department

Leslie Gleghorn, Administrator ext. 3603  
Jaimie Rennie, School Psychologist ext. 3602  
Linda Dallies, Secretary ext. 3600

### Nurse's Office

Nancy Berezniak, Nurse ext. 3036  
Michele Winters, Secretary ext. 3035

### Main Office Secretaries

Lisa Carsele ext. 3027  
Amy Ottaviani ext. 3000

### Business Office

Patti Otlowski ext. 3016  
Karen Cooper ext. 3015

### Technology Coordinator

Katelyn Grzybowski ext. 3004

## Teaching Faculty Voice Mailbox Extensions

Adams, L. 3126	Emerick, T. 3305	Kemrer, M. 3308	Pigza, M. 3315
Arbutina, B. 3213	Falotico, C. 3209	Krupa, J. 3318	Poore, D. 3203
Barry, S. 3314	Feltrop, H. 3044	Lamenza, M. 3206	Riccio, P. 3313
Bell, J. 3306	Franchuk, L. 3117	Long, A. 3307	Snyder, G. 3304
Braymer, D. 3214	Franitti, N. 3106	Ludwig, C. 3515	Sokol, A. 3212
Brest, H. 3210	Friello, C. 3215	Maggi, T. 3312	Stanley, M. 3112
Briggs, K. 3218	Gaibis, D. 3320	McConahy, S. 3114	Stelitano, D. 3216
Brough, R. 3116	Gerello, M. 3109	McCullough, M. 3120	Szakelyhidi, M. 3118
Buffington, S. 3121	Greco, F. 3002	McGuire, S. 3113	Thiec, B. 3322
Burkhart, B. 3202	Hall, M. 3510	Miller, S. 3111	Timmerman, S. 3321
Caldwell, L. 3024	Hatkevich, A. 3518	Morgan, D. 3303	Vasbinder, A. 3021
Craig, T. 3107	Hawkins, E. 3208	Natale, T. 3319	Walmsley, C. 3122
Cress, J. 3211	Hollencamp, L. 3217	Noble, D. 3316	Weir, J. 3207
DiBuono, J. 3021	Hudeck, L. 3115	Orelli, C. 3220	
Dimeo, K. 3110	Hulick, C. 3119		

Every teacher can be reached through email. Check the school district website at [www.ellwood.k12.pa.us](http://www.ellwood.k12.pa.us)

## Clubs and Activities

Aevium Club	Envirothon Club	Paws With A Cause
Art Club	French Club	Peer Leadership
Board Game Club	German Club	Physical Education Club (ECPE)
Book Club	History Club	Public Safety Club
Caring Team	International Club	Robotics Club
Choral Capers	Junior High Choir	SADD/SAVE Club
Club Hope	Junior High Student Council	School Newspaper
Drama Club	Kids Too Club	Screen Printing Club
EC3 - Culture Club	Library Commons Club	Senior High Student Council
ECMC - Mentoring Club	Lincoln Light	Spanish Club
ECTV	Marching Band/Pep Band	Stage Crew
Engineering Club	Math Counts	Unified Sports Club
	National Honor Society	Winter Sports Club
		Wolverine Barkery
		Yearbook/Ellwoodian

\*\*For a full schedule of all athletic events, please visit <https://ellwoodwolverines.bigteams.com/>

## Bell Schedules

**7:25 AM Teachers Report 7:45 AM Tardy Bell**

<b>Period 5 Lunch</b>		<b>Period 6 Lunch</b>		<b>Period 7 Lunch</b>	
<u>Regular Schedule</u>	<u>Adv/Act Schedule</u>	<u>Regular Schedule</u>	<u>Adv/Act Schedule</u>	<u>Regular Schedule</u>	<u>Adv/Act Schedule</u>
1. 7:45 - 8:36	1. 7:45 - 8:31	1. 7:45 - 8:36	1. 7:45 - 8:31	1. 7:45 - 8:36	1. 7:45 - 8:31
2. 8:39 - 9:23	2. 8:34 - 9:14	2. 8:39 - 9:23	2. 8:34 - 9:14	2. 8:39 - 9:23	2. 8:34 - 9:14
3. 9:26 - 10:10	3. 9:17 - 9:57	3. 9:26 - 10:10	3. 9:17 - 9:57	3. 9:26 - 10:10	3. 9:17 - 9:57
4. 10:13 - 10:57	A. 10:00 - 10:30	4. 10:13 - 10:57	A. 10:00 - 10:30	4. 10:13 - 10:57	A. 10:00 - 10:30
<u>5. 10:57 - 11:27</u>	4. 10:33 - 11:13	5. 11:00 - 11:44	4. 10:33 - 11:13	5. 11:00 - 11:44	4. 10:33 - 11:13
6. 11:30 - 12:14	<u>5. 11:13 - 11:43</u>	<u>6. 11:44 - 12:14</u>	5. 11:16 - 11:56	6. 11:47 - 12:31	5. 11:16 - 11:56
7. 12:17 - 1:01	6. 11:46 - 12:26	7. 12:17 - 1:01	<u>6. 11:56 - 12:26</u>	<u>7. 12:31 - 1:01</u>	6. 11:59 - 12:39
8. 1:04 - 1:48	7. 12:29 - 1:09	8. 1:04 - 1:48	7. 12:29 - 1:09	8. 1:04 - 1:48	<u>7. 12:39 - 1:09</u>
9. 1:51 - 2:35	8. 1:12 - 1:52	9. 1:51 - 2:35	8. 1:12 - 1:52	9. 1:51 - 2:35	8. 1:12 - 1:52
	9. 1:55 - 2:35		9. 1:55 - 2:35		9. 1:55 - 2:35

**Bus Departure - 2:39 PM Teacher Dismissal - 2:55 PM**

## **ATTENDANCE POLICY SUMMARY**

### **TARDINESS TO SCHOOL**

In order for students to reach their maximum academic potential, it is important that all students be in school. Research shows that students who miss classes because of being absent or tardy do not reach their maximum academic potential. Also, it is important that the school stresses the importance of students being responsible in order to prepare them for the real world. Coming to school on time is one way that a student could show that he/she is responsible. The following will apply to those students who are tardy to school:

- 1 - 3 times unexcused tardy: Oral warning by teacher at the tardy table
- 4 - 6 times unexcused tardy Office detention for each tardy
- 7 - 8 times unexcused tardy 2 and 4 hour Saturday detentions and parent notification
- 9+ times unexcused tardy Out of school suspension and parent notification

**\*Exception to the above rule will be Medical/Dental note or medical excuse.**

**\*Student tardy count will restart at the semester.**

### **PRESENT IN SCHOOL FULL-DAY**

Students will be marked present for the day if they attend school for 50% or more of the school day. The school day is 410 minutes. To be marked present, students must be present for 205 minutes or more, or if entering tardy, students must arrive by 11:09 AM.

### **EARLY DISMISSAL FOR MEDICAL AND DENTAL APPOINTMENTS**

Medical and dental appointments should be avoided during school hours and should be scheduled after school or on a Saturday. In the event that an appointment must be made during school hours, the following procedure should be followed:

- Bring an appointment card and official medical/dental appointment form signed by the parent/guardian stating the time the student wishes to be excused and the reason it is necessary.
- Requests by phone should follow the same procedure.
- The student will, upon return from an appointment, present the card to the Principal's Office. This card will contain the time the student left the doctor's office and the signature of the doctor or their representative.
- If a student is going directly to a medical appointment in the morning, he/she must present an appointment card and appointment form to the Principal's Office the day before.
- No one will be excused for personal reasons except for **extreme emergencies**, and in these cases the parent/guardian must make every attempt to pick up the student in the Principal's Office.
- When returning to school on the same day, students should sign in at the Principal's Office.

### **OTHER ATTENDANCE REQUIREMENTS**

- Any tardy for class after ten (10) minutes without a valid excuse is equivalent to one (1) period of absence.
- Students arriving at school after 7:45 AM are to report to the office to sign in at the tardy table.
- Being late to any class five (5) times or more will result in a Saturday Detention.
- No one is to leave the building without permission.
- Students participating in afterschool extracurricular activities must be present at least one-half (½) day in order to attend practice or participate in that activity after school or that evening.

### **REASONS FOR EXCUSED ABSENCES IN ACCORDANCE WITH THE PENNSYLVANIA STATE ATTENDANCE LAWS BUT MAY BE COUNTED TOWARD ATTENDANCE LIMITS:**

- Illness as verified by parents/guardians, school nurse, physician
- Serious illness or death in the family
- Health related appointments
- Serious weather conditions such as impassable roads
- Family emergency
- Recognized religious holidays

### **REASONS FOR EXCUSED ABSENCES Continued:**

- Non-school sponsored educational tours/trips, approved by the principal
- College or post-secondary institution visit, with prior approval
- Required court appearances
- Quarantine
- School sanctioned educational or administrative approved activities
- Approved school board sanctioned absences and activities

**\*\*\*NOTE: The high school administration neither approves nor condones skip days of any nature.**

**OTHER ATTENDANCE CRITERIA:**

- A note from a parent/guardian must be brought to the main office within three (3) days of the student's return to school, and the school will spot check absences by calling parents at home and at work.
- Students are entitled to ten (10) parent/guardian excuses per school year and additional medical excuses.
- Parents/guardians will be notified in writing when a student reaches three (3) absences without a legal excuse.
- The district may take further legal action to address unexcused absences after written notification, interventions to improve attendance, and after a scheduled School Attendance Improvement Conference has passed.

**THE FOLLOWING REASONS ARE ILLEGAL AND UNEXCUSED IN ACCORDANCE WITH THE PENNSYLVANIA STATE ATTENDANCE LAWS:**

- Truancy
- Missing the school bus/sleeping in
- Trips not approved in advance
- Shopping
- Hunting, fishing, and attending sporting events
- Birthdays or other celebrations
- Employment
- Excuses saying "personal or needed at home"
- Any other reason not listed in the legal excuse grouping
- If no excuse is received from the student within three (3) school days upon his/her return

**SCHOOL CLOSINGS:** School closings or delays may occur because of inclement weather or other emergency situations. After school officials reach a decision about closing or a delay, information will be announced over area television stations. School closings will be announced over the following stations beginning at approximately 6:00 AM:

- KDKA Channel 2
- WTAE Channel 4
- WPXI Channel 11
- WKBN Channel 27

Announcements will be made via an automated phone calling system. Early dismissals will be called only under the most extreme or unusual conditions. It is suggested that each family establish an alternative plan for their children in case of early dismissals. Students should have a responsible adult they can go to in the event no other family members are home.

**CLASSROOM ATTENDANCE POLICY**

The following minimum pupil attendance is hereby established for successful completion of requirements of each course of study or class to which a pupil shall be assigned or be enrolled in grades 7 - 12:

**A. CLASSROOM TEACHER'S RESPONSIBILITY:**

- Keep daily attendance records on each student
- Complete required attendance policy forms (A-1, A-2, A-3)

**B. STUDENT ATTENDANCE REQUIREMENTS:**

- For a student to receive credit in any course, a student must attend 90% of his/her classes. Examples of requirements which must be met are listed below:

Course Length	Minimum Present	Maximum Absent
270 periods	243 periods	27 periods
180 periods	162 periods	18 periods
90 periods	81 periods	9 periods
45 periods	40 periods	5 periods

- Absences, either excused or unexcused, will be considered class absences (See D below).
- Any tardy for class after ten (10) minutes without a valid excuse is equivalent to one (1) period of absence.
- In case of Physical Education, students may make up absences on a schedule mutually agreed upon by the student and teacher.

**C. PROCEDURES FOR HANDLING CLASS ABSENCES**

- Warning procedures/notification to parents/guardians:

Course length	A-1 1st warning	A-2 2nd warning	A-3 Exceeding
270 periods	14 periods	23 periods	28 periods
180 periods	7 periods	14 periods	19 periods

90 periods	4 periods	7 periods	10 periods
45 periods	N/A	4 periods	6 periods

- Correspondence will be sent to parents/guardians by mail.
- If a student fails to meet the attendance requirements as stated in this policy, the student may not receive credit for the course. The Principal will notify the parent/guardian of the student's failure to meet the attendance requirement. Also, the letter will contain an explanation of the appeal process and appeal procedures.

**D. ABSENCES NOT COUNTED TOWARD THE CLASSROOM LIMIT:**

- Students exempted by an IEP.
- In all cases where the School District shall have approved homebound or other tutorial instruction for pupils because of extended illness or disability, such tutored pupil shall for the purpose of this school rule be regarded as present in the classroom for each day such approved instruction shall have been given to such pupil.
- Absences for a period not exceeding three (3) school days in any prior year for professional health care approved by the building principal or school nurse.
- Where there is a consecutive absence of five (5) or more days due to confining injury, death in the immediate family as defined in Section 1154 of the Public School Code, court subpoena, quarantine, or attending a religious activity/function which the church requires its members to attend, or an absence of five (5) or more school days to the same confining illness.
- School sanctioned/sponsored activities:
  1. Approved field trips
  2. Activities related to the curriculum of a particular course or a co-curricular activity such as production for drama club, major musical, band, student council, newspaper, yearbook, etc.
  3. Health and guidance related absences such as physicals, hearing tests, ASVAB, CTSSB, psychological testing, etc.
  4. Pre-approved absences in accordance with guidelines governing educational trips
  5. Competitions
  6. Absences for religious holidays and services
  7. Absences for early withdrawal for college entrance
  8. Absences for part-time employment or college attendance approved by the Superintendent
  9. Absences for attending approved work study or career exploration programs which are an integral part of the school's curriculum

**GRADUATION CREDIT REQUIREMENTS**

Total of 24 credits, which must include the following:

A. English	4 years
B. Social Studies	4 years
C. Mathematics	4 years
D. Science/Technology**	5 years*
E. Physical Education	1 credit
F. Health	0.5 credit
G. Arts and Humanities	2 credits
H. Electives	2.5 credits
I. Foreign Language	1 credit**

\*At least one technology credit and 3 science credits must be earned out of the 5 required science/technology credits. The student has the option for the fifth credit to either take a 2nd technology credit or 4th science credit.

