

# 2023 - 2024

# Student Handbook



# LINCOLN PARK

# PERFORMING ARTS

# CHARTER SCHOOL

**18th Year**

One Lincoln Park  
Midland, Pa. 15059  
[www.lppacs.org](http://www.lppacs.org)  
Phone (724) 643-9004  
Fax (724) 643-2171

## **Lincoln Park Performing Arts Charter School Contact Information 2023 – 2024**

### ***Board of Directors***

Phil Orend	President
Vince Trombetta	Vice-President
Bill Oslick	Treasurer
Rachel Book	Board Member
Scott Portonova	Board Member
Sonsheehray Robinson	Board Member
Shakelia McCauley	Board Secretary

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P.K. Poling	C.E.O.	patrick.poling@lppacs.org
Alyssa Mick, Ph.D.	Director of Curriculum/Title One Coordinator	alyssa.mick@lppacs.org
Roylin Petties	Principal	roylin.petties@lppacs.org
Shannon Welsh	Business Manager	shannon.welsh@lppacs.org
Tonya Milsom	Assistant Principal	tonya.milsom@lppacs.org
Erin Loedding	Main Office	erin.loedding@lppacs.org
Shakelia McCauley	Main Office	shakelia.mccauley@lppacs.org
Kimberly Jonas	Guidance Office	kimberly.jonas@lppacs.org
Lori Miller	Guidance Counselor/High School	lori.miller@lppacs.org
Brena Price	Guidance Counselor/High School	brena.price@lppacs.org
Natalie Birko	Guidance Counselor/Middle School	natalie.zivic@lppacs.org
Phillip Balestrieri	Director of Food Service	phillip.balestrieri@lppacs.org
Mike Bariski	Director of Health Sciences/Athletics	mike.bariski@lppacs.org
Robin Ferrello	Director of Special Education	robin.ferrello@lppacs.org
Mia Frank	Director of Pre-Law and the Arts	mia.frank@lppacs.org
Melissa Holman	Director of Music	melissa.holman@lppacs.org
Dan LeRoy	Director of Writing and Publishing	daniel.leroy@lppacs.org
Cassandra Patten	Director of Media	cassandra.patten@lppacs.org
Tom Schaller	Director of Theater	tom.schaller@lppacs.org
Jennifer Verba	Director of Dance	jennifer.verba@lppacs.org
Susan Statler	School Nurse	susan.statler@lppacs.org
Nikki Ruiz	Accounts Payable/Payroll Clerk	nikki.ruiz@lppacs.org

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### ***Lincoln Park Performing Arts Center Contact Information***

Chris Shovlin	CEO	chris.shovlin@lppacenter.org
Mark Elder	Executive Director of Operations	mark.elder@lppacenter.org
Justin Fortunato	Producing Artistic Director	justin.fortunato@lppacenter.org
Judy Zarra	Box Office Supervisor/House Manager	judy.zarra@lppacenter.org
Andrew Allison	Production Stage Manager	andrew.allison@lppacenter.org
Maria Scheller	Production Manager	maria.scheller@lppacenter.org
Pat Noland	Facilities Manager	pat.noland@midlandpa.org

### ***Transportation Information***

ABC	724-806-1500	Hopewell	724-375-6166
Beaver (Frye)	724-371-0023	Midland (Frye)	724-371-0023
Blackhawk (McCarter)	724-847-0530	Southside	724-573-9500
Central Valley (ABC)	724-806-1500	Western Beaver (Frye)	724-643-9210

**This page must be signed and returned to your Block 1 teacher  
by Friday, August 25, 2023.**

**Student Acknowledgements**

To verify that you have reviewed the Student Code of Conduct and this checklist, **please complete the following:**

Student Name:

Grade:

Bus #: \_\_\_\_\_

**STUDENT:**

- \_\_\_\_ Yes, I have reviewed the Student Code of Conduct with my parent or guardian.  
\_\_\_\_ Yes, I have completed an LPPACS Annual Health Form and will return it and this acknowledgement page.  
\_\_\_\_ Yes, I understand the collection of student debt information on page 49.  
\_\_\_\_ Yes, I understand if my lunch account has a negative balance of \$25.00 or greater, I will be excluded from all school-sponsored social activities (dances, field trips, etc.).

Student Signature:

Date:

**Parent Acknowledgements**

**PARENT/GUARDIAN:**

- \_\_\_\_ Yes, I have reviewed the Student Code of Conduct with my child and understand my responsibilities in this partnership.  
\_\_\_\_ Yes, I understand that my responsibilities to the school and my positive participation are vital to my child's success at the school.  
\_\_\_\_ Yes, I have completed an LPPACS Annual Health Form and will ensure my child returns it along with this acknowledgement page.  
\_\_\_\_ Yes, I understand the collection of student debt information on page 49.  
\_\_\_\_ Yes, I understand if my child's lunch account has a negative balance of \$25.00 or greater, he/she/they will be excluded from all school-sponsored social activities (dances, field trips, etc.).

