

PHOTOGRAPH & VIDEO RELEASE FORM

_____ I GRANT PERMISSION to allow my son's or daughter's picture or video to be used in school related publications, plays, local newspapers, or the yearbook.

_____ I DO NOT PERMIT my son's or daughter's picture or video to be used in school related publications, displays, local newspapers, or yearbooks.

PARENT'S / GUARDIAN'S SIGNATURE

DATE

STUDENT'S SIGNATURE

HANDBOOK ACKNOWLEDGEMENT FORM

Please complete this form, carefully remove it, and return it to your child's ADVISORY Teacher. Each student must return this form ***by the end of the first week of school.***

I ACKNOWLEDGE that I RECEIVED a copy of or VIEWED ONLINE at <http://www.ellwood.k12.pa.us/> the Lincoln Junior-Senior High School Handbook. I am aware and have knowledge of its contents and policies.

STUDENT'S NAME

DATE

GRADE

PARENT'S / GUARDIAN'S SIGNATURE

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, Assistant Principal, 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 Board of Education, August, 1994.

SCHOOL BOARD MEETINGS

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

AGENDA MEETING

Monday before regular meeting, 7:00 P.M. 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.

You elect nine board members for unpaid, four-year terms. They must answer to the PA Dept. 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.

Mr. Anthony Buzzelli
Mr. Leroy Cortez, Vice President
Mrs. Erica Gray

Mr. Matthew Morella
Mr. Michael Neupauer
Mrs. Kathy Pansera-Treasurer

Ms. Renee Pitrelli
Ms. Jennifer Tomon-President
Mrs. Danielle Woodhead

Mr. John DeCaro, Solicitor (Non-Voting Member) Mr. Richard Zarone, Secretary (Non-Voting Member)

PHILOSOPHY

The Board of School 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.

Administration Telephone Extensions

Superintendent of Schools
Mr. Joseph Mancini ext. 3010

Secondary Administration
Kirk Lape, Principal ext. 3025
John Sovich, Assistant Principal ext. 3039
Nadia Engel, Assistant Principal ext. 3028

Superintendent's Office
Kristen Carsele ext. 3010
Nancy Nocera ext. 3013

Business Manager
Richard Zarone ext. 3018

Athletic Office
Curt Agostinelli ext. 3029

Supt. of Buildings & Grounds
Steve Schuster ext. 3011

Guidance Department
April Thellman ext. 3031 – Grades 10-12
Debbie Wiech ext. 3033 – Grades 7-9
Karen Cooper ext. 3030—Secretary
Ethan Bosch ext. 3032-Community Liaison

Main Office Secretaries
Lisa Carsele ext. 3027
Amy Ottaviani ext. 3000

Food Service
Carl Kromer ext. 3020

Nurse's Office
Nancy Berezniak ext. 3036-Nurse
Michele Winters ext. 3035-Secretary

Business Office
Paula Keane ext. 3016
Carol Carder ext. 3015

Coordinator of Special Education
Leslie Gleghorn ext. 3603

Technology Coordinator
Ellen Ruckert ext. 3004

Teaching Faculty Voice Mailbox Extensions

Adams, L.	3126	Emerick, T.	3305	Hawkins, E.	3208	Morgan, D.	3303
Arbutina, B.	3213	Evrard, R.	3220	Hudeck, L.	3115	Natale, T.	3320
Barry, S.	3314	Falotico, C.	3209	Hulick, C.	3049	Noble, D.	3316
Bell, J.	3306	Feltrop, H.	3044	Kemrer, M.	3308	Pigza, M.	3315
Braymer, D.	3214	Fotia, J.	3021	Krupa, J.	3318	Poore, D.	3203
Brest, H.	3210	Frampton, K.	3218	Kuper-Pyle, C.	3040	Pryde, R.	3510
Brough, R.	3116	Franitti, N.	3106	Lamenza, M.	3206	Snyder, G.	3304
Buffington, S.	3121	Friello, C.	3215	Leonberg, L.	3353	Sokol, A.	3212
Caldwell, L.	3024	Gaibis, D.	3204	Library	3057	Stanley, M.	3112
Christophe, J.	3322	Garvin, M.	3117	Long, A.	3307	Stelitano, D.	3216
Conklin, M.	3119	Gerello, M.	3109	Maggi, T.	3312	Szakelyhidi, M.	3118
Craig, T.	3107	Golebie, K.	3202	McConahy, S.	3114	Timmerman, S.	3321
Cress, J.	3302	Greco, F.	3002	McCullough, M.	3120	Walmsley, C.	3122
DeLoia, R.	3317	Hall, M.	3309	McCutcheon, L.	3217	Walters, J.	3007
DiBuono, J.	3021	Hand, N.	3294	McGuire, S.	3113	Weir, J.	3207
Dimeo, K.	3110	Hatkevich, A.	3518	Miller, S.	3111		