\*\*Students who have elected to take two foreign languages to the fourth year will need to select which fourth year language they would like to carry the extra weight. They will not be permitted to have weight for both fourth year languages.

**GRADUATION REQUIREMENTS**

**CLASSES OF 2023 AND BEYOND:** Must meet all 4 criteria:

1. 24 Credits
2. Attendance - must not miss more than 18 class periods per 180 day course
3. \*\*Complete Act 158 of 2018 Requirement in regards to the Keystone Exams\*\*
4. Complete Industry - Based Standards Requirement - 9 hours of job shadowing, internships, career mentoring, apprenticeship, service learning, or earn a nationally recognized credential (see Guidance Department for further details of each).

**\*\*REQUIREMENTS SET FORTH BY ACT 158 of 2018 (Keystone Exam Requirement)\*\***

**OPTION 1:** Keystone Exam Proficiency Pathway - Scoring proficient or advanced on each Keystone Exam - Algebra 1, Literature, and Biology.

**OPTION 2:** Keystone Composite Pathway - Earning a satisfactory composite score on the Algebra 1, Literature, and Biology Keystone Exams by 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 satisfactory composite score will be determined by July 30, 2019 by PDE.

**OPTION 3:** Alternative 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 alternative assessment (SAT, PSAT, ACT, ASVAB)
- Attainment of an established score on an AP Exam in the area a student did not score proficient on the Keystone Exam
- Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve a proficient score (ex. Not scoring proficient on Algebra Keystone Exam means the student must pass Algebra 2 course, or the same for Bio and Bio 2/Life Science or English 10 & English 11)

**OPTION 4:** 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 the ACT WorksKeys Assessment or SAT subject test, and AP Program Exam
- 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 postsecondary course

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
- Certificate of successful completion of an internship or cooperative education program
- Satisfactory compliance with the NCAA core courses for college - bound student athletes with a minimum GPA of 2.0

**\*\*Students will take the Keystone Exams a minimum of two times if needed. No remediation courses will be offered during the school day. Study Island will be available on the student's own time to prepare for retake exams.\*\***

**THE FOLLOWING IS THE CLASSIFICATION OF STUDENTS BY GRADE LEVEL:**

**Sophomore:** 4 credits

**Junior:** 10 credits

**Senior:** 16 credits

**Graduation:** 24 credits

**NOTE:**

1. Students are awarded credit for courses upon demonstration of achievement of course Student Learning Outcomes (Earned Grade of "D" or higher is based on a non - weighted scale).
2. All graduation requirements must be completed prior to student participation in Commencement exercises.
3. With the new graduation requirements, students are placed in a 4 - year cohort at the start of their freshman year. They will remain with this cohort despite the number of credits earned to date. For instance, a student starting his/her third year of high school may have earned more than 16 credits; but he/she will be considered a junior with his/her original cohort and not be eligible for senior events. Vice versa, a student will remain with his/her original cohort despite not earning the required amount of credits to be advanced into the next classification grade level. For instance, a student starting his/her second year of high school may not be classified as a junior or senior. The student will remain with his/her original cohort and be classified in a grade level per credits earned.

**GRADING STANDARDS POLICY - SECONDARY COURSES**

The following policy statements regarding grading standards to be used in determining all secondary course grades are designed to establish consistent standards, promote understanding of those standards by students, parents and teachers, and establish a valid standard of course outcome achievement by the student. Specific provisions of this policy are as follows:



- A. The following grading scale is to be used in determining all secondary course grades:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
90% - 100%	80% - 89%	70% - 79%	60% - 69%	Below 60%

- B. The minimum number of assessment procedures required for computing a nine - week period student grade is nine (9). Five (5) assessments are required for courses meeting every other day.
- C. At the discretion of the teacher, "extra credit" may be used in computing a nine - week's student grade provided that:
1. The additional product or project produced is directly related to the course outcome(s).
  2. The credit assigned may not constitute more than 10% of the final grade.
- D. At the discretion of the teacher, homework may be used in computing a nine - week's student grade. If homework is used for grading, the credit assigned may not constitute more than 10% of the final grade.

### **COURSE LOAD**

All students at Lincoln High School are considered full - time students and need to take eight (8) full periods of classes. Since this may be the last formal education that some will receive, students should make the most of these opportunities. The only exception to this requirement is a senior participating in the Senior Privilege Program.

### **REQUIREMENTS FOR NINE - WEEKS HONOR ROLL**

Students can achieve High Honor Roll or Honor Roll at the end of each 9 - weeks. Students can achieve High Honor Roll with an unweighted term GPA of 3.75 or higher. Students can achieve Honor Roll with an unweighted term GPA of 3.20 to 3.749. All courses are used to determine Honor and High Honor Roll.

### **STUDENT AWARDS**

Lincoln Junior - Senior High School recognizes outstanding student accomplishments at an awards assembly at the end of each school year. Awards are given for academics, perfect attendance and athletic excellence, as well as for service and leadership.

### **AP COURSE REQUIREMENTS**

1. Students wanting to take an AP class must have a minimum GPA of 3.75 (High Honor Student) in the previous courses in that subject area.
2. PVAAS Projections as well as AP Potential Projections from the College Board will be used by the administration to help determine students scheduling into an AP course. Typically, AP courses will be limited to 15 - 18 students per class.
3. Students scheduling into an AP class will be given all of the information for the class prior to scheduling (syllabus, testing requirements, summer workload requirements, and rigor of the class). This will be presented to the students in May of the previous year.
4. Students wanting to take an AP class must get approval from the previous year's teacher in that subject area.
5. Students taking an AP class must take the AP exam at the end of the course. There is a \$40 fee for each AP course that is due to the ECASD by August 1 in order to register for an AP course. The ECASD will pay the rest of the cost for each AP exam.
6. Students wanting to drop an AP class must do so before August 1. If the student drops the AP course before August 1 and has already paid the \$40 fee, then the fee will be refunded in full. If students drop the class after August 1, then they must take the class for at least 9 - weeks, and the fee will not be refunded. The grade that they are currently getting in the class will be transferred to the other class and no weight will be calculated.
7. Students who want to attempt an AP course may request a waiver form from the counselor's office.

### **AP CLASSES AVAILABLE AT LINCOLN HIGH SCHOOL:**

AP Biology                      AP Calculus                      AP Statistics                      AP Computer Science Principles  
AP Language and Composition (11th Grade)    AP Literature and Composition (12th Grade)    AP US Government and Politics

### **SEMESTER EXAMINATIONS**

Semester examinations will be given to all students in academic and honor classes in grades 9 - 12. These examinations are designed to help students master subject matter and to assist the subject teacher in evaluating his/her course of study. The semester examination will also serve as preparation for future educational and training programs.

### **ACADEMIC INTEGRITY POLICY**

Honesty, integrity, and work ethic are values the ECASD hopes to instill in students. Cheating, in any form, is considered a serious offense and may result in disciplinary action. Cheating includes but is not limited to:

- Copying answers or homework
- Paying other students to do any form of school work
- Plagiarizing information from books, electronic sources, or others
- Not properly citing another's words or passing on someone's words as one's own
- Using a cheat sheet or "crib notes"

- Using electronic devices to discuss or photograph homework, tests, and/or quizzes

The teaching staff should be preventative in reducing potential opportunities to cheat and should investigate potential violations. If evidence of academic dishonesty is discovered, the course teacher should initiate action such as a failing grade on the assignment. Incidents involving cell phones, other electronic devices, or computers should be turned over to administration for investigation. At the conclusion of the investigation, feedback will be provided to the course teacher.

### **REQUEST FOR HOMEWORK**

If a student is sick and will miss school for three (3) or more consecutive days and parents/guardians wish to get assignments, they should call the Guidance Office and make arrangements for someone to pick up the assignments. We suggest that requests be made with a day's notice so that teachers have enough time to prepare the assignments. Upon a second request, homework will not be given until previous assignments have been returned.

### **117. HOMEBOUND INSTRUCTION**

The Board shall provide, pursuant to law and regulations, individual instruction to students confined to home or hospital for physical disability, illness, injury, or when such confinement is recommended for psychological or psychiatric reasons. Application for homebound instruction shall include a physician's certification of the nature of the illness or disability, state of probable duration of the confinement, and be approved by the Superintendent. A physician's certification must be renewed every three (3) months and presented to the school nurse.

The Board shall provide homebound instruction only for those confinements expected to last at least twenty (20) days. Exceptions may be recommended by the intermediate unit and/or Superintendent. The program of homebound instruction given to each student shall be in accordance with standards established by the state. The Board reserves the right to withhold homebound instruction when:

1. The instructor's presence in the place of a student's confinement presents a hazard to the health of the instructor.
2. A parent/guardian or other adult in authority is not present with the student during the hours of instruction.
3. The condition of the student precludes any benefit from such instruction.

### **SCHOOL PHOBIA/ANXIETY DISORDER**

Wherein a student is determined to be on homebound for the purpose of School Phobia - Anxiety Disorder, or other mental illnesses, including but not limited to bi - polar disorder, separation anxiety, and depression, evidence must be brought forth by the parent or guardian showing that the student is being seen by an appropriate practitioner of the healing arts for such a disorder (psychiatrist, psychologist, etc.) and that the student is getting rehabilitated for the purpose of getting back into school. If there is no such evidence (ex. evidence of appointments signed by the practitioner) during the initial homebound placement, then the student will not be granted an extension of the homebound program and compulsory education laws will be pursued if the student does not return.

### **PUPIL'S RIGHT OF REFUSAL - ANIMAL DISSECTION**

According to section 1522 of the Pennsylvania School Code, "Public or non - public school pupils from kindergarten through grade twelve (12) may refuse to dissect, vivisection, incubate, or otherwise harm or destroy (vertebrate) animals or any parts thereof, as part of their course of instruction." "Parents or guardians may assert the right of their children to refuse to participate in such projects by notifying their child's teacher in writing." A pupil who chooses to refrain from participation in such activities will be offered an alternative education project of equal credit for the purpose of obtaining the knowledge required by the course of study.

### **SENIOR PRIVILEGE LATE ARRIVAL/EARLY RELEASE**

Seniors who are in good academic, disciplinary, and financial standing are eligible for senior privilege.

#### **DEFINITIONS:**

- **GOOD ACADEMIC STANDING** is defined as maintaining a passing grade in ALL subjects at the end of each grading period and have earned or currently enrolled to earn the required 24 graduation credits. All report cards will be reviewed at the end of each grading period, and the student's privilege will be revoked if the student is not in good academic standing. **\*All Act 158 requirements must be completed to be eligible for consideration of Senior Privilege.**
- **GOOD DISCIPLINARY STANDING** is defined as being in continual compliance with rules of the high school. Disciplinary standing also includes students complying with attendance policies and requirements.
- **GOOD FINANCIAL STANDING** is defined as having no debts to the high school or school district. Any student still having debt going into the senior year or at the end of the first semester will not be eligible for Senior Privilege.

#### **REQUIREMENTS:**

1. Students must complete a Senior Release Application Form signed by both themselves and a parent/guardian (students who are 18 or older are required to have a parent signature).
2. Students must be in good academic (including completion of Act 158 Pathway), disciplinary, and financial standing to begin Senior Privilege and must maintain those standings throughout the senior year. Senior Privilege will only be approved for those students having all of the graduation requirements currently on their schedule. Students need to

remember that Senior Privilege will affect their class rank. Questions regarding Senior Privilege should be sought through the Guidance Office.

3. Students with Late Arrival Privilege are to enter the building in the Commons entrance and are expected to check in at the office every morning before the start of their first class of the day. It is their responsibility to know what schedule is running for that day which includes regular bell, advisory/activity period, or two - hour delay schedule. The students are not to enter the building more than ten (10) minutes prior to the start of their first scheduled class for that day. Students are not permitted to wander or "hang out" in the building waiting for their first class to begin. Students tardy to school will follow the progressive tardy procedures that include: tardy to school 4 - 6 times will receive a detention, 7 - 8 will receive Saturday Detention, and 9+ tardies will receive OSS. If tardy to school continues to be an issue, then the senior privilege will be revoked.
4. Students with Early Release Privilege are to leave the building through the office and Commons Area exit doors. The early release time will be after 6th period. Students with early release are not permitted to stay for lunch 7th period unless their last period is 8th period. Students may not "hang out" in the school for the remainder of the day. Any student needing extra time with a teacher must come back at 2:35 for remediation.
5. Students can add or remove Senior Privilege from their schedule only at the semester break, but the principal has the right to revoke the privilege at any time during the school year. Principals and counselors will evaluate the student's academic, attendance, discipline and financial standing on a regular basis.
6. Qualifying and approved seniors are responsible for their own transportation to and from school.
7. All other school rules apply to senior privilege students.
8. Senior Privilege is not work release. Having a job does not guarantee an applicant will receive/maintain Senior Privilege.