Parent/Guardian Signature:

Date:

Print Name:

**-----Returning Students Only-----**

PLEASE UPDATE IF YOUR CONTACT INFO HAS CHANGED SINCE LAST SCHOOL YEAR.

Guardian's Phone Numbers: (Cell) \_\_\_\_\_ (Home) \_\_\_\_\_

Address: \_\_\_\_\_

Preferred PowerSchool Email Address: (Only 1) \_\_\_\_\_

School District of Residence: \_\_\_\_\_

## **Notice of Nondiscriminatory Policy as to Students**

Lincoln Park Performing Arts Charter School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Mission Statement**

Through rich instruction and meaningful encounters with the arts, the mission of the Lincoln Park Performing Arts Charter School is to provide students with a tuition-free and appropriate public education in a nurturing environment and interdisciplinary atmosphere.

## **Vision Statement**

The Lincoln Park Performing Arts Charter School will be dedicated to providing student-centered service in a professional and compassionate manner utilizing highly trained and committed staff to individualize educational strategies that will empower each student to succeed. Lincoln Park will continue to develop best practices and will be a model of academic and artistic excellence.

## **The following Policies and Notices are posted on the Lincoln Park website:**

Annual notification under FERPA  
Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities  
Anti-Bullying Policy  
Comprehension Plan  
Acceptance Use and Internet Safety Policy for Students & Guardians 2023  
McKinney-Vento Homeless Assistance Act  
Nondiscrimination Qualified Students with Disabilities, Section 504  
Notice of Nondiscriminatory Policy as to Students  
Parental Involvement Policy  
Procedural Safeguards Notice  
Proof of Publication of Notice  
Title IX (Statement and Training Materials)  
Right to Know Request Form  
Special Education Notice  
Suicide Awareness, Prevention, and Response Policy  
The-Basics-of-Special-Education-Law  
The Student Handbook  
Wellness Policy

# LINCOLN PARK PERFORMING ARTS CHARTER SCHOOL



## STUDENT HANDBOOK

2023-2024 School Year

One Lincoln Park  
Midland, PA 15059

Website: [www.lppacs.org](http://www.lppacs.org)

Email: [info@lppacs.org](mailto:info@lppacs.org)

Telephone: (724) 643 – 9004, Ext. 0    Fax: (724) 643 – 2171

[Facebook.com/lppacs](https://www.facebook.com/lppacs)

[Twitter.com/lppacs1](https://twitter.com/lppacs1)

[Youtube.com/user/watchlppacs](https://www.youtube.com/user/watchlppacs)

[Instagram.com/lincolnparkpacs/](https://www.instagram.com/lincolnparkpacs/)

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# LINCOLN PARK PERFORMING ARTS CHARTER SCHOOL

## 2023-2024 School Calendar 18th Year—Revised May 2023

**July 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**August 2023 (7)**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 2023 (20)**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2023 (21)**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November 2023 (18)**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December 2023 (15)**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<b>August</b>	
14	New Student Orientation 1:00 p.m.
15	New Student Orientation 10:00 a.m.
16	Teacher In-service Day #1
17	Teacher In-service Day #2
18	Teacher In-service Day #3
23	<b>First Day of School for Students</b>
<b>September</b>	
4	Labor Day (No School)
14	<b>Fall Open House 3:30 - 6:00 p.m.</b>
<b>October</b>	
9	Teacher In-service Day #4 (No School for Students)
27	End of First 9 weeks - Semester 1
<b>November</b>	
10	Veteran's Day Observed (No School)
23-27	Thanksgiving Break (No School)
<b>December</b>	
22-Jan. 1	Winter Break (No School)
<b>January</b>	
2	Classes Resume
3-17	Keystone Testing
15	MLK Day In-service #5 (No School for Students)
18	End of 1 <sup>st</sup> Semester (93rd day)
19	Teacher In-service Day #6
<b>February</b>	
19	Teacher In-service Day #7
	President's Day (No School for Students)
<b>March</b>	
22	End of first 9 weeks - Semester 2
25-4/1	Spring Break
<b>April</b>	
22-26	PSSA English Language Arts Testing
29-May 3	PSSA Mathematics, Science Testing
<b>May</b>	
13-24	Keystone Testing
27	Memorial Day (No School)
<b>June</b>	
7	<b>Last Day of School - 12:30 p.m. Early Dismissal</b>
8	Graduation
10	Teacher In-service Day #8
11	Teacher In-service Day #9

If school days need to be made up, they will be made up during Spring Break and/or beginning June 10. (Board action required).