Every teacher can be reached through email. Check the school district web site at www.ellwood.k12.pa.us

2017-2018 Clubs and Activities

Art Club	ECTV	MathCounts
Band Front/Silks	Ellwoodian/Yearbook	National Honor Society
Board Game Club	Envirothon Club	Peer Leadership
Book Club	French Club	Physical Education Club
Bowling Club	Future Business Leaders of America	SAVE Club
Caring Team	German Club	School Newspaper
Cheerleader, Jr. High	Government Club	Senior High Student Council
Cheerleader, Sr. High	Health Leaders of Tomorrow	Ski Club
Chess Club	History Club	Spanish Club
Choir – Choral Capers	Junior High Choir	Stage Crew
Club Hope	Junior High Student Council	A Stitch in Time
Drama Club	Library Commons Club	Unified Club
EC Caring Team	Lincoln Light (Bible Club)	Writers Club
EC3 – Culture Club	March of Dimes Club	Y-Teens
ECMC-Mentoring Club	Marching Band/Pep Band	

**For a full schedule of all athletic events, please visit www.highschoolsports.net

Bell Schedules

7:25 A.M. - Teachers Report

7:45 A.M. - Tardy Bell

Fifth Period Lunch						Sixth Period Lunch						Seventh Period Lunch					
Regular Schedule			Act/Adv Schedule			Regular Schedule			Act/Adv Schedule			Regular Schedule			Act/Adv Schedule		
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	ADV	10:00	10:30	4	10:13	10:57	ADV	10:00	10:30	4	10:13	10:57	ADV	10:00	10:30
5	10:57	11:27	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	5	11:13	11:43	6	11:44	12:14	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	6	11:56	12:26	7	12:31	1:01	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	7	12:39	1:09
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 P.M.

Teacher Dismissal – 2:55 P.M.

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 tardy: Oral Warning by Teacher at Tardy Table.
- 4-6 times tardy: Office Detention **for each tardy**.
- 7-8 times tardy: 2 and 4 Hour Saturday Detentions and parent notification.
- 9+ tardies: 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.**

EARLY DISMISSAL FOR MEDICAL AND DENTAL APPOINTMENTS

Medical and Dental appointments should be avoided during school hours and should be scheduled after school hours 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 your parents stating the time you wish to be excused and the reason it is necessary.
- Requests by phone should follow the same procedure.
- The student will, upon return from their 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 their medical appointment in the morning, they must present their appointment card and appointment form to the Principals Office the day before.
- No one will be excused for personal reasons except for **extreme emergencies** and in these cases the parents 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.

HALF DAY ABSENCE VERSUS FULL DAY ABSENCE DUE TO TARDINESS or EARLY DISMISSAL

- A student missing one (1) hour forty-five (45) minutes will be marked one-half day absent. A student missing three (3) hours and forty-five (45) minutes will be marked one (1) day absent.

OTHER ATTENDANCE REQUIREMENTS

- Any tardy for class after (10) minutes without a valid excuse is equivalent to one period of absence.
- Students arriving to school after 7:45 AM are to report to the office to sign in.
- Being late to any class (5) five times or more will result in a Saturday Detention.
- No one is to leave the building without permission.
- Students participating in after-school extra-curricular activities must be present at least one-half 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/guardian, school nurse, physician. | • Serious weather conditions such as impassable roads. |
| • Serious illness or death in the family. | • Family emergency. |
| • Health related appointments. | • Suspension from school. |

REASONS FOR EXCUSED ABSENCE Continued:

- Recognized religious holidays.
- College or post-secondary institution visit, with prior approval
- Required court appearances.
- Quarantine.
- Non-School sponsored educational tours/trips, approved by principal.
- 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.**

- 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 10 parent/guardian excuses per school year and additional medical excuses.
- Parents/Guardians will be notified in writing when a student reaches 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
- 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 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 delay, information will be announced over area television stations. School closings will be announced over the following stations beginning at approximately 6:00 A.M:

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

- Announcements will be made via an automated phone calling system. The superintendent will also tweet the announcement @ECSchools.
- 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 includes:

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 84.4% of his/her classes. Examples of requirements which must be met are listed:

Course length	Min. Present	Max. Absent
270 periods	228 periods	42 periods
180 periods	152 periods	28 periods
90 periods	76 periods	14 periods
45 periods	38 periods	7 periods