### **SUMMER SCHOOL**

Summer school opportunities will be made available to Lincoln students who fail a course or need remediation.

### **STANDARDS OF GRADING**

Each nine - weeks, grades will be given on virtual report cards as a percentage or as an incomplete (I). At the end of the school year, transcripts will show the average of the four nine - weeks grades. The transcript will show the average as a percentage or as an incomplete.

**Receiving course credit** - a student must receive a passing percentage of 60% or higher, for the final average of the course. During the first three (3) grading periods (terms 1 - 3) of a full - year course or the first (1) nine - weeks of a semester course, a student will not earn lower than a grade of 40%. During the final grading period (term 4) of a course, the student will receive the grade earned, which could be lower than 40%.

**Incompletes** - If a student receives an "I" (Incomplete) as a final grade, the student will not receive credit for that course. Incompletes (I) that occur during the school year must be made up in a reasonable time, and a plan should be in place with the student to make up the work assigned. If a student fails or receives an incomplete in a course that is required for graduation, the student will be required to retake the course. If a student fails or receives an incomplete for an elective course that is not a graduation requirement, then the course is not required to be repeated.

**Illness** - In case of an illness at the end of the school year, the teacher will make arrangements with the counselor to complete work during the summer. The student's responsibility is to complete the assigned work before the next school year begins.

### **CLASS DROP POLICY**

**No classes may be dropped or schedules changed on the first day of a class.** During the first semester, students may make schedule changes or drop classes on **days 2 through 4 of the class.** During the second semester, students may make schedule changes or drop classes during **days 2 and 3 of a class.** If a class is dropped after those periods, the student will fail the class.

### **MAKE - UP WORK POLICY**

It is a student's responsibility to make up missed work, tests, and/or assignments on the day of his/her return to school. The teacher may use his/her discretion in allowing up to five (5) days for all work to be completed. Extenuating circumstances, such as prolonged illness, are the only exception. Failure to comply with the above policy means an automatic F for the work not completed.

### **GRADE REPORTING**

Grades on the Parent Portal should be accurate and current. Students and parents/guardians are encouraged to check grades regularly. Paper report cards will **NOT** be generated and sent home with students at the end of each report period. Students and parents/guardians will be notified at the end of the grading period through the all - call phone system and will be reminded to check the Parent Portal for the current grade reports. Those students that failed a course will receive a mailing from the Guidance Office.

### **PROGRESS REPORTS**

Grades on the Parent Portal should be accurate and current. Students and parents/guardians are encouraged to check grades regularly. Paper progress reports will not be mailed out but may be requested through the high school office at mid - point in the

nine - week's grading period. Students and parents/guardians will be notified of the mid - point in the grading period through the all - call phone system.

### **ECAVA**

Students have the opportunity to participate in cyber education through our Ellwood City Area Virtual Academy (ECAVA). This is an independent online program with LHS teachers overseeing completion. To request ECAVA, contact Mr. John Sovich, LHS Principal grades 10 - 12, at 724 752-1591 Ext. 3039 or [jsovich@ecasdk12.org](mailto:jsovich@ecasdk12.org). Students can only request to go into ECAVA or return to LHS from ECAVA at the beginning of each term.

**ECAVA Grading** - Students will receive credit for the course based on the final percentage. The percentage must be 60% or higher to receive credit. Incomplete grades will not receive credit (see above). The final grade of any course for students who are online for part of the year and in person for part of the year will be averaged based on the amount of time spent in each placement. Parents have the opportunity to opt into weekly progress emails from the online program. Nine - weeks report cards will not be issued or appear in ALMA for terms 1 - 3. Teachers will update ALMA at the end of each term with the student's current "Actual Grade." An Actual Grade is the grade on the work submitted, adjusted down when behind in progress. This can be found on ALMA under the Overview tab.

### **CLASS RANK**

Class rank will be calculated and updated at the end of the year for grades 9 - 12. It is determined using the final average of the course. The percentage will be converted to a letter grade based on the grading scale in order to compute quality points. The quality points are totaled for all courses. The cumulative total points in grades 9 - 12 is used to determine class rank. The value of each letter grade: A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

The value of each weighted letter grade: A = 5.0 B = 4.0 C = 3.0 D = 1.0 F = 0.0 (no weight is given to a D or F)

\*Note that courses that are 0.5 credits receive half ( $\frac{1}{2}$ ) of the letter grade value (for example, A = 2.0 or a weighted A = 2.5); and courses that are 1.5 credits receive 1 plus half ( $\frac{1}{2}$ ) of the letter grade (for example, A = 6 or a weighted A = 7.5)

### **Lincoln High School Weighted Classes:**

- AP Language and Composition, 1 credit
- AP Literature and Composition, 1 credit
- \*English 101 (college), 1 credit
- Honors Trigonometry & Elementary Functions, 1 credit
- AP Calculus, 1 credit
- AP Statistics, 1 credit
- AP Biology, 1.5 credits
- Honors Chemistry, 1.5 credits
- Honors Physics 2, 1.5 credits
- AP Government, 1 credit
- \*\*Honors French 4, 1 credit
- \*\*Honors German 4, 1 credit
- \*\*Honors Spanish 4, 1 credit
- AP Computer Science Principles, 1 credit

\*English 101 will be in place of either English 11 or 12. Students may not take AP Lit, AP Language and English 101.

\*\*If a student takes more than one (1) 4th level of foreign language, only one receives the weight.

### **CLASS RANK FOR SENIORS**

- The rank for seniors to determine High Honor and Honor Graduates will be calculated ten (10) school days before graduation, but final rank will be calculated at the end of the school year.
- Determination for seniors to participate in the Commencement Ceremony will be calculated five (5) school days before graduation.

### **CLASSIFICATION FOR HIGH HONOR AND HONOR GRADUATES**

The total credits a student can earn is 32. The highest possible Quality Points a student can earn is 139.

### **High Honor Graduate**

A student shall be designated as a High Honor Graduate if he/she has attained 95% of the highest possible Quality Points. Since 95% of 139 is 132.05 and giving the students the advantage of rounding down, a student graduating from Lincoln High School must have at least 132 Quality Points to be a High Honor Graduate.

### **Honor Graduate**

A student shall be designated as an Honor Graduate if he/she has attained 90% of the highest possible Quality Points. Since 90% of 139 is 125.1 and giving the students the advantage of rounding down, a student graduating from Lincoln High School must have at least 125 Quality Points to be an Honor Graduate.

**\*\*If a student or parent has questions concerning class rank and/or quality point calculations, then a written request to meet with the senior high school counselor needs to be submitted.\*\***

### **INDEPENDENT STUDY**

**Purpose:** The purpose of Independent Study is for personal growth, interest in a particular field or enrichment. Also, a student may take Independent Study if he/she cannot schedule a course because of conflicts with other courses.

**Definition:** Independent Study is offered for those students who wish to take additional course work and cannot fit it in their schedules. Students could work independently under the direction of the teacher during the time they are assigned to a study hall or at a mutually agreed upon time.

**Authority:** The Board authorizes a policy for Independent Study that is consistent with the Chapter 5 Curriculum Regulations.

#### **Guidelines:**

- A. A student must be responsible and be willing to work independently.
- B. Any student requesting to take Independent Study should obtain a form from his/her guidance counselor. This form should go to the classroom teacher for approval.
- C. The teacher will submit this form to the Principal for final approval.
- D. The student must demonstrate that he/she met the outcomes for that course as per teacher evaluations.
- E. A student must produce a project for the course.
- F. The maximum number of courses that a student could take as Independent Study is two (2) unless otherwise specified in an IEP.

**Credit for Independent Study for Rank in Class:** A student could only receive credit for the number of courses that could be scheduled in an eight period day. Any credits earned beyond an eight period day would not count toward class rank. A student would get the grade he/she earned but would not receive quality points.

**Delegation of Authority:** The High School Principal will be responsible to inform the staff and students of the policy for Independent Study and should work closely with the Guidance Department in implementing the policy.

### **ADVISORY PROGRAM**

The program will include all students in grades 7 - 12 at Lincoln High School. Each middle school student will be assigned to the same teacher for three (3) years (grades 7 - 9). Each high school student will be assigned to the same teacher that he/she will follow for three (3) years (grades 10 - 12). The Advisory Period will meet during specified Thursdays throughout the year. Teachers will guide and assist students through a variety of activities during the Advisory Period including: School Wide Positive Behavior, reviewing test data, class meetings, PSSA preparation, Keystone preparation, as well as the Advisory Program Curriculum. The Advisory Program Curriculum will enforce study and organizational skills, college and work preparation, as well as other transitional skills. The Advisory Period is neither a homeroom nor an activity period. The purpose of the Advisory Period is to help adjust and guide students throughout their academic careers at Lincoln High School.

### **DUAL ENROLLMENT**

The purpose of the Ellwood City Area School District's dual enrollment program is to provide qualified high school students the opportunity to enroll in college courses to earn both college credit and credit toward high school graduation. The Ellwood City Area School District wishes to encourage a broader range of students to experience postsecondary coursework and its increased academic rigor, while still in the supportive environment of Lincoln High School or their local college campus. The intent is to increase the number of students that go on to postsecondary education and to make college an affordable option for all students that attend our district. Due to lack of funding, students will be required to pay for these courses.

### **CHOIR REQUIREMENT**

Students in choir will be required to attend three (3) concerts (Christmas, MIOSM, & Spring) each year. The concerts will be held outside of the school day.

### **COMMENCEMENT FEES**

Students eligible to and wishing to participate in commencement activities must purchase a cap, gown, and diploma. The specific fees are: **Cap & Gown: \$17.00**      **Diploma: \$3.00**

### **THE LIBRARY/LEARNING COMMONS**

The Lincoln Junior - Senior High School Library is a vital point of access for students and information. It houses traditional print resources for student and faculty use, along with access to audio materials, a variety of eBooks and eBook platforms, databases, smart searching through Webpath Express, and OverDrive, all of which support and enrich the curriculum and recreational interests of our students. Destiny (<http://destiny.miu4.k12.pa.us>), the library management system, provides easy access to the LHS library catalog, subscription databases for research and inquiry, eBooks, OverDrive, and resource lists. Destiny (<http://destiny.miu4.k12.pa.us>) can be accessed from any device with Internet access at any time.

Library materials, print and/or non - print (including eBooks, audiobooks, and eReaders), are available for a check - out period of 14 school days. A fine of \$0.10 per day is charged for overdue materials, up to, but not exceeding, the maximum cost of the book. Students are responsible for all materials checked out from the library. Any lost, damaged, or stolen materials are the responsibility of the student. Library fines can be paid any time throughout the year. Students with excessive fines will not be permitted to check out materials until all fines are paid. Magazines are not available for circulation, but students are encouraged to use them during free time in the library. The library is open from 7:15 AM to 2:50 PM daily unless otherwise specified. Students must have a library permit, either from the librarian, study hall, or their classroom teacher, to use the library during class time.

Students utilize the library during scheduled academic classes or with a valid permit during free periods. Teachers schedule time with the librarian for research, independent reading projects, class assignments, development of information literacy skills, inquiry projects/assignments, and the development of Standards for the 21st Century Learner as developed by the American Association of School Librarians (AASL).

The library is a center for research, skill development, studying, assistance/tutoring, and independent reading. Failure to use the library properly will lead to removal and/or restricted access. The rights of all students and faculty will be respected when using the library and any resources within the library.

### **LEVELS OF CONSEQUENCE FOR INAPPROPRIATE BEHAVIOR**

The examples listed are just that, examples. It is impossible to list every possible problem that might arise during the school year.

School officials are responsible for the students during instructional hours in school, on district property, on district vehicles, and during district events that are directly supervised by district staff.

#### **LEVEL 1 - TEACHER DETENTION**

\*\*24 hour notice given to students and parents. Students must arrange their own transportation home.

- Late to class 2 - 4 times
- Skipping class (first and second offense)
- Violating classroom rules
- Other minor infractions of teacher rules (defiant or disrespectful behavior)

#### **LEVEL 2 - OFFICE DETENTION**

7:10 - 7:40 AM in Room 114 **OR** 2:40 - 3:10 PM in Room 118

Must be served within a number of days prescribed by the Principal. Failure to do so will result in Saturday Detention

- Failure to serve teacher detention
- Late to school 4 - 6 times
- Horseplay or pushing/shoving/arguing with other students
- Misbehaviors that disrupt the orderly climate of the school
- At teacher discretion (continuous misconduct in class which has not stopped after teacher discipline)
- Skipping class (third offense)
- Harassment of a student
- Dress code violation (third offense)

#### **LEVEL 3 - SATURDAY DETENTION**

8:00 AM - 12:00 PM - Students will be assigned anywhere from 2 - 4 hours to serve in one Saturday. Please refer to Saturday Detention summary for a full explanation (Parent Notification).

- Skipping office detention
- Late to school 7 - 8 times
- Late to class 5 times
- Truancy/Repeated Truancy
- More serious cases of swearing, defiance, or disrespect
- Fighting - less severe
- Leaving school property without permission

- Continued harassment of a student
- Throwing items in lunch
- Forging excuses
- Stealing - less severe
- Minor vandalism
- Not using correct procedure for signing - in when returning from absence or being tardy
- Skipping class (fourth offense)
- More serious cases of horseplay
- Dress code violation (fourth offense)
- Electronic device/Internet acceptable use violation (2nd offense - 2 hours 3rd offense - 4 hours)

**NOTE:** In individual cases of a student repeatedly disregarding school rules, the administration may issue a more severe disciplinary action due to the culmination of offenses. During any situation, the police may be called upon to assist the administration. Students may receive citations, which could result in fines or community service.