☐ No School For Students

☐ Early Dismissal

**January 2024 (20)**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February 2024 (20)**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

**March 2024 (16)**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2024 (21)**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May 2024 (22)**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June 2024 (5)**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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One Lincoln Park  
Midland, Pa. 15059  
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Phone (724) 643-9004  
Fax (724) 643-2171

# 2023 – 2024 Lincoln Park Class Schedules

## In-Person, On-Campus Instruction Schedule

### High School Schedule

8:00 – 8:50	Buses Arrive
8:50 – 10:15	Block 1
10:20 – 11:45	Block 2
11:50 – 1:50	Block 3
11:50 – 12:20	Lunch 1
1:20 – 1:50	Lunch 2
<i>Lunch is assigned based on block 3 classes</i>	
1:55 – 3:20	Block 4
3:25	Buses Depart

### Middle School Schedule

8:00 – 8:50	Buses Arrive
8:50 – 9:44	Class 1
9:47 – 10:41	Class 2
10:44 – 11:38	Class 3
11:41 – 12:35	Class 4
12:35 – 1:05	Middle School Lunch
1:10 – 1:55	Electives
1:58 – 3:20	Arts Class
3:25	Buses Depart

## Emergency, Remote Instruction Plans

For the 2023-2024 School Year, Lincoln Park Performing Arts Charter School is excited to welcome students back to campus, five days per week. As we continue to monitor conditions of the global pandemic, the school will maintain enhanced safety measures in an effort to keep the Lincoln Park community healthy and safe. We are mindful that should an emergency arise, and should we be forced to return to total remote instruction for any period of time, classes can quickly transition to live, virtual classes, following a similar daily schedule. Both the on-campus schedule and the emergency, remote schedule are detailed below. Should Lincoln Park need to enter total remote instruction, staff, students, and families will be notified via the school website, email, and our mass calling system. Teachers will post live class links using Zoom or Google Meets in their Google Classrooms, and students will be expected to login to live classes, with their video cameras on, following the emergency, remote instruction schedule.

## Emergency, Remote Instruction Schedule

### High School Schedule

8:50 – 10:10	Block 1
10:15 – 11:40	Block 2
11:40 – 12:20	High School Lunch
12:20 – 1:45	Block 3
1:50 – 3:25	Block 4

### Middle School Schedule

8:50 – 9:50	Class 1
9:55 – 11:00	Class 2
11:05 – 12:10	Class 3
12:10 – 12:50	Middle School Lunch
12:50 – 1:55	Class 4
2:00 – 3:25	Arts Class



## **Annual Notification under FERPA**

As part of the school's annual notification under FERPA, we designate for the school year 2023-2024 the following types or categories of information as "directory information."

Directory information means information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent, unless you have advised the Lincoln Park Performing Arts Charter School (Lincoln Park) to the contrary in accordance with Lincoln Park procedures. The primary purpose of directory information is to allow Lincoln Park to include this type of information from your child's education records in certain school-related publications or notices.

Lincoln Park has designated the following information as directory information for the school year 2023-2024:

- |   |  |
|---|--|
| - Student Name  | - Photograph   |
| - Participation in officially recognized activities, clubs and sports | - Video  |
| - Naming of Student to the National Honor Society                     | - Degrees, honors, awards received                           |
| - Address   | - Date and place of birth                                    |
| - Telephone listing   | - Major field of study                                       |
| - Weight and height of members of athletic teams                      | - Dates of attendance  |
| - Electronic Mail Address   | - Grade level  |
|   | - The most recent educational agency or institution attended |

Examples of how and where the school may disclose directory information include disclosing the directory information in the following, by way of example:

- Newsletters
- A playbill, showing student's role in a drama production
- The annual yearbook
- Graduation programs
- Sports activity sheets, such as for basketball showing weight and height of team members
- Companies or outside organizations that manufacture class rings or yearbooks
- Newspapers or other news sources
- School related social media

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the School has designated as directory information. You have the right to refuse to permit the release by notifying the School in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your written objections on or before September 1, 2023, to the Principal of the Charter School at: One Lincoln Park, Midland, PA 15059.

If you have any questions regarding this notice, please call or write the Principal of the Charter School at: One Lincoln Park, Midland, PA 15059. If you do not submit a written refusal on or before September 1, 2023, then the school may disclose directory information without your prior consent. A complete copy of the board policy is located at One Lincoln Park, Midland, PA 15059.