- All absences, either excused or unexcused, will be considered class absences.
- Any tardy for class after ten minutes (10) 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 1 st warning	A-2 2 nd warning	A-3 Exceeding
270 periods	22 periods	36 periods	43 periods
180 periods	15 periods	22 periods	29 periods
90 periods	8 periods	12 periods	15 periods
45 periods	4 periods	6 periods	8 periods

- Correspondence will be sent to parents/guardian 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 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 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 attend a religious activity/function which the church requires its members to attend, or an absence of five 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, CTSB, 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. Absence 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 curricula

GRADUATION CREDIT REQUIREMENTS

Total of 25 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 | 2 credits |
| f. Health | .5 credit |
| g. Arts and Humanities | 2 credits |
| h. Electives | 2.5 credits |
| i. Foreign Language | 1 credit** |

*At least 1 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.

Students in the Class of 2018 will be required to pass with a score of proficient or advanced on all three Keystone Exams at the end of the course. If the student does not score proficient or advanced, then they will be required to complete a semester remediation course in the area(s) they did not score proficient. The remediation course will take place during school hours and is required in order to meet the graduation requirements set forth by the Ellwood City Area School District. Starting with the Class of 2019, Chapter 4 Guidelines will outline the graduation requirements that will include proficiency for all three Keystone Exams. The Commonwealth will define the next steps for remediation and/or project requirements for those students not proficient in the near future.

The following is the classification of students by grade level:

Sophomore: 4 credits Junior: 11 credits Senior: 17 credits Graduation: 25 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 with 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 their third year of high school may have earned more than 17 credits, but they will be considered a junior with their original cohort and not be eligible for senior events. Vice versa, a student will remain with their original cohort despite not earning the required amount of credits to be advanced into the next classification grade level. For instance, a student starting their second year of high school may not be classified as a junior or senior. They will remain with their 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:

A	B	C	D	F
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. (Five assessments needed 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 full periods of classes. Since this may be the last formal education that some of you will receive, you should make the most of your opportunities. The only exception to this requirement is a senior participating in the Senior Privilege Program.

STUDENT AWARDS

Lincoln Junior-Senior High School recognizes outstanding student accomplishment at an awards assembly at the end of each school year. Awards are given for academic, 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 3.875 (Honors 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.

AP classes available at Lincoln High School:

AP Biology	AP Calculus	AP Computer Science Principles
AP Language and Composition (11 th grade)	AP Literature and Composition (12 th grade)	AP U.S. Government and Politics

SEMESTER EXAMINATIONS

Semester examinations will be given to all students in academic and honor classes in grades nine through twelve. These examinations are designed to help student's master subject matter and to assist the subject teacher in evaluating their course of study. The semester examination will also serve as a 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 your 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 your son/daughter is sick and will miss school for three or more consecutive days and you wish to get their assignments, call the Guidance Office and make arrangements for someone to pick up their assignments. We suggest that you give us a day's notice so the teachers have enough time to prepare the assignments for your son/daughter. 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 teacher.
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 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.

REQUIREMENTS FOR NINE-WEEKS HONOR ROLL

A High Honor Student will be determined by the student achieving a 3.875 GPA on a 4.0 scale (non-weighted scale) during a nine-week grading period. An Honor Student will be determined by the student achieving a 3.5 GPA on a 4.0 scale (non-weighted scale) during a nine-week grading period. All courses are used to determine Honor Roll.

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 25 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.
- **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 (students who are 18 or older are required to have a parent signature).
- 2) Students must be in good academic, 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 your class rank. If you have any questions, then please see your guidance counselor.
- 3) Students with Late Arrival Privilege are to enter the building in the commons entrance & 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 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, & more than 8 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 academics, 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 you 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

Nine-week grades will be given as a percentage grade or an I (Incomplete) grade. Percentage grades will convert to letter grades based on the grading scale in order to compute quality points. The two nine week percentages will be averaged to determine first and second semester grade. Semester grades will appear on transcripts.

Full Year Class-(Any class that meets all year including every other day classes) – Three passing (60% or above) nine-week grades are necessary to pass a full time or one year course.

Semester Class-(Any class that meets for one semester) – One passing (60% or above) is necessary for a class that meets for one semester and a final average that is 60% or higher.

Incompletes-If a student receives an “I” (Incomplete) he/she 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. A student who receives three passing grades during the first three grading periods may feel that it is not necessary to do any work during the last nine weeks grading period. In these cases, an Incomplete (I) grade may be given by the teacher, and the student will repeat the course. If a student fails or receives an Incomplete for an elective course, then the course is not required to be repeated.