#### **LEVEL 4 - OUT-OF-SCHOOL SUSPENSION**

(Parent Notification, possible citation)

- Tobacco possession/smoking, including e-cigarettes
  - > first offense = 2 day suspension plus citation or course
  - > second offense = 3 day suspension plus citation
  - > third offense = 5 day suspension plus citation
- Refusing or not attending Saturday Detention
- Misconduct or more than three (3) times in Saturday Detention
- Fighting - more severe
- Late to school 9+ times
- Vandalism that is destructive (2 - 5 days and pay for damages)
- Endangering the health/safety/welfare of others (5 - 10 days)
- Violation of drug - alcohol policy
- Possession, distribution, or using lookalike or mood altering substances
- Causing a disturbance in the cafeteria (food fight, etc.)
- Repeated disregard for school rules
- Dress code violation (fifth offense)
- Electronic device/Internet acceptable use violation - fourth offense = 3 day suspension
- Videoing or electronically forwarding and/or posting a fight or event of bullying
- Use of racial slurs or name calling
- Theft of school or personal property
- Verbal/physical assault on a school employee that is abusive, threatening, or contains vulgar language or inappropriate gestures

#### **THREATS - ZERO TOLERANCE**

The Ellwood City Area School District has maintained and will continue to enforce a “zero tolerance” policy regarding threats of violence by students against school employees or other students. This would include both verbal as well as written threats, such as compilation of hit lists. This applies equally to threats against school property. Any student involved in actions such as this will be disciplined in an appropriate manner, which could involve suspensions to home for a period ranging from one (1) to ten (10) days, and possible expulsion. If deemed appropriate, the matter could be referred to the police for criminal prosecution.

#### **LEVEL 5 - EXPULSION - BOARD HEARING**

Suspension beyond 10 days - possible citation

- Any **violent** act that endangers the health, safety and welfare of others
- Violation of any local, state or federal law
- Bringing a weapon to school
- Physical assault on a school employee
- Selling controlled substances, drugs, alcohol
- Consistently violating school rules, and Levels 1 - 4 have been ineffective in correcting behavior
- Bomb threats
- Arson
- Serious vandalism
- Exceeding five (5) level 4 suspensions in one school year

In addition to expulsion from school, violation of many of these acts may result in legal action. Grounds for expulsion shall not be limited to the items above. An Administrator may determine that some other behavior is a threat to the safety and welfare of others so that it warrants expulsion from school.

### **Bullying, Cyber Bullying, Dating Violence, Harassment and Intimidation Policy**

The Ellwood City Area School District recognizes that intimidation, bullying, dating violence, and harassment have a negative effect on school climate. Students and employees who are intimidated, bullied, or harassed cannot give their education the single-minded attention they need for success. Bullying, dating violence, harassment, and intimidation can lead to more serious violence. Every student has the right to an education and to be safe in and around the school. The policy defines bullying/dating violence; requires staff to intervene and report bullying when necessary; requires parents and students to report bullying; describes the district's investigation procedures; and lists consequences of bullying, intimidation, dating violence, and harassment.

### **Definition of Bullying**

Bullying is a pattern of abuse over time and involves a student being "picked on." Bullying includes, but is not limited to, physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks; gestures or actions; cruel rumors, false accusations and social isolation.

### **Definition of Cyber Bullying**

This encompasses any of the already prohibited actions - such as bullying, discrimination, harassment, intimidation - accomplished through electronic means. Violators of cyber bullying who have a nexus to the school environment will be disciplined according to the bullying policy.

### **Definition of Dating Violence**

Dating Violence is a pattern of coercive behavior that one person exerts over the other for the purpose of establishing and maintaining power and control. This behavior may take various forms including, but not limited to, the following: emotional abuse, physical abuse, sexual abuse, limiting independence, isolation, threats, intimidation, harassment, minimizing, denying and blaming.

Bullying/Cyber Bullying, Dating Violence behaviors can occur in a school setting and/or outside of a school setting; that are severe, persistent, or pervasive and have the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening school environment
3. Substantial disruption of the orderly operation of school

### **Bullying/Dating Violence is Prohibited**

The Ellwood City Area School District and staff shall not tolerate any bullying or dating violence on district grounds or at any school activity.

### **Staff Intervention**

The district expects staff members who observe or become aware of an act of bullying/dating violence to take immediate, appropriate steps to intervene, unless intervention would be a threat to a staff member's safety. If a staff member believes that his/her intervention has not resolved the matter or if the bullying/dating violence persists, he/she shall report the bullying/dating violence to the appropriate administrator for further investigation.

### **Students and Parents Shall Report Bullying/Dating Violence**

The district expects students and parents who become aware of an act of bullying/dating violence to report it to the appropriate school administrator for further investigation. Any student who retaliates against another for bullying/dating violence may be subject to the consequences listed below. Referrals may be made as necessary.

### **Investigation Procedures**

Upon learning about a bullying/dating violence incident, the appropriate administrator shall conduct an investigation. This investigation may include interviews of any or all parties involved. If this is a cyber - bullying investigation, authorities may request access to student Facebook, Twitter, Instagram or email, etc. to assist in the search. It may also include other students, parents, school staff, review of school records, and identification of parent and family issues.

When the Ellwood City Area School District is notified by the court, student, parent/guardian, or otherwise provided a copy of a Protection from Abuse Order, the district will work with the student who has obtained an order of protection or other parties as necessary to implement the Order to the extent possible by the district.

### **Consequences and Intervention**



The Ellwood City Area School District has designed a class for students who engage in intimidation, bullying, dating violence, and harassment of other students. The class session is used to prevent further incidents in bullying/dating violence, intimidation and harassment. The class session will focus on several areas: self - confidence, and self - esteem issues, appreciation of others, differences among people, age appropriate issues, bullying/dating violence, harassment, and intimidation consequences.

### **SATURDAY DETENTION PROCEDURE/GUIDELINES**

Saturday Detention is the consequence for a Level 3 infraction for inappropriate behavior. Saturday Detention will replace the former Alternative Learning Center (ALC) or In - School Suspension Program. A student may be assigned anywhere from 2 - 4 hours of a Saturday Detention at a time. Typical Saturday Detention assignments will begin with 2 hours, but may include all 4 hours. Saturday Detention will begin promptly at 8:00 AM and end at 12:00 PM. Students need to enter the Commons Area by 8:00 AM. A teacher will escort the students to the designated room to serve the detention. **Arriving after 8:00 AM will result in the failure to serve the detention.** Students are encouraged to bring school related work to complete during detention or some type of reading material. Students will not be permitted to use the computer, cell phone, iPod, or any other electronic device during detention unless permitted by the teacher monitor to complete classwork. Students will not be permitted to talk or sleep during detention. Failure to follow the proper Saturday Detention procedures will result in further disciplinary action. School work will not be provided for the student. Students assigned Saturday Detention will be permitted to participate in a Saturday event if the detention is served prior to the scheduled event.

**Academic Probation:** If the student fails to serve his/her scheduled detention, then the student will not be permitted to compete, attend, or participate in the next scheduled extracurricular, academic, or athletic event during the following week (for example - concert, play, dance, game, meet, match, field trip, etc.). They will also receive further discipline with either more hours of Saturday Detention or a Level 4 Out - of - School Suspension. Students assigned to Saturday Detention will be permitted to participate in a Saturday event if the detention is served prior to the scheduled event.

### **Sexual Harassment Policy**

It is the policy of the Ellwood City Area School District to maintain a working learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the district who engages in conduct, which constitutes sexual harassment, as defined in this policy shall be subject to discipline up to and including expulsion. Any student in the district who is subjected to sexual harassment by district employees, agents, or students, or by others in the course of his/her attendance at school shall have a right to file a complaint under this policy.

### **Definition of Sexual Harassment:**

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. The following behavior constitutes prohibited sexual harassment for purposes of the policy: unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

### **Examples of Sexual Harassment are (including, but not limited to):**

- Graffiti of a sexual nature
- Unsolicited touching of a sexual nature
- Displaying or distribution of sexually explicit drawings, pictures and written materials (This includes contact via digital media both inside and outside of school)
- Sexual gestures
- Display of genitals
- Pressure for sexual favors
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating other students as to sexual activity or performance

Students who are involved in consenting activities (of a sexual nature) are not guilty of sexual harassment. However, the activities may be considered as inappropriate on school grounds. Students involved in inappropriate conduct may (as a consequence of their behavior) be subject to suspension or other disciplinary action.

### **Consequences for Sexual Harassment**

Students who sexually harass other students may be subject to the following school related disciplinary actions, criminal investigation, or referred for counseling.

Disciplinary action will be taken based on the severity of the misconduct, pervasiveness or persistence of the misconduct, effect on the victim(s), and intent of the perpetrator. This discipline may include: Saturday Bully School, assignment to Saturday Detention, Out - of - School Suspension, Expulsion, and/or notification to police for criminal charges.

Students who feel that they are being sexually harassed should report it immediately to a teacher, guidance counselor, or their principal. Parents are encouraged to report any suspect situations to the appropriate teacher or principal.

### **SMOKING AND TOBACCO POLICY**

The Board recognizes that smoking and chewing of tobacco presents a health hazard, which can have serious consequences for both user and the non - user. Further, it is the Board's intent to foster the best educational environment possible and to maintain a high level of cleanliness throughout school facilities.

For the purposes of this policy, "smoking shall mean all uses of tobacco, including cigarette, cigar, pipe, chewing tobacco, designer, look alike, spice, smoking paraphernalia and snuff. The Board prohibits smoking or chewing of tobacco and designer or mood altering substances by students in any active school building and surrounding school property. Further, no form of tobacco, electronic cigarette, or designer mood altering substance will be permitted in the possession of any student while on school property.

#### **Penalty for violation of this policy is:**

- **1st Offense:** Two (2) days Out - of - School Suspension, Citation or completion of Educational Course
- ECASD Intervention to Smoking and Tobacco Use Class is a one hour educational program for first violations, in lieu of a first offense citation. The program is offered through Lawrence County Drug and Alcohol Commission and will be held at Lincoln High School, following the regularly scheduled school day. This course is for first time violations only. Students must comply with attendance and completion of this program. Students will not be rescheduled if absent from school. Failure to complete the course on the scheduled date will result in a summary citation.
- **2nd Offense:** Three (3) days Out - of - School Suspension, plus a Citation
- **3rd Offense:** Five (5) days Out - of - School Suspension, plus a Citation

### **LOCKER POLICY**

#### **Authority**

All lockers are and shall remain the property of the Ellwood City Area School District. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students. Any stolen or lost items are not the responsibility of the school district. Students will not be permitted to use their own locks. Sharing of lockers is prohibited, and the school will not be held responsible for lost or stolen items. The school has the obligation to insure that the locker is properly used and to ensure that no student may use a locker as a depository for substances or objects which are prohibited by law or district regulations or which constitutes a threat to the health, safety, or welfare of the occupants of the school building, the building itself, or the educational process. According to the Pennsylvania School Code Title 22 S12.14, school officials have the right to fulfill this obligation by conducting locker searches.

#### **Items Not Permitted in Lockers**

Should any of the following items be found in a locker, appropriate disciplinary and criminal proceedings will be instituted against the student in accordance with the Ellwood City Area School District's Discipline Policy and State and Federal Law:

- Knives, firearms, ammunition, firecrackers, smoke bombs, or any incendiary or explosive device
- Drugs (controlled substance) in any form
- Mood altering or look alike substances
- Alcohol in any form
- Obscene material
- Stolen property
- Drug use paraphernalia
- Any other item the possession of which violates school rules or state/federal law

\*\*Students found to have such items in their assigned lockers will be suspended and subject to an expulsion hearing.

#### **General Locker Search**

This search will be randomly conducted, without notifying students, for administrative purposes such as cleanliness, finding missing library books, textbooks, clothing, other school - related items, and to ensure that nothing which is illegal is in a locker that may jeopardize the health, safety, and welfare of the occupants in the building or the building itself.

#### **Individual Locker Search Based on Reasonable Suspicion**

The Board of Education authorizes the administration to inspect a student's locker when there is a reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the Ellwood City Area School District. If the student is present and refuses to open his/her lock and the administration has reasonable suspicion that something in his/her locker is illegal or poses a threat to the general safety and welfare of the student body, the administration has the right to open or cut the lock.

#### **Procedures for Individual Locker Searches**

Prior to a locker search, the student shall be notified and given an opportunity to be present.

All persons who have reasonable suspicion that a search of a student's locker will produce evidence that the student has violated or will violate school rules or state/federal law shall notify the building principal of the same who shall:

- Notify the Superintendent or his/her designee
- Notify the student that he/she has the opportunity to relinquish the item sought cooperatively and peacefully before a search is conducted and that the student has the right to refuse consent to the search; however, if the student refuses to cooperate, school officials may search the locker.
- The principal or his/her designee shall be present whenever a student's locker is inspected.
- The principal shall open a student's locker for inspection on the request of a law enforcement officer only on a presentation of a duly authorized search warrant or on the intelligently and voluntarily given consent of the student.
- The principal shall be responsible for the safekeeping and proper disposal of any substance, object, or material found to be improperly stored in a student's locker.
- Whenever the search of a student's locker is prompted by the reasonable suspicion that the contents of a student's locker create an emergency or reasonable likelihood that the evidence will be removed or destroyed, the requirement of the student's presence at the locker will be dispensed with, the principal may open the locker as soon as it is necessary to do so to discharge properly his/her duty to protect the persons and property in school.