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

CLASS DROP POLICY

Classes must be dropped **within five days from the start of the class**. If the class is dropped after that period, 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 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.

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.

Classification for High Honor and Honor Graduates

The total credits a student could have are 32. The highest possible Quality Points a student could have is 139.

Quality Points to be a High Honor Graduate

Our school policy is that 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.

Quality Points to be an Honor Graduate

Our school policy is that 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.

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 meeting graduation requirements will be calculated five (5) school days before graduation.

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 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 the two years. Each high school student will be assigned to the same teacher that they will follow for the four years. The Advisory Period will meet during specified Tuesdays and 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 career 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 3 concerts (Christmas, MIOISM & 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 listed below:

Cap & Gown:	\$17.00	Diploma:	\$3.00
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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 check-out from the library. Any lost, damaged, or stolen materials are the responsibility of the student. Library fines can be paid anytime 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.

Cafeteria Policy

Reasonable charges are permitted to incur for a student in the cafeteria. A reasonable charge shall not exceed \$6.75 at any time during the school year. Students will not receive a lunch when the reasonable charge amount is reached and the account will become inactive. The account will not be able to be accessed until the account is replenished. No charges will be allowed during the last week lunch is served.

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, & during district events that are directly supervised by district staff.

LEVEL 1-TEACHER DETENTION

24 hour notice given to students.

Students must arrange their own transportation home.

- Late to class 2 thru 4 times
- Violating classroom rules
- Other minor infractions of teacher rules (defiant or disrespectful behavior)

LEVEL 2-OFFICE DETENTION

7:10-7:40 AM – Room 114

2:45-3:15 PM – Room 117

Must be served within 7 days. Failure to stay 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 hasn't stopped after teacher discipline)
- Skipping a class (1st offense)
- Harassment of a student
- Dress Code Violation #3

LEVEL 3-SATURDAY DETENTION

8:00-12:00 – 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 and 8 times
- Late to class 5 times
- Truancy
- More serious cases of swearing, defiance, or disrespect
- Fighting-Less severe
- Leaving school property W/O 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 – 2nd offense
- More serious cases of horseplay
- Dress Code Violation #4
- 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 in 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 days
 - second offense = 3 days
 - third offense = 5 days
- Refusing or Not Attending Saturday Detention
- Misconduct or more than three 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 #5
- Electronic Device/Internet Acceptable Use violation
 - 4th offense = 3 days OSS
- Videoing or electronically forwarding and/or posting a fight or event of bullying
- Repeated Truancy
- 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” 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 to ten days, and possibly 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 breaking the rules, and Levels 1-4 has been ineffective in correcting behavior.
- Bomb threats
- Arson
- Serious vandalism
- Exceeding five level 4 suspensions in one school year

In addition to exclusion from school, violation of many of these acts may result in legal action. Grounds for exclusion 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 exclusion from school.

LEVELS of CONSEQUENCES for INAPPROPRIATE BEHAVIOR

Bullying, Cyber Bullying, Dating Violence, Harassment & 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 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 that has 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, we may request access to student Facebook, Twitter, Instagram or email, etc. to assist us in our 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 maybe assigned anywhere from 2-4 hours of a Saturday Detention at a time. Typical Saturday Detention assignments will begin with two hours, but may include all four 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. 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 will be offered a break every hour.

Academic Probation: If the student fails to serve his or her scheduled detention, then the student will not be permitted to compete, attend, or participate in the next scheduled extra-curricular, 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 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 or 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 this 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 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.

Summarization of Alcohol and Other Drug Administration Guidelines

Situation/Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Discipline- Rehab
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 personnel 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 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 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 day 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.	Admin. summoned. Staff member writes a report of the incident. Supt or designee 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.	Same as Situation #9

SMOKING AND TOBACCO POLICY

The Board recognizes that smoking and chewing of tobacco presents a health hazard, which can have serious consequences for both the 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 purpose 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 days Out of School Suspension, Citation

2nd offense: Three days Out of School Suspension, Citation

3rd offense: 5 Days Out of School Suspension, Citation.

In all cases, students who commit an offense of this nature will be cited.

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 an obligation to insure that the locker is properly used and to insure that no student may use a locker as a depository for substances or objects which is 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, of 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 proceeding 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 or 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 insure 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 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 or federal law shall notify the building principal of the same who shall:

- Notify the Superintendent or his designee.
- Notify the student that she/he 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 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 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.

SCHOOL/LIFE DRESS CODE

The rationale for establishing a dress policy for the Ellwood City Area School District goes beyond setting a set of rules for students to follow. In our school, the entire school community was represented before any decisions were made. The first step in the process was to meet with representatives of students, parents, teachers, community, and administration as well as neighboring schools with similar dress concerns. The next step was to meet with the Board of Education and the Superintendent of Schools to discuss the concerns and recommendations. The administration believes 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 a student dresses is important for the following reasons:

1. The Ellwood City Area School District Administration identified three outcomes all students should exhibit before they graduate. These outcomes are:
 - a) To be a responsible citizen
 - b) To have pride, potency, and self-worth
 - c) To be a self-directed learner.

It is our belief that dressing appropriately addresses the first two outcomes.

2. We are striving to become a Quality School. It is our belief that in a Quality School the expectations are higher than normal. Also, in a Quality School emphasis is not on punishment, but rather on having the students learn how to become self-disciplined. We believe that self-discipline is setting standards for you and living by those standards. By dressing appropriately in school, students are demonstrating that they are self-disciplined.
3. It is our belief that schools should prepare the students for real life roles. In the work force, employers expect their employees to dress by their standards. Our dress policy should not be looked upon as the school making the students dresses a certain way, but rather it should be thought of as preparing students for life.
4. There is a perception by many people that when students dress appropriately, their behavior and performance in school is better. It also creates a safe environment for all students to learn.
5. Finally, when students dress appropriately there is less peer pressure for students to keep up in a social realm. The school setting should be considered a learning institute, not a place to compare fashion based upon socioeconomics.

DRESS POLICY/ GUIDELINES

Students are required to be neat, clean, and fully clothed at all times. Lack of cleanliness, indicating possible neglect of the student, health threatening condition or offensive odors, shall be discussed privately and politely with the student by any teacher or administrator who takes notice. If the matter is not properly resolved or the problem appears to be serious enough to require ongoing attention, then the individual teacher and administrator shall report the matter to the principal or his/her designee. The person receiving the report shall take appropriate non-punitive action including consultation with a parent or guardian, to bring the student into compliance.

If, in the opinion of the principal or his/her designee, the condition of a student's clothing or personal grooming is causing or likely to cause a disruption of educational activity or cause a health hazard if the student were allowed to attend classes, the student may be restricted from attending for as long as one full day while the resolution process is ongoing. This shall not be considered a disciplinary suspension and shall not be entered into the student's disciplinary record. The student shall not, based solely upon clothing condition, be ejected from the school building until the end of the normal school day.

Questions regarding specific articles of clothing should be addressed with an administrator prior to the student wearing the item to school.

Once the matter has been discussed with the student and parents, refusal to cooperate shall be treated as insubordination and shall be punished appropriately under existing school rules dealing with insubordination.

All Dress Code requirements apply for school picture day and on school field trips.

Bottoms

- No pajamas, spandex, or transparent material is permissible (no undergarment should be seen)
- Bottoms cannot be sliced, cut, torn, or include any holes of any kind. Frayed jeans or bottoms not showing skin are permissible.
- Shorts should come to mid-thigh in length
- Skirts must come to the knee (miniskirts are not permitted)
- Skirts that do not come to the knee require non-transparent leggings under the skirt
- No writing is permitted on the bottoms (pants/shorts/skirts) except for the manufacturer's label
- Shorts are prohibited from December 1 – March 1
- Bottoms must be worn at waist level (sag look is not permitted)

Tops

- Crew tops are required under lower cut tops
- Button-down tops are allowed; if more than the top button is unfastened, then a crew top layer must be underneath
- Zipper tops are permitted with a crew top layer underneath
- V-necks are allowed if a crew top is layered underneath
- No tank tops are permitted, including tops or dresses with spaghetti straps. Shirts must have sleeves of some nature, including cap sleeves and/or coverage running from collar bone to shoulder.
- Clothing may be layered (tank tops and dresses are permitted with a layer underneath covering the shoulders and area to the collar-bone)
- All tops need to be tucked into the bottom, run past the waistband of the bottom, or cover the entire midriff and back when seated at all times (no skin between the top and bottom or undergarment should be visible at any time).
- Transparent tops are not permitted
- Any top that contains offensive communication and/or content (including any inappropriate innuendos) is not permitted (any advertisement advocating or promoting alcohol, drugs, weapons, profanity, sexually explicit, or obscenities is not permitted) ex. Hooters, Absolut, etc.
- Although hooded sweatshirts are permitted, students are not permitted to wear hoods up in the halls, classrooms, or cafeteria.