### **LOCKS**

Only school locks can be used on lockers (with exceptions that must be cleared through the office). The advisory teacher will give out school locks upon request at the beginning of the year. If the lock is not returned at the end of the year or if the student leaves school, the student will pay \$5.00 for the lock. If payment is not received, records and report cards will not be distributed to that student.

### **DRESS POLICY/GUIDELINES**

The rationale for establishing a dress policy for the Ellwood City Area School District goes beyond a set of rules for students to follow. Administration has discussed concerns and recommendations with the School Board and Superintendent of Schools. These groups believe the purpose of a dress policy is to ensure the maintenance of a proper educational environment and to prevent disruptions to that environment. At Lincoln High School, we believe the way students dress should help maintain a safe environment and should prepare students for real life roles and eventually the workforce.

It is recognized that not all situations and conditions can be covered by dress guidelines. Therefore, the administration reserves the right to evaluate all clothing and accessories relative to school dress. **The standard for addressing dress code concerns will be: does the clothing or apparel present a distraction to the learning environment of the student or others?**

Students dressed inappropriately will be asked to immediately correct the dress code concern or will complete an office suspension for the remainder of the school day. For the first and second dress policy offenses, students will also be issued a disciplinary warning in the student information system. An administrator will notify a parent/guardian. Violations, reaching the 3rd offense or more, will be dealt with according to the school discipline policy outlined in the LEVELS OF CONSEQUENCE FOR INAPPROPRIATE BEHAVIOR section of the Handbook.

#### **General Guidelines**

- All students are expected to be appropriately dressed and to maintain personal hygiene.
- Shoes must be worn at all times throughout the building.
- Students may not wear any apparel that reveals or exposes the midriff or lower back or sides of the torso.
- All shirts must have straps or sleeves.
- Undergarments may not be visible.
- Jeans may not have excessive holes.
- No excessively short or revealing shorts, skirts, or dresses are permitted.
- Students may not wear any apparel or jewelry that by words, signs, pictures or any combination thereof advocates or promotes sexual activity or innuendo, violence, the use of alcohol or drugs, or that demeans, or degrades another student or group because of race, sex, religion, national origin, or disability.

#### **Banned Accessories**

- Dog chains/collars, wallet chains, studded collars, and any item that can be used as a weapon is disallowed.
- Hats, head - bands, wristbands, gloves, or bandanas are prohibited.
- Sunglasses or non - prescription dark glasses are not permitted unless prescribed by a physician with the specific need indicated.
- Jackets or coats are prohibited during the school day (The teacher has the discretion to permit coats under special circumstances).

#### **Other**

The senior photos picked for the yearbook must follow all school dress code guidelines. The principal reserves the right to exclude photographs from inclusion in the yearbook if the student is not wearing clothing that meets school dress code requirements.

**Formal/Semi - Formal Activity/Dance Dress Policy** - Dress at all dances must follow the Dress Policy listed above as well as any specific dress policy requirements set forth by the sponsor. The sponsor will inform both students and parents of the Dress Policy in advance of the dance sign - up. For instance, the Prom Committee will inform parents and students in the fall semester.

### ***ELECTRONIC DEVICE POLICY***

Administration or teachers must give permission to use personal cellular or other electronic devices; otherwise, cellular phones and other devices shall be turned off during instructional and class time, during passing times between classes and at any other time where use of the device could cause a disruption of school activities. Cellular phones that have the capability to take photographs or to record audio and video shall not be used for such purposes while on district property or while a student is engaged in school sponsored activities unless expressly authorized in advance by the building principal or designee. Any violation of the aforementioned information can result in a citation from the ECPD and student suspension.

- Students in grades 7 - 12 shall comply with the guidelines set by the classroom teacher or school officials for the educational use of laptop computers, as well.
- Non - negotiable illegal uses of devices include: texting other students and parents, using or posting to social media sites, and other activities not related to educational purposes.
- Administration also finds it unnecessary for students to use Bluetooth or wireless speakers in school. Thus, use of these types of speakers is prohibited.
- The school will not be responsible for students' lost, stolen, or damaged devices.
- **Students not complying with the above guidelines shall be disciplined.**
- Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee or when use is provided for in a student's IEP.

Telephone pagers/beepers, with prior administrative approval may be used in the following circumstances:

- A student who is a member of a volunteer fire company, ambulance or rescue squad
- A student who has a need for such device due to a medical condition of an immediate family member
- Other reasons determined appropriate by the building principal

### **Discipline**

Discipline for use of cell phones, mp3 players, beepers, electronic paging devices, cell phone cameras or phones that have the capability to record audio or video during the school day is as follows:

1st offense	Confiscation of item until end of school day; parent will be notified of incident
2nd offense	Confiscation and two (2) hours of Saturday Detention
3rd offense	Confiscation and four (4) hours of Saturday Detention
4th offense	Confiscation and three (3) days Out - of - School Suspension

\*\*For 2nd and additional offenses, a parent/guardian is required to pick up devices in the principal's office

\*\*Continued offenses will result in increased sanctions for electronic devices

### ***GENERAL INFORMATION***

#### **School Visitors**

All visitors to Lincoln High School must report directly to the principal's office. Upon entering the building, visitors must present a valid driver's license that will be processed through the district's Raptor System. This system searches all government databases for sexual offenders. If a positive match is made, that person will be escorted from school grounds and the ECPD will be contacted. Persons entering the building cannot visit classrooms without authorization.

#### **Student Parking**

Students who drive to school should note that parking is prohibited in school areas where signs designate "No Parking." These areas must be left open at all times for fire or other emergencies. **Students are reminded that they are not permitted to park their vehicles in the school parking lots while school is in session.**

#### **Lost and Found**

Students are responsible for their own belongings, including rings, money and other valuables. This is also true for school material that is entrusted to them such as textbooks. Students are encouraged to keep a lock on their locker. The Lost and Found is located in the Guidance Office. Report losses at once to the Guidance Office and return any items found to the Guidance Office.

### **Telephones**

Students are permitted to use the office telephones. Students are not to use the hall pass to make calls from their cell phone in any part of the building. Students will not be called from class for telephone calls except in extreme emergencies. Such calls will be accepted only from family members.

### **Book Bags**

Students are not permitted to carry book bags, backpacks, etc. to their classrooms. When entering the building in the morning, these articles are to be taken directly to lockers and should remain there until leaving at the end of the day. Any bag containing a book will be considered a book bag. Students carrying a book bag during the school day are violating the book bag policy and may be subjected to an immediate administrative search.

### **School Dances**

- The sponsorship of individual dances is available to any organized student club, class (Sophomore Class, Junior Class, and Senior Class), and parent group affiliated with our activity program. School sponsored clubs will be given first choice to sponsor dances. Booster groups will be given the opportunity to sponsor a dance if a dance is available after clubs have had first choice. The following regulations are enforced by the sponsoring group:
- The sponsors of the club responsible for the dance are present to supervise the activity and must submit an LHS Facility Request at least 14 days before the event.
- Dances after football games start at 9:00 PM.
- Dances will end by 10:30 PM except on special occasions authorized by administration.
- Decorations are not necessary, but should the club or group request them, they must be approved by administration.
- All school rules will be strictly enforced at dances. Offenders' names will be submitted to the Principal's Office.
- The sponsoring group or groups are responsible for preparing and cleaning the dance area. A maximum admission fee of \$3.00 is in effect for school dances. Special event dances such as Homecoming, etc., may set a different fee with the approval of administration.
- The sponsors of the dance must allow resident students attending charter schools and the Career and Technical Center to participate in dances if students fulfill the requirements of participation and if the attending school does not provide the same activity.

### **Student Identification**

All students are required to have proof of identification at all times during the school day as well as school related activities in order to maintain a safe and manageable school environment for all. The identification will be used by the school cafeteria, library, and administration at all extracurricular activities. Denial to extracurricular activities will occur without proper identification. If a student identification card is lost or stolen, then a replacement identification card will be issued in the office at the cost of the processing fee.

### **Hall Behavior**

- Students in grades 9 - 12 should not loiter in the "U" on the first floor. These students may be in the "U" for a scheduled class only.
- Avoid gathering in groups in halls, stairs, or at lockers during changing of classes.
- Avoid throwing paper, wrappers, or objects on the floor in any rooms or halls.
- No open food or drink is allowed in the halls or classrooms.
- Avoid running and shouting in halls.
- Keep to the right at all times while walking in the hallways.
- No student is permitted in the halls without a hall pass or permit from a teacher. Students should use the facilities on the same floor from which they were excused.
- Students should go directly to the floor where their next class is scheduled.

### **Weapons Policy**

**Section 1. Purpose:** Weapons and replicas of weapons are forbidden on school property, any school sponsored activity or any public conveyance providing transportation to a school or school sponsored activity.

**Section 2. Definition:** Weapons shall include, but not be limited to, any knife, cutting instrument, chain, cutting tool, nunchuk, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

**Section 3. Authority:** The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to local law enforcement officials and shall report all incidents relating to expulsions for possession of a weapon on school grounds to the Department of Education. Acts of violence or possession of a weapon by any person on a school property in violation of this policy shall be reported to the office for Safe Schools on the designated form twice per year, as required.

Incidents of students possessing weapons will be reported to the student's parents. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. A formal expulsion hearing will be held by the Board in accordance with the Pennsylvania School Code. If guilty, the student shall be expelled from school, for a period of not less than one (1) year. The Superintendent may recommend discipline short of expulsion on a case - by - case basis. In the case of an exceptional student, the Superintendent or designee shall take all necessary steps to comply with the Individuals With Disabilities Act.

The Superintendent or designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property.

### **Restroom Behavior**

- Use restrooms before and after school, between classes, and during lunch.
- Do not loiter in restrooms, and keep them clean.
- If students are ill, they should report to the nurse's office. Do not remain in the restroom.
- Students are to refrain from asking for the hall pass during class time except for emergencies. The same student should not be using the hall pass the same period every day or more than once during the day.

### **Transportation**

Section 1361 of the Public School Code authorizes the district to provide transportation at public expense, to and from secondary schools to pupils residing two (2) or more miles from their assigned schools or residing in areas where the road or traffic conditions are such that walking constitutes a hazard to the safety of the child when so certified by the Department of Transportation. School policy requires that students must maintain a certain level of behavior on the buses in order to ensure the safety of all riders. In extreme cases, students may be denied bus transportation when their actions endanger the safety of those concerned. While on the bus, students are under control of the bus driver and should be aware that the driver is responsible for the safety of all children. **It is important to note that as an added security measure, all buses will have video cameras on them to record audio and video during transportation of students.** As such, all school rules are in effect. When the rules are broken, school policies will be enforced. In addition, students may be subjected to a bus suspension, where they are not allowed to ride the bus. Bus suspensions will increase in length if behavior on the bus does not improve over time. During an investigation, administrators will use the cameras' audio and video recordings to help with investigations.

### **School Wide Positive Behavior**

The district participates in the School Wide Positive Behavior intervention program to further develop the whole student. This program takes core goals and infuses them throughout the school, curriculum, and community to help educate and reward students for good citizenship.

Please remind your child to: **Be Responsible, Be Respectful, Be Safe!**

### **Athletic Program at Lincoln High School**

#### **Spectator Conduct**

Student spectators represent their school just as the athletes do. The conduct of student spectators and others at athletic contests is as important to the climate of sportsmanship as is the quality of athletic play.

#### **Code of Conduct for Spectators**

Ellwood City spectators should:

- Cheer for Ellwood City and never mock or cheer against opponents
- Be considerate of opposing players and coaches
- Consider all athletic opponents as guests and treat them with all the courtesy due to friends and guests
- Become familiar with the spirit and the rules of the game
- Accept decisions made by the officials
- Be humble in victory and sportsmanlike in defeat
- Cheer good plays by either team
- Support our cheerleaders in a positive manner

Ellwood City spectators should not:

- Boo or berate officials, players, coaches, or other spectators
- Applaud errors by opponents or penalties received by them
- Cheer an injury to an opponent
- Interfere with the performance of the opponent's cheerleaders

- Use profane or abusive language
- Throw objects on the field or playing court
- Use noisemakers of any kind to rattle the opponent

All school rules of behavior apply to athletic contests. We ask that all fans do their best throughout the game to cooperate in living up to the code of conduct above. Students who do not follow the code of conduct can be removed from athletic events indefinitely.

### **Sports Eligibility**

In order to be eligible for interscholastic athletic competition, student athletes must meet the following minimum qualifications which have been established by the Western Pennsylvania Interscholastic Athletic League (WPIAL).