Accessories

- Dog chains, 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 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. Specifically, shoulders must be covered and no strapless tops or dresses are permitted. 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.

Administrative Action for Dress Code Violations:

**Students will be given the opportunity to correct the dress code violation. If the violation cannot be corrected in a timely manner, the student will be assigned an immediate, same day Office Suspension (the student will complete class work in the office setting).

- The first offense will be documented and a parent phone call will be made. The parent phone call will serve as the first warning.
- The second offense will result in an immediate, same day of **Office Suspension (the student will complete class work in the office setting)** with a parent phone call and letter. The phone call and letter will serve as the second warning. The first **Office Suspension** will be considered a non-disciplinary action.
- The third offense will result in an immediate **Office Suspension** as well as a phone call and letter. The **third offense** will be considered disciplinary as insubordination. The student will be assigned an office detention for the infraction.
- The fourth offense will also result in an immediate **Office Suspension** as well as a phone call and letter. It will also be considered disciplinary, the student will be assigned Saturday Detention, and a parental conference with an administrator is required.
- The fifth offense will result in an immediate out-of-school suspension with the parent contacted to come and get the student immediately. If the parent is not accessible, then the student will receive immediate **Office Suspension** placement for the day and serve the OSS the next day.
- Subsequent offenses will result in OSS until Level 4 OSS has been exhausted, and the administration may recommend the student for Alternative Placement.

ELECTRONIC DEVICE POLICY

Cellular phones 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.

Laptop computers, Nooks, Kindles, and similar devices brought to school shall be restricted to use by students in Grades 7 & 8 for classroom or instructional related activities. Students need to obtain prior consent from the teacher and administration before such devices are brought into the school. 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. 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 individualized education program (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 the school day; parent will be notified of incident

2nd offense – Confiscation and two hours of Saturday Detention

3rd offense – Confiscation and four hours of Saturday Detention

4th offense – Confiscation, 3 days of out of school suspension

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

GENERAL INFORMATION

School Visitors

All visitors to Lincoln must report directly to the Principal's Office. Upon entering the building, you 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 cars 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 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.

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 group or club request them, they must be approved by the 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 the high school principal.
 - The sponsors of the dance must allow residence 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 extra-curricular activities. Denial to extra-curricular 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 the halls.
- Keep to the right at all times, on your half of the hallway.
- 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 limited to, any knife, cutting instrument, chain, cutting tool, nunchaku, 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 a 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 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 you are ill 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 school pupils residing two 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 insure 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 the 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, administrator will use those 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 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 or players.
- 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 courts.
- 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 this code. Students who do not follow the above 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 PA Interscholastic Athletic League:

- 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 or 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 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 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 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. Body building, 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 athletics for the remainder of the season or school year.
- For the second violation, the athlete will be suspended from all school athletics 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 athletics.

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 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 insure 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.
- The school physician, or his substitute, 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 private physician.
- Any athlete who does not report any injury or who goes to other doctors without consulting the coach or school nurse does so at his or 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 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 students 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 or 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 student 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 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 accident to the pupil at school. The parent or guardian is responsible for the payment of such bills. We urge you to avail yourself of the protection afforded through school insurance. You will be given 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 W.P.I.A.L. 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 (chicken pox) or evidence of immunity

➤ **ALL IMMUNIZATION REQUIREMENTS MUST BE COMPLETE WITHIN THE FIRST 5 DAYS OF THE SCHOOL YEAR TO AVOID EXCLUSION FROM SCHOOL.**

➤ **IF PARENTS OR 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 seven 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 your child has not received these immunizations, then they will not be allowed to start seventh 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 your child 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 your responsibility 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 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 parents, 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. If you ask your druggist when you get your prescription filled, most of them will provide you with a second bottle for you to separate the medication. There is usually no extra charge for this service. The chance of the medication getting lost in transit is also eliminated.
- Nonprescription (over the counter medications) will not be given in school unless a doctor's order and parental permission accompanies it. Students who bring non-prescription drugs into school (aspirin, Tylenol, etc...) must bring them to the nurse immediately or they may face suspension.
- If you have specific questions or concerns, please contact the building School Nurse.

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 or 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 Records 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 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.

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 Category 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, request 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 diagnosis and help in student placement and 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 of 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 guidance counselors to assist our 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: it 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 talking to peers about self-injury, this includes 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 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 2 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-injury and support for parents who have children who self-injury 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 administer by phone or in person.
- Once student is accessed by one of the above, do not leave student unsupervised at any time. Use standardized assessment tool.
- 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 Handbook

In correspondence with School Board Policy #806 and within the state of Pennsylvania, any person who is employed by the school or who is an independent contractor with the school is a mandated reporter of child abuse. The following information outlines the steps when a district employee or independent contractor is reporting child abuse.

1. If child abuse/neglect is reported to the Mandated Reporter, the Mandated Reporter will complete the CY-47 Form and call Childline at 1-800-932-0313 on a secure, private line or complete the online form after creating an account at <https://www.compass.state.pa.us/cwis/public/home>
2. Suspected child abuse must be reported immediately even if it is by a third party reporter. If mandated reporter is informed of an incident the Mandated Reporter should contact the building principal/building secretary to cover their classroom to make the report. If available, the principal, school counselor, school psychologist or special education director can sit with staff when they make the childline call. However, those staff members cannot make the call for the mandated reporter who the abuse was initially reported to.
3. The Mandated Reporter will report suspected child abuse to the building principal after the Childline call or the electronic form to Childline is completed, if the principal was not previously informed.
4. The Mandated Reporter will fax the CY-47 to the local Children and Youth Services office with the documented Childline employee's name. If the online form is completed, this step will not need to be completed.
5. If the mandated reporter and the building administrator determine the student is in immediate danger after consulting with childline, the local police will be contacted.
6. CYS members will need a court order if they want to take custody of the student.

ACCEPTABLE USE OF INTERNET

1. 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.

2. 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 fileserver 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.

3. 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.

4. 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.

ELECTRONIC DEVICE POLICY

Students in Grades 7 & 8 at Lincoln High School are permitted to “Bring Your Own Device (BYOD)” to school once again during the 2017-2018 academic year. As part of this program, Lincoln teachers have the option to participate during the school day.

“Bring Your Own Device” is a trend in education that encourages students to bring their own personal mobile technology, including smartphones, tablet devices, and electronic readers into the classroom to use for educational purposes only.

Students are not permitted to bring/use their own laptop computers at this time due to the necessary spyware software that is required with such a device. Students are not required to own such a device, but there is an educational value with each device.

It is important for the student not to use the device for personal issues. The act of texting other students or family members is not permitted. The administration still encourages parents/guardians to contact the school office when needing to address something with their son or daughter.

If a parent approves the usage for his son or daughter, then they must complete the online registration form and our technology department will activate the device as soon as possible. The online registration form is available on the District website (<http://www.ellwood.k12.pa.us>) under the Lincoln tab.

Please refer to the below procedural steps to ensure a smooth process with BYOD.

PURPOSE: To increase the educational opportunity for students to increase student achievement.

OBJECTIVE: For teachers to advance their lessons by incorporating various technological opportunities for the students to be successful in their classes

PROCESS:

1) Students/Parents need to complete a parental sign-off online permitting the use of their own device during the school day. There is a link on the District webpage (<http://www.ellwood.k12.pa.us>) under the Lincoln tab.

2) The Parental online sign-off must be submitted with the correct information of device and parent permission to ensure the wireless connection is complete. The use of your own 3G or 4G is not permitted. Only the school’s student wireless connection will be used. Once the technology department has approved and registered your device, then the device will link automatically to the wireless connection.

3) Use device with teacher permission in an educational manner during the school day.

PERMISSIONS: Three standing rules for permission of use:

1) Devices must be registered by the technology department and use the guest wireless connection (using a non-registered device on a personal 3-G or 4-G network is not permitted and will be subject to confiscation and disciplinary action)

2) The classroom teacher will determine whether devices will be authorized to use during the class. If the teacher does not permit it, then devices should not be visible or in use. If a teacher does not permit it and it becomes visible, then the device will be confiscated and submitted to an administrator like the current policy states.

3) The device can only be used for educational purposes determined by the classroom teacher. There are a number of acceptable educational usages that may be determined by the classroom teacher.

ACCEPTABLE DEVICES & EDUCATIONAL USAGES: Listed are some acceptable usages, but not limited to these only.

DEVICES – smart phones, Ipods, Ipads, tablets, nooks, kindles (at this time, we are not permitting laptops)

USAGES – research via internet, texting for active response reasons, reading, checking the Parent Portal, calculators

NON-NEGOTIABLE ILLEGAL USAGES – texting other students or parents, twitter, Facebook, Instagram, or other social networking, or anything not for educational purposes

AREAS IN BUILDING WHERE IT IS PERMITTED – Classrooms where a teacher permits only and cafeteria

AREAS IN BUILDING WHERE IT IS NOT PERMITTED – Hallways, restrooms, locker rooms, classrooms where teachers do not permit

- The school will not be responsible for any lost, stolen, or damaged devices. The school will also not be “on-call” throughout the day to address login issues pertaining to software or hardware issues with the device.
- District computing resources should not be used for personal profit or frivolous activities.