- Students must not have reached 19 years of age prior to July 1 of the school year.
- Students must be of amateur status.
- Students must be enrolled in school and not be absent 20 or more days during a semester.
- Students must have a certificate of consent signed by a parent or guardian.
- Students must be examined by a licensed physician or a certified nurse/practitioner prior to practice in an intended sport.
- Transfer students should check with the Principal or Athletic Director since there are many rules pertaining to transferring from one school to another.
- The period of participation includes eight (8) semesters beyond the 8th grade, and no more than four seasons beyond the 8th grade in any one sport.
- Students wishing to participate in a similar sport during the school's season as a member of an outside team or as an individual must obtain a waiver through the Principal.
- In order to be eligible for interscholastic athletics, a pupil must have passed at least four (4) full - time credit subjects, or the equivalent, during the previous grading period.
- Eligibility shall be cumulative from the beginning of a grading period and is reported on a weekly basis. Grade sheets are posted in the Principal's Office and are checked weekly by the coaches.
- Students who do not achieve passing cumulative work on any Friday checking point are ineligible for sports participation for one week until the following Saturday.

These rules are enforced by the High School Principal(s) under the direction of the Athletic Director.

### **Use of Steroids**

The use of anabolic steroids, except for a valid medical purpose, by any student involved in school - related athletics, is prohibited. Bodybuilding, muscle enhancement, increased muscle bulk or strength, or the enhancement of athletic ability is not a valid medical purpose.

School athletes using anabolic steroids will be subject to the following penalties:

- For the first violation, the athlete will be suspended from all school athletic activities for the remainder of the season or school year.
- For the second violation, the athlete will be suspended from all school athletic activities for the remainder of the season or school year and for the following season or school year.
- For the third violation, the student will be permanently suspended from all school athletic activities.

Students who have violated this policy will not be eligible to resume participation in school athletics until medical determination states that no residual evidence of steroid use exists. Drug counseling conducted by a certified agency or substance abuse counselor is mandatory prior to a return to active participation in school.

### **Athletic Injuries**

- The welfare of all students participating in school - sponsored athletics is of primary importance. Every reasonable precaution and safeguard is employed to ensure student safety.
- Prior to participating in any sport, parents or guardians of any student attending Ellwood City Area schools are required to complete an emergency information and parental authorization for medical attention form.
- The school physician, or designee, will be in attendance at each senior high school varsity home football game.
- In the event of injury, the coach will call the parent(s) and follow the physician's directions for medical care of the injured athlete. In the absence of parental instructions, the injured athlete will be taken to the emergency room or to his/her private physician.
- Any athlete who does not report an injury or who goes to other doctors without consulting the coach or school nurse does so at his/her own expense. Prescriptions, special medications, and other similar items will not be paid for by the school district.
- If a student returns to competition before he/she is discharged by the doctor, he/she will not have insurance coverage.

### **STUDENT HEALTH SERVICES**

### **Illness or Accidents**

The school nurse is available for any student who feels ill or is injured during the school day. A pupil's claim of illness during school hours does not necessarily justify being excused from class or school.

Pupils claiming illness must adhere to the following procedures:

- A student should report to his/her classroom or shop and then be dismissed to the health office with a health office pass.
- If deemed necessary, the nurse will contact the parent or parent substitute to make arrangements for the student to go home.
- It is the responsibility of the parents or the parent substitute to provide transportation and further care of the student if the student becomes ill or injured on school property. No student may drive when excused for medical reasons unless the parent or the parent substitute has given consent.
- In the event of an emergency which would necessitate immediate medical attention, the decision to call an ambulance will be that of the school nurse and/or principal. Payment of such emergency medical services will be the responsibility of the student's parents.
- Because of safety concerns, under no circumstances shall a student leave school on his/her own initiative. Such an act will be classified and recorded as an "illegal absence" on the student's record.

### **Emergency Forms**

The emergency form distributed annually to the students is designed to provide the nurse with information (phone numbers, parental substitutes, medical problems, etc.) to be used in case of an illness or accident. This form should be returned promptly at the beginning of the school year. **To keep the information current in our information system, however, notify the school of any changes occurring during the school year.**

### **Injuries and Insurance**

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. We urge families to avail themselves of the protection afforded through school insurance. Families will receive information regarding various insurance plans during the first week of school.

### **Concussions**

Each school building in the Ellwood City Area School District has a Concussion Management Team (CMT) which has been trained in the physical and educational impacts of concussions. Parents are responsible for informing the building nurse as soon as possible that their child has sustained a concussion. Written medical documentation of a concussion will also be required in order to provide educational accommodations related to the concussion. The CMT will collaborate with other school staff members and outside agency personnel, as appropriate, to successfully manage the student's concussion symptoms at school.

### **Communicable Diseases**

Students returning to school after recovering from a communicable disease must be seen by the school nurse. Communicable diseases include chickenpox, measles, lice, scarlet fever, conjunctivitis (pink eye), etc. If necessary, contact the school nurse regarding communicable status of an illness and length of exclusion.

### **Pennsylvania Mandated Health Screenings**

- Dental exams - Grade 7
- Hearing - Grades 7 and 11
- Physical exams - Grade 11
- Vision - All grades (7 - 12) annually
- Scoliosis - Grade 7
- Tuberculosis testing - As directed by the State Health Department
- Heights and weights - All grades (7 - 12) annually

Senior students who have not completed the State Mandates will not receive their diploma. Annual sports physicals must be done prior to a student participating in a sport. This is a WPIAL requirement for participation.

### **Immunizations**

No child will be admitted to school unless all of the State immunizations are met. Minimum immunization requirements for school entry by the State of Pennsylvania include:

- 4 doses of polio vaccine (TOPV)
- 4 doses of tetanus, diphtheria, and acellular pertussis
- 2 doses each of measles, mumps, and rubella or 2 combinations (MMR1 and MMR2)
- 3 doses of hepatitis B



- 2 doses of varicella (chickenpox) or evidence of immunity

**ALL IMMUNIZATION REQUIREMENTS MUST BE COMPLETE WITHIN THE FIRST FIVE (5) DAYS OF THE SCHOOL YEAR TO AVOID EXCLUSION FROM SCHOOL. IF PARENTS/GUARDIANS HAVE QUESTIONS ABOUT THE SPACING OF DOSES FOR PARTICULAR VACCINATIONS, PLEASE CONTACT YOUR PERSONAL PHYSICIAN OR THE DEPARTMENT OF HEALTH.**

### **Grade 7 Entrance Requirements**

The Pennsylvania Department of Health school immunization law requires all students entering grade 7 to be immunized against Meningitis and to receive an adult version of Tetanus - Diphtheria vaccine. The law does not include a provisional enrollment exception. Simply stated, if a student has not received these immunizations, then they will not be allowed to start 7th grade until the requirements are met.

### **Entrance into 12th Grade**

Students 16 years of age and older must have a second meningococcal vaccine before entrance into 12th grade.

### **Medication**

A medication policy is now in effect. Students should note the following guidelines are provided to clarify the district's policy in regard to the dispensing of medications:

If a student has health concerns that may be necessary for the bus driver to be aware of (bee stings, asthma, serious allergies, diabetes, seizures, heart problems), it is the responsibility of the parent/guardian to inform the bus driver.

### **Prescription Medicines**

Supervision of medication in Ellwood City Schools is vitally important in order to avoid the misuse of drugs. Therefore, all medications are to be placed in the nurse's office and supervised when administration is necessary during school hours.

- Any medication to be given during school hours must be delivered directly to the school nurse or school clerk by the student's parent, guardian, or responsible adult. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container.
- A note from the parent authorizing permission for the school nurse or his/her designee to administer the medication must accompany the medicine.
- District's consent form for prescription medications must be obtained by the student, the student's parent, guardian or responsible adult at this time and returned the following school day or further medication will not be dispensed.
- The student's physician must complete the district's approved prescription form for maintenance or long term medication (longer than 2 weeks). For short term (up to and including 2 weeks) medications (ex. antibiotics), the student shall present medication in the original prescription bottle.
- Please do not send in the full contents of the bottle. Take out the amount the child will need at home. Only send in the number of teaspoons, tablets, etc. that the child will need at school. EXAMPLE - If Mary is on penicillin that must be refrigerated and will need to take this medication for a week, then please send in five (5) teaspoons in the prescription bottle. This will help because the child will not have to remember to bring a single dose each day. There is refrigeration available for medication that requires it. All other medication is kept in a locked cabinet. It is suggested to ask the druggist for a separate container to bring medication to school.
- Nonprescription (over the counter) medications will not be given in school unless a doctor's order and parental permission accompanies it. Students who bring nonprescription drugs into school (Aspirin, Tylenol, etc.) must bring them to the nurse immediately or they may face suspension.
- If families have any specific questions or concerns, please contact the building nurse.

### **Students with Allergies**

Many students at Lincoln High School have severe and life - threatening food allergies to peanuts/tree nuts/peanut butter or other foods. Students with allergies should avoid eating foods that they may have a reaction to while on school property or at school - sponsored events. Any exposure to peanuts/tree nuts/peanut butter, etc. may cause a life - threatening allergic reaction that requires emergency medical attention.

Avoidance is the only way to prevent an allergic reaction for these students. We must all be cautious of the foods that are brought onto school grounds. The LHS cafeteria staff does not cook with peanuts/tree nuts/peanut butter products. Students with allergies are asked to be cognizant while in the cafeteria of what other students who pack lunches have brought to school.

Non - allergic students and their parents play an important part in decreasing risks to our allergic students and promote a sense of caring in our community as well. Please avoid sending food items containing peanuts/tree nuts/peanut butter for class parties. Also, do not send food/candy that contains peanuts/tree nuts/peanut butter from fundraising projects to school for sale in the classroom.

Our goal at Lincoln High School is to provide a learning environment that is safe for all students. This can be accomplished with everyone's help and cooperation.

## **STUDENT RECORDS**

### **Pupils Records Policy**

Student records are kept to record and maintain information about students for educational purposes, including achievement dates, evaluation of educational progress, and guidance. All such records are the confidential property of the school; copies of their contents are made available only to students of legal adult status, parents or guardians of students, and to those in the schools who have legitimate educational interest. These records are available to others only on written authorization of an adult - student or parent/legal guardian, except where courts or other agencies with subpoena power make appropriate demands for them. It is also the practice in Ellwood City Area Schools that adult - students and parents/guardians shall have the right to information from all records concerning themselves or their children, consistent with current statutes regarding access to student records, and the Pupils Record Policy as approved by the Board of Education. The non - custodial parent of a minor student shall be granted access to records of such minor student unless otherwise ordered by the court.

### **Classification of Student Records**

Student records are classified into two (2) categories, as follows:

**Category A:** Permanent Cumulative Records Folder. This record contains identification data, physical examination and immunization data, and academic achievements including grades completed, and attendance records. This record is to be maintained for at least 100 years after the student leaves school or graduates.

**Category B:** Special Records. These records are kept separately from the Permanent Cumulative Record (Category A). Such records as the following are included in this category: disciplinary records, school nurse records, guidance files, psychological reports, agency reports, social work case records, and planning and placement team records.

- It should be noted that disciplinary records, social work case records, and planning and placement team records are discarded upon graduation.
- The Ellwood City Area School District is required to maintain special education records for six (6) years upon release from services. At the end of this time period, special education records will be destroyed. If families would like a copy of their child's records, please contact the Special Education Office.

## **GUIDANCE SERVICES**

### **Availability of Student Records**

Records in Category A are open to inspection of students of legal adult status, parents or guardians of students or, upon written authorization by the adult - student or parents, to other agencies.

Category B information normally requires interpretation and, thus, access to such files is restricted. These records are to be maintained in locked files. However, parents, upon request to the custodian of the building records, are eligible for a full disclosure of all information in file.

Records in both Categories A and B are to be reviewed periodically, and when they are no longer active or relevant, are destroyed according to the Board approved Pupil Records Policy and Guidelines.

### **Requests for Information from Records**

In accordance with the school system's Pupil Records Policy, requests for information from, inspection, or review of any student records must be made in writing, to the custodian of the building's records, clearly identifying the inquirer and the specific information to be reviewed. Parent/legal guardians and adult students must make requests at least five (5) days prior to the date of review and inspection of records. Telephone requests will not be honored. In addition, written requests will not be honored until written authorization by adult - student or parent/guardian has been given (in circumstances when the adult - student or parent/guardian has not themselves requested the review information).

### **Psychological Services**

The school psychologist provides in - depth evaluation to help in student placement and development of individualization of the educational program. He/she is knowledgeable with respect to physical, social, and emotional development and confers regularly with parents, teachers, and outside agencies to acquaint them with student needs. He/she works with students individually and in groups. Counselors, teachers, administrators, and parents can request assistance from the psychologist.

## **Guidance and Counseling**

Guidance counselors meet with students individually and in groups during the school year to assist them in planning their academic programs. Lincoln High School has three (3) guidance counselors to assist students. They are concerned with all phases of a student's development as follows:

- Provide crisis counseling as the need arises
- Provide individual counseling for every student
- Conduct group - counseling sessions
- Administer a testing program which meets the needs of students on every grade level
- Assist with the development of educational and career plans and the proper selection of courses for every student
- Organize educational and vocational information which is readily available to students
- Conduct orientation programs for all new students to acquaint them with the school
- Interpret the content of students' records as it applies to their educational process
- Lead the Student Assistance Program (SAP), also known as the CORE team
- Cooperate with other pupil personnel services including health, attendance, and psychological services
- Help to maintain a close relationship between students, teachers, administrators, and parents
- Act as a referral agency to other community support groups, such as Child Welfare, Drug and Alcohol Abuse, and the Human Services Center
- Provide assistance to students entering the labor market prior to or upon graduation

## ***SELF INJURY PROTOCOL FOR ELLWOOD CITY AREA SCHOOL DISTRICT***

**PURPOSE:** In an effort to support a safe and effective learning environment for all students in the Ellwood City Area School District, this protocol is designed to be useful in guiding all school personnel responses in a systematic and strategic manner, especially in dealing with self - injury (non - suicidal) and suicidal related thoughts, behaviors and disclosures.