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

1. E-mail may be a resource widely used in the District. Tampering with e-mail, interfering with or intercepting delivery of mail, and the use of e-mail for criminal purposes may be a felony offense. E-mail 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, distribution, reproduction, or use of copyrighted materials.
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.

Pol. 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, e-mail, 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 Internet 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 web sites, 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

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 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 accord 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 processes.

(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 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 Human 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, and

(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.

i. Suspensions may be given by the principal or person in charge of the public school.

ii. 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.

iii. The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.

iv. 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).

v. Suspensions may not be made to run consecutively beyond the 10 school day period.

vi. 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 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 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 guardian, 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 or guardian 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. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must recontact the parent and, pending the parents' or guardian's provision of such education, the district must 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 or guardian 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 or 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:

(i)Notification of the charges shall be sent to the student's parents or guardian by certified mail.

(ii)Sufficient notice of the time and place of the hearing must be given.

(iii)The hearing shall be held in private unless the student or parent requests a public hearing.

(iv)The student has the right to be represented by counsel.

(v)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.

(vi)The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.

(vii)The student has the right to testify and present witnesses on his own behalf.

(viii)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.

(ix)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:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right of the student to speak and produce witnesses on his own behalf.

(v) 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 materials 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 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 imitation 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 the 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, extra-curricular activities, or other situations where special attire may be required to insure 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, welfare or safety 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, welfare, and safety 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, elementary life skills support or speech and language support are district operated. For students identified as requiring high school life skills, vision support, hearing support, or multi-handicapped 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 students' 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.

ECAVA Alternative Education Placement Criteria

Reassignment

The administration and school board of the Ellwood City Area School District realize that suspension and/or expulsion does little to enhance the student's academic experience and may be detrimental to the student's future academic career. With this in mind, in instances where suspension and expulsion is warranted, student reassignment to the district's virtual academy alternative school may take place. Such reassignment shall be made only by the principal and/or the assistant principal, with the length of time to correspond with school board regulations.

Program Philosophy

The Ellwood City Area School District recognizes the fact that not all students learn, function, or make adequate development within a traditional learning environment. We do understand that all students need to feel a sense of importance and understand how valuable a strong education can be to their future. The Ellwood City Area Virtual Academy was designed to meet the needs of non-traditional learners in order to alleviate disruption and provide a stable academic learning environment.

Admission Criteria

A student is eligible for the Ellwood City Virtual Academy alternative learning setting if he/she meets one or more of the following criteria. Student eligibility is based and determined by grades, discipline referrals, absences rate, and other anecdotal records.

Eligibility Criteria

- A student exhibits persistent behavior which interferes with his/her own learning or the educational path of others that requires assistance beyond what the typical classroom setting can provide
- A student is chronically disruptive either in the classroom or in the school environment
- A student exhibits disruptive behavior which severely threatens the welfare of the students or members of the school environment
- Continued disciplinary actions by the administration have not brought about a change in the disruptive behavior or activities
- A student exhibits a serious emotional/personal issue that impedes learning.

Referral Process

1. The Governing Board is comprised of the High School Administrative team, guidance counselor, and teacher.
2. Referral is made to the student's District Administration. This person will become the lead person in the referral process.
3. The District Administrator will convene a meeting of the ECAVA Governing Board.
4. The Governing board will review the student's academic progress, disciplinary record, and all pertinent information. The board will then invite the parent/guardian to review the recommendation and provide additional input.
5. The student intake and paperwork will be processed through Lincoln High School's guidance department.

Cyber Service

Any request for cyber service will need to be coordinated through Mr. John Sovich at Lincoln High School. He may be contacted directly at (724)-752-1591 ext. 3039 or jsovich@ellwood.k12.pa.us.

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 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 your child/children return the completed form to the school office at least one week prior to your trip.**

Student Name _____ Student # _____

Grade _____ 1st Period Teacher _____

Parent's Name _____ Telephone # _____

Number of days student will be absent from school _____

Dates of requested absence _____

Destination and educational benefits to be derived:

I certify the above information to be correct.

Signature of Parent/Guardian: _____

NOTE: Please have your student acquire assignments from all of his/her subject teachers to plan ahead for the work that will be missed during the trip. **All assignments are due to the appropriate teacher within 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 _____

<p>OFFICE USE ONLY Date Received: _____</p> <p>Signature of Building Principal/Designee: _____</p>	<p>Approved/Not Approved: (Circle One)</p>
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