**WHAT IS SELF - INJURY:** Self - injury is any deliberate, non - suicidal behavior that inflicts physical harm on one's own body and is aimed at regulating emotions and relieving emotional distress. Self - injury includes, but is not limited to: cutting, burning, hitting or biting oneself, interfering with healing wounds, ingesting foreign objects or substances.

**ASSESSMENT OF SELF - INJURY:** The Guidance Department, which includes 3 counselors, and the Special Education Department, which includes 2 psychologists, as well as the school nurse are the designated people to assess self - injury.

**RESPONSIBILITY OF STAFF AND PERSONNEL:** All ECASD personnel who become aware of a student's self - injury, whether directly or indirectly, will immediately contact one of the designated assessment members as mentioned above. The staff member should respond to the student presenting in a calm, non - judgmental way.

If a student presents in severe emotional distress, walk with them to one of the designated members' offices (coverage for class). The student should not remain in a teacher's classroom or extra room for an extended period of time to deal with a specific issue. Our goals for all self - injurious students are to maintain consistency and privacy.

All ECASD personnel should discourage students from talking to peers about self - injury, including details about the injury and why the injuries happened, and reduce communication about the incident with all students.

It is ECASD protocol to call parents of all self - injurious students; confidentiality is not an option at any age. All students will be asked to show wounds to the nurse for wound care instructions and documentation.

Therefore, if a student is deemed to be suicidal or have suicidal ideations, further assessment can be conducted in an efficient and effective manner. \*\*Please note self - injury and suicide are two separate and very different actions and must be treated as such, but any talk of either need to be reported to the designated member(s) immediately.

**RESPONSIBILITY OF STUDENTS:** Self - injurious students will be asked to cover any visible wounds or injuries for the duration of visibility. These students may also be asked for searches of personal belongings to ensure the health and safety of all students.

**RESPONSIBILITY OF PARENTS:** Outside referrals and resources will be offered to all self - injurious students and parents. The Guidance Department offers information on self - injury: how to help children who self - injure and support for parents who have children who self - injure and/or are friends with self - injurious students.

## ***SUICIDE PREVENTION***

Suicide is the third leading cause of death among teenagers. One out of every 53 high school students reported having made a suicide attempt that was serious enough to be treated by a doctor. Approximately 1 out of every 15 high school students attempts

suicide each year. Schools are in a unique position to teach/reinforce resiliency skills, identify students/adults, and provide appropriate intervention strategies.

The following protocol will serve as a uniform tool for school counselors, psychologists and administrators when assessing a person for suicidal risk, intervention and continued safety.

The goals of this suicide protocol are to:

- Maintain a safe school environment
- Increase the knowledge of at risk factors
- Provide a standardized intervention protocol that includes cooperation and collaboration with parents, outside agencies and ECASD

#### **SUICIDE PREVENTION PROTOCOL**

A student is identified as having suicidal thoughts or ideations - this can be expressed verbally or in written form, expressed by third party or in social media.

- Immediately contact school counselor, psychologist or administrator by phone or in person
- Once the student is assessed by one of the above, do not leave him/her unsupervised at any time
- Counselor or psychologist will assess the risk of suicide and determine risk level
- Consultation with an administrator or HSC Crisis Line - 724 652-9000
- Contact parent/guardian and document call content
- Follow recommendations for risk level, call ChildLine if necessary

#### **MANDATED REPORTER PROTOCOL FOR ELLWOOD CITY AREA SCHOOL DISTRICT**

In correspondence with School Board Policy #806 and Lawrence County District Attorney Protocol, any person who is employed by the school or who is an independent contractor with the school is a mandated reporter of child abuse and neglect. If child abuse or neglect is reported by a third party, district employees and independent contractors are required to complete a state ChildLine report and notify Lawrence County Children and Youth Services. The reporter may also be required to contact Ellwood City Police. These are non negotiable steps staff must take in order to stay in compliance with local and state guidelines.

#### **ACCEPTABLE USE OF INTERNET**

**Purpose:** The purpose of this policy is to establish a protocol for administrative, faculty and student use of the Internet in the district.

The district shall provide access to the Internet as a resource to the administration, faculty and students. The Internet offers vast, diverse and unique resources, and the district shall provide these resources to promote educational excellence through resource - sharing, via the electronic communication facilities.

With increased access comes the availability of materials that may not be considered appropriate to or of value in the educational environment. The district shall take every precaution to restrict access to such controversial materials. The proper conduct of users is important to ensure success of the educational tool; this requires efficient, ethical and legal use of network resources.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

**Authority:** The district will not be responsible for any damages expressed or implied for the service it is providing. This includes, but is not limited to, loss of data resulting from delays, nondelivery, misdelivery or service interruptions caused by its own negligence or personal errors or omissions. Any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate use of networked information resources by an individual user will result in suspension of his/her privileges to access networked information resources through the district facilities and any other appropriate disciplinary action.

**If this policy fails to address any additional issue specific to individual abuse of the Internet or other information resources not defined in this policy, the Board reserves the right to proceed with appropriate civil or criminal action.**

#### **47 U.S.C. Sec. 254**

The Board shall establish a list of materials, in addition to those stated in law, that are inappropriate for access by minors.

**Delegation of Responsibility:** The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what inappropriate use is.

#### **20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254**

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

**Guidelines:** The following acceptable use guidelines are based on the district's commitment to support ethical behavior in every aspect of the educational program. All users should be aware that failure to adhere to these guidelines can result in the suspension or termination of computing privileges and prosecution under state and federal laws, where applicable. All violators will be prosecuted to the fullest extent of the laws which govern the use of all information resources. This includes Board policy and state and federal statutes. The district's computing resources are intended for administrative and educational purposes only; they should be used in a manner that is consistent with administrative and instructional objectives.

#### **Acceptable use of the Internet will adhere to the following guidelines:**

1. Email may be a resource widely used in the district. Tampering with email, interfering with or intercepting delivery of mail, and the use of email for criminal purposes may be a felony offense. Email should be used for appropriate educational or instructional purposes only.
2. The use of chain letters is not an acceptable Internet activity. Chain letters can quickly degrade computing performance and will limit the speed and efficiency of the district computing environment.
3. Exercise common sense using shared resources. Refrain from engaging in deliberately wasteful practices, for example, printing large amounts of unnecessary items or copies of lengthy documents.
4. File transfers can be time consuming. Users are encouraged to limit the size and number of files transferred. Files accessed should be for educational or instructional purposes only.
5. Legitimate research on questionable topics must be pre - approved by the faculty member and librarian supervising the assignment.
6. All Internet use by administrators, faculty and students will be according to network user guidelines. In addition to network guidelines, users should follow instructions established for the content of messages posted to gopher servers, bulletin boards, news conferences, and mailing lists.

#### **Policy 237/Network Etiquette**

##### **Prohibitions**

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity
2. Commercial or for - profit purposes
3. Non - work or nonschool - related work
4. Product advertisement or political lobbying
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication
6. Unauthorized or illegal installation
7. Access to obscene or pornographic material or child pornography

8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy
9. Inappropriate language or profanity
10. Transmission of material likely to be offensive or objectionable to recipients
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users
12. Impersonation of another user, anonymity, and pseudonyms
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws
14. Installation or using of unauthorized games, programs, files, or other electronic media
15. Disruption of the work of other users
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files
17. Quoting of personal communications in a public forum without the original author's prior consent

### **Network Security**

Security of the network must be a high priority for all users and shall be protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

- Employees and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under another student's or employee's name.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Any user who can identify a security problem is expected to notify a system administrator at once. Users should not demonstrate the problem to others.

Attempts to logon to the Internet as a system administrator will result in the cancellation of user privileges.

Vandalism to any part of the Internet connection or computer network will result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Restitution for any and all expenses incurred by the district to correct the damages will be charged to the individual responsible for the damages.

### **Policy 814**

#### **Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

#### **Safety (Network)**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, Internet, etc.

**20 U.S.C., Sec. 6777**

**47 U.S.C., Sec. 254**

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

**47 U.S.C., Sec. 254** Internet safety measures shall effectively address the following:

- Control of access by minors to inappropriate matter on the Internet and World Wide Web
- Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Restriction of minors' access to materials harmful to them

#### **Permission to use Network**

The Superintendent and his/her designee(s) shall develop permission agreements for the use of all networked information resources in the facilities of the district. Staff members shall be expected to follow the same protocol as students.

The parent/guardian agreements for students will be sent home. The signing and filing of this agreement with the proper school official shall be the responsibility of the parent/guardian. No student will be permitted access until this document is on file.

The Letter of Understanding agreement shall provide students with a personal commitment as to their responsibilities in the use of the Internet. This agreement should be initiated by teachers with students on an individual assignment basis to remind students of their commitment. The agreements should be destroyed when the assignment is complete.

The Internet Use Plan for students must be on file with the faculty member making the assignment before permission is granted. Any faculty member granting permission for Internet access without following procedure may be denied access themselves.

The signatures on the Internet Access Form are legally binding and clearly indicate that the parties who have signed have read the terms and conditions carefully and understand their significance.

### **Inservice/Network Training**

Training sessions will be conducted with staff members on appropriate use of the Internet and other networked information resources.

No student will have access to the Internet and other networked information resources until the student has received training by a staff member and has filed the necessary Internet Use Plan with the faculty member making the original assignment.

All staff members will monitor student use of the Internet and other networked information resources to ensure that they comply with this policy.

### **Publishing to the World Wide Web**

Students' work may be considered for publication on the World Wide Web. Such publishing requires parent/guardian permission. If parents/guardians do not want their child's work published, this must be indicated on the signature page.

Unidentified photos or videos of students may be published on websites, illustrating student projects and achievements. His/her photo or video would appear on pages with a clear school - related purpose and will be included to further instructional and/or co - curricular activities. If parents/guardians do not want their child's photo or video published, they must indicate this on the signature page.

### **References:**

**School Code - 24 P.S. Sec. 1303.1-A**

**Child Internet Protection Act - 24 P.S. Sec. 4601 et seq.**

**Enhancing Education Through Technology Act of 2001 - 20 U.S.C. Sec. 6777**

**Internet Safety - 47 U.S.C. Sec. 254**

**Board Policy - 237, 249, 814**

## **ELLWOOD CITY AREA SCHOOL DISTRICT STUDENT RIGHTS AND RESPONSIBILITIES**

### **Policy 220 - Student Expression/Distribution and Posting of Materials**

Before students distribute or post materials that are not part of district sponsored events, students must read School Board Policy 220, found on the district website under the School Board tab, to understand their rights, the rights of others, and the school's responsibility. Administration will provide a copy if requested by students.

### **12.1 Free Education and Attendance**

- (a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
- (b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools nor from extracurricular activities because of being married or pregnant.

### **12.2 Student Responsibilities**

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

### **12.3 School Rules**

- (a) The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated on the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
- (b) School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
- (c) Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and listing of student rights and responsibilities as outlined in this chapter. A conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

### **12.4 Discrimination**

Consistent with the Pennsylvania Humans Relations Act (43 P.S. 951 - 963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicap.

### **12.5 Corporal Punishment**

- (a) Corporal Punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.
- (b) Teachers and school authorities may use reasonable force under the following circumstances:
  1. To quell a disturbance
  2. To obtain possession of a weapon or other dangerous objects
  3. For the purpose of self - defense
  4. For the protection of persons and property

### **12.6 Exclusions from School**

- (a) The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 PA Code 13.62 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement)
- (b) Exclusion from school may take the form of suspension or expulsion.
  1. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
    - Suspensions may be given by the principal or person in charge of the public school.
    - No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
    - The parents and the Superintendent of the district shall be notified immediately in writing when the student is suspended.
    - When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8 (c) (relating to hearings).
    - Suspensions may not be made to run consecutively beyond the 10 school day period.
    - Students shall have the responsibility to make up exams and work missed being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
  2. Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8 (relating to hearings).



- (c) During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his/her normal class except as set forth in subsection (d).
- (d) If it is determined after an informal hearing that a student's presence in his/her normal class would constitute a threat to the health, safety, morals 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, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
- (e) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
  - 1. The initial responsibility for providing the required education rests with the student's parents or guardians, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent.
  - 2. If the parents/guardians are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education or proceed under paragraph 3 or do both.
  - 3. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA C.S. 6301 - 6308), to ensure that the child will receive a proper education. See 12.1 (b) (relating to free education and attendance).

### **12.7 Exclusion from classes - In - School Suspension**

- (a) No student may receive an in - school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
- (b) Communication to the parents/guardians shall follow the suspension action taken by the school.
- (c) When the in - school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent/guardian prior to the 11th school day in accordance with the procedures in 12.8 (relating to hearings).
- (d) The student's school district has the responsibility to make some provision for the student's education during the period of the in - school suspension.

### **12.8 Hearings**

- (a) Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- (b) A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
  - 1. The following due process requirements are to be observed with regard to the formal hearing:
    - Notification of the charges shall be sent to the student's parents/guardians by certified mail.
    - Sufficient notice of the time and place of the hearing must be given.
    - The hearing shall be held in private unless the student or parent/guardian requests a public hearing.
    - The student has the right to be represented by counsel.
    - The student has the right to be presented with the names of the witnesses against the student, and copies of the statements and affidavits of those witnesses.
    - The student has the right to request that any such witnesses appear in person and answer questions or be cross - examined.
    - The student has the right to testify and present witnesses on his/her own behalf.
    - A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
    - The proceeding must be held with all reasonable speed.
  - 2. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
- (c) The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended. The following due process requirements are to be observed in regard to the informal hearing:
  - Notification of the reasons for the suspension shall be given in writing to the parents/guardians and to the student.
  - Sufficient notice of the time and place of the informal hearing shall be given.
  - A student has the right to question any witnesses present at the hearing.
  - A student has the right of the student to speak and produce witnesses on his/her own behalf.
  - The district shall offer to hold the informal hearing within the first 5 days of the suspension.

## 12.9 Freedom of Expression

- (a) The right of the public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Community School District*, 393 U.S. 503 (1969).
- (b) Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- (c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  - 1. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - 2. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards shall conform with the following:
  - 1. School authorities may restrict the use of certain bulletin boards.
  - 2. Bulletin board space shall be provided for the use of students and student organizations.
  - 3. School officials may require that notices or other communications be officially dated before posting and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications shall conform with the following:
  - 1. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs 4 and 5.
  - 2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
  - 3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
  - 4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
  - 5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non - staff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges, or armbands shall be permitted as another form of expression with the restrictions listed in subsection (c).
- (i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
  - 1. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.
  - 2. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- (j) School officials should adopt and publish guidelines for student use of school facilities and equipment.
- (k) The constitutional right of freedom of speech guarantees the freedom of public school students to publish material on their own.
  - 1. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
  - 2. The students themselves have the sole responsibility for any statements published.
  - 3. Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (i).

## 12.10 Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his/her country and its flag.

- 1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of personal belief or religious convictions.
- 2. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

### **12.11 Hair and Dress**

- (a) Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem, some types of covering should be considered.
- (b) School officials may not impose limitations on dress unless the attire causes a disruption of the educational process or constitutes a health or safety hazard.
- (c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to ensure the health or safety of the student.
- (d) Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

### **12.12 Confidential Communications**

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 PA C.S. 5945 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, safety or welfare of the student or other persons is clearly in jeopardy.

### **12.14 Searches**

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, safety, and welfare of students in the school, student's lockers may be searched without prior warning.

## **PUPIL RECORDS**

### **12.31 General Requirements**

- (a) The governing board of every school district, intermediate unit and area vocational - technical school shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.
- (b) Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State or Federal law. Copies of the updated plan shall be submitted to the Department only upon the request of the Secretary.

### **12.32 Elements of the Plan**

- (a) The plan for pupil records shall conform to 12.33 (relating to guidelines), except that a school district may modify 12.33 with the approval of the Secretary, to conform with local policy.
- (b) The plan shall establish policies on pupil records consistent with the minimum requirements of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and in 34 C.F.R. Part 99 (relating to privacy rights of parents and students).

### **12.33 Guidelines**

- (a) The full text of the Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records appears at 4 PA B. 1092.
- (b) Portions of Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records are attached hereto as Exhibit A and made a part of this regulation.

### **Special Services: Annual Notice of Child - Find Procedures**

The district offers a comprehensive program of services for all identified exceptional children. Programs for students requiring gifted support, learning support, emotional support, autistic support, life skills support, multiple - disabilities support or speech and language support are district operated. For students identified as requiring vision or hearing support, programs are provided by the Midwestern Intermediate Unit IV. Depending on the student's needs, services may be provided within the district or the student may be transported to another district.

As part of the Child Find Procedures, all students receive a speech and language screening upon entrance into kindergarten and again in third grade. Teachers may refer a student for an evaluation if they display symptoms of an exceptionality. Parents may also refer their child for an evaluation to determine eligibility for special services. To initiate a referral, parents may contact their child's teacher or principal. Upon written receipt of the parent request, a conference will be scheduled to review the parent request and to

review the student's educational records including group ability and achievement tests and/or screening by the school psychologist. Confidentiality procedures are maintained for all students.

Students are identified as being eligible for special services using state regulations outlined in Chapter 14 and/or Chapter 16. The evaluation tools used for testing are determined by a certified school psychologist and the information presented by the student's teacher, parent and/or medical professional. This information determines eligibility and the need for specially designed instruction.

Students are identified as gifted in the Ellwood City Area School District if they demonstrate outstanding intellectual and creative ability and require special services and programs not ordinarily provided in the general curriculum. Students are identified as being eligible for gifted education services in several ways. Students identified as gifted should have an IQ of 130 or higher. This, however, is not the only criteria. Determination of gifted shall include multiple criteria and a full assessment and comprehensive report from a certified school psychologist.

Specific questions may be directed to Leslie Gleghorn, Special Education Administrator at 724 752-1591 Ext. 3603

### **Homelessness and the McKinney - Vento Act**

Families may qualify for certain rights and protections under the Federal McKinney - Vento Act

Students may qualify if they are in any of the following situations:

- Living in a domestic violence shelter or transitional housing
- Living in a motel or campground due to the lack of an alternative adequate accommodation
- Living in a car, park, abandoned building, bus or train station
- Doubled up with other people due to loss of housing or economic hardship
- "Unaccompanied Homeless Youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their parents or guardians, or separated from their parents for any other reason.

Eligible students have the right to:

- Receive a free, appropriate public education
- Expedient determination and enrollment in school immediately, even if lacking documents normally required for enrollment
- Enroll in school and attend classes while the school gathers needed documents
- Enroll in the local school or continue attending the school of origin (the school attended when permanently housed or the school in which the student was last enrolled), if that is the student's preference and is feasible. If the school district believes that the school selected is not in the student's best interest, the district must provide the student with a written explanation of its position and inform the student of their right to appeal its decision. The student can enroll in and attend, and participate fully in the school they feel is best for him or her while the disagreement is being settled.
- Receive referrals to community agencies Ex- holiday meals, faith based organizations, food pantries, Christmas Angels.
- Receive daily free school meals.
- Receive free transportation to and from the school of origin if requested
- Receive educational services comparable to those provided to other students, according to the student's needs, as well as, family involvement opportunities.
- Unaccompanied homeless youth may enroll without documents and without the help of an adult. Unaccompanied homeless youth includes any child who is "not in the physical custody of a parent or guardian." Falling within this definition are students who have run away from home, been thrown out of their home, or been abandoned or separated from their parent(s) or guardian(s).
- Receive assistance and/or referrals for health related services/screenings. Ex.- medical appointment scheduling, medical assistance/CHIP application process, health related costs, transportation services, ect.

If a student believes that he/she is eligible, contact one of the individuals below to find out what services and supports may be available:

Debbie Wiech, School Counselor and Homeless/Community Liaison	724 752-1591 Ext. 4278
Wendy Kinnear, Regional Coordinator	724 458-6700 Ext. 1289
Storm Camara, State Coordinator	717 772-2066

**For more information on Homelessness and the McKinney-Vento Act please see the ECASD McKinney-Vento Act Policies and Procedures Manual at <https://www.ecasdk12.org/childreneyouth-experiencing-homelessness>**



### Summarization of Alcohol and Other Drug Administration Guidelines

<u>Situation/Category</u>	<u>Immediate Action</u>	<u>Investigation</u>	<u>Notification of Parents</u>	<u>Notification of Police</u>	<u>Discipline - Rehab</u>
1. A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.	The student is informed of available help and encouraged to seek assistance.	Staff member encouraged to contact the counselor, nurse, or principal for assistance.	Limited to behavioral problems.	Not applicable.	None. Referral to the Core Team.
2. A student contacts a staff member in regard to the drug or alcohol use by another student.	The student who contacts a staff member is encouraged to have the student with a problem seek personal assistance.	Limited to the staff member, although the counselor, nurse, or principal may be contacted for assistance.	Not applicable.	Not applicable.	None. Possible referral to the Core Team.
3. A student volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available and encouraged to seek assistance.	A staff member should request intervention of Core Team and contact counselor, nurse, and/or principal.	Inform parents after discussion with student.	Not applicable.	None. Referral to the Core Team.
4. The student has a drug or alcohol related medical emergency.	The nurse will be summoned immediately. Student will be transported to the nearest medical facility by ambulance.	The principal will investigate the incident. This may include a search of the student, locker, and other possessions.	Immediate notification of parent.	At the discretion of administration.	If there is evidence of further violation, see appropriate situational category. Referral to Core Team.
5. The student possesses drug - related paraphernalia. No evidence of use.	Paraphernalia is confiscated by administration. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and other possessions will be searched at the discretion of administration. Confiscation of substance.	Phone contact with parent.	At the discretion of administration.	Referral to the Core Team.
6. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, cooperative behavior.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee is contacted.	Administrator responsible to search locker and other possessions. Confiscation of substance and collection of pertinent data.	Immediate notification of parent. Parental conference arranged as soon as possible.	At the discretion of administration.	Informal hearing, 5-10 days out of school suspension. Mandatory referral (through Core Team) for assessment by a licensed drug and alcohol facility. Student must comply with recommendation of the facility's assessment. Failure to comply with any part of the discipline will be considered uncooperative behavior and will result in a referral for board expulsion.
7. A student possesses, uses, or is under the influence of drugs or alcohol. First offense, uncooperative behavior.	Staff member is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee is contacted.	Administrator responsible to search locker and other possessions. Confiscation of substance and collection of pertinent data.	Yes. Parent requested to come to the school as soon as possible.	Yes. Automatic.	Informal hearing, 10 days out of school suspension. Refer for formal hearing for expulsion from school. Refer to Core Team.
8. A student possesses, uses, or is under the influence of drugs or alcohol at a school related activity on or off school property.	Chaperone will contact group advisor and principal.	The student and his/her possessions will be searched. Confiscation of substance. Superintendent or designee is contacted.	Yes. As soon as possible.	At the discretion of administration.	Student may be sent home immediately at parental expenses, escorted by the legal authorities, or detained until a parent/guardian can accompany the student. Further discipline provided by the appropriate situation category will be administered following the administration's investigation.
9. A student is caught again, within a 4 - year period, in possession, use or under the influence of drugs or alcohol.	Administration is summoned. Staff member writes an anecdotal report of the incident. Superintendent or designee is contacted.	The student, his/her locker, and possessions are searched. Confiscation of substance.	Yes. Parent is requested to come to the principal's office immediately.	Yes.	Informal hearing, 10 days out of school suspension. Referral for formal board hearing for expulsion after referral to Core Team.
10. A student is distributing or attempts to distribute a drug, alcohol, or controlled substance.	Administration is summoned. Staff member writes an anecdotal report of the incident.	The student, his/her locker, and possessions are searched. Confiscation of substance.	Yes. Parent is requested to come to the principal's office immediately.	Yes.	Same as situation #9.



# **WOLVERINE PRIDE**

**BE RESPONSIBLE  
BE RESPECTFUL  
BE SAFE**



## Educational Trip Request

A student is permitted to take educational trips throughout the school year with his/her parents/guardians and receive an excused prearranged absence provided parents/guardians comply with program requirements. Excusal shall be granted only by the building principal upon written request from parents/guardians of the student involved. When an educational trip is planned, which will require a student to be absent from school, an Educational Trip Request Form should be **completed and returned to the office at least one (1) week prior to the trip**. Neglecting to gain prior approval for the educational trip will result in the recording of unexcused daily absences for those days absent.

**PLEASE NOTE:** EDUCATIONAL TRIPS WILL NOT BE APPROVED FOR THE LAST TEN (10) SCHOOL DAYS OR DURING PSSA, KEYSTONE EXAMS, MIDTERM OR FINAL TESTING PERIODS. TEST DATES CHANGE ANNUALLY. PLEASE CHECK WITH YOUR BUILDING PRINCIPAL FOR TESTING DATES.

- An Educational Trip Request Form must be completed for each child.
- Please have students return the completed form to the school office at least one (1) week prior to the trip.

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Student Name \_\_\_\_\_ Student # \_\_\_\_\_

Grade \_\_\_\_\_ 1st Period Teacher \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Phone # \_\_\_\_\_

Number of days student will be absent from school \_\_\_\_\_

Dates of requested absence \_\_\_\_\_

Destination and educational benefits to be derived: \_\_\_\_\_

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I certify the above information to be correct.

Signature of parent/guardian \_\_\_\_\_

**NOTE:** Please have the student acquire assignments from all of his/her teachers to plan ahead for the work that will be missed during the trip. **All assignments are due to the appropriate teacher within five (5) school days of the last date of excused absence for the trip.**

Teachers should initial appropriate subject to indicate the student received assignments. The trip will not be approved without teachers' initials.

Math \_\_\_\_\_ Reading \_\_\_\_\_ Foreign Language \_\_\_\_\_ English \_\_\_\_\_

Social Studies \_\_\_\_\_ Science \_\_\_\_\_ Other \_\_\_\_\_

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OFFICE USE ONLY

Date Received \_\_\_\_\_

Approved/Not Approved (Circle one)

Signature of Building Principal/Designee \_\_\_\_\_

# **GO WOLVERINES!**

**Lincoln Junior Senior High School**

**501 Crescent Avenue**

**Ellwood City, PA 16117**

**724 752-1591**

**[www.ellwood.k12.pa.us](http://www.ellwood.k12.pa.us)**