## **Annual Public Notice of Special Education Services and Programs and Rights for Students with Disabilities**

All children with disabilities residing in the Commonwealth, regardless of the severity of their disabilities, and who are in need of special education and related services, are to be located, identified and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1200 et. seq. ("IDEA 2004").

Chapter 711 of Title 22 of the Pennsylvania Code requires the publication of a notice to parents regarding public awareness activities sufficient to inform parents of children applying to or enrolled in the charter school of available special education services and programs and how to request those services and programs and of systematic screening activities that lead to the identification, location and evaluation of children with disabilities enrolled in the charter school.

In addition, the federal Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of their confidentiality rights.

The Charter School fulfills its duties with this annual notice and has incorporated several sections of the PaTTAN Procedural Safeguards Notice into the Board-approved Child Find Notice, Policies and Procedures described below. The Charter School also directs parents to the procedural safeguards notice from PaTTAN available at the school's main office for additional information regarding rights and services. Parents may contact the CEO, Lincoln Park Performing Arts Charter School, (724) 643-9004, One Lincoln Park, Midland, PA 15059, at any time to request a copy of the procedural safeguards notice or with any other questions about special education, services, screenings, policies or procedures. The Procedural Safeguards Notice is made available to parents by the school: (1) upon initial referral or parent request for evaluation; (2) upon filing by parents of their first State complaint under 34 CFR §§300.151 through 300.153 and upon filing by parents of their first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request.

The purpose of this annual notice is to comply with the school's obligations under Chapter 711 of Title 22 of the Pennsylvania Code and to describe: (1) the types of disabilities that might qualify the child for special education, (2) the special education programs and related services that are available,

(3) the process by which the Charter School screens and evaluates such students to determine eligibility, (4) the special rights that pertain to such children and their parents or legal guardians and (5) the confidentiality rights that pertain to student information.

A copy of this Annual Notice is also available on the school's website at: [www.lppacs.org](http://www.lppacs.org)

## **Policy Statement**

The Board of Trustees of the Charter School is committed to creating a safe and positive learning environment wherein students recognize their rights and responsibilities, as well as those of other students, teachers, parents, administrators, and members of the school community.

## **Purpose**

The purpose of the student Code of Conduct is to define the rights and responsibilities of student and parent members of the school community, the standards for acceptable conduct of students, and the consequences for failure to meet those standards. In doing so, the Board of Trustees seeks to provide a safe environment in which students can learn and thrive individually and as members of a larger community.

The Charter School complies with all applicable federal, state and local laws in providing equal opportunity to all Charter School students. The Charter School prohibits discrimination in admission, grading and discipline based on race, color, creed, national origin, religion, age, marital status, sexual orientation, gender, handicap, disability, nationality or citizenship.

## **Scope of Student Code of Conduct**

This Code of Conduct applies to conduct of Charter School students that occurs:

- On school grounds at any time and/or when students are utilizing school virtual platforms for distance learning;
- Off school grounds and/or during at any school-related activity, function or event;
- Off school grounds when the conduct may reasonably be expected to (i) undermine school authority; (ii) endanger the safety of students, teachers, administrators, or any other member of the school community; (iii) or disrupt the school; and
- While traveling to and from school on school buses or vans, regardless of the School District of ownership, or on public transportation.

## **Definitions**

**Bullying**: engaging in behavior that prevents or discourages another student from exercising his/her right to public education by use of threats, coercion, repeated harassment, abuse, and/or intimidation, whether physical, psychological, sexual or indirect through electronic, digital or telephonic means.

**Corporal Punishment**: physically punishing a student for violation of the Code of Conduct; corporal punishment does not include that use of force necessary to (i) calm a disturbance; (ii) obtain possession of a weapon or other dangerous object; (iii) defend oneself; or (iv) protect persons or property.

**Disability**: physical or mental impairment that substantially limits one or more major life activities of an individual; a record of such impairment; being regarded as having such impairment; or having a specific disability, including, but not limited to, autism, mental retardation, specific learning disability, hearing impairment, speech/language impairment, visual impairment, serious emotional disturbance, orthopedic impairment, traumatic brain injury, other health impairment.

**Expulsion**: removal of a student from the school for more than ten (10) days due to a violation of the Student Code of Conduct.

**Gang**: any organization with an identifying name, sign or symbol, or that individually or collectively engages in or has engaged in activity or conduct, or a pattern of activity or conduct that endangers or disrupts the safety of the school or members of the school community.

**IEP**: Individualized Education Plan developed for a student with a disability who qualifies to receive special education services.

**In-School Suspension**: a disciplinary measure taken by the Administration which allows a student to attend school, but which prohibits the student from attending regular classes.

**Manifestation Determination**: a meeting of teachers, parents, and relevant members of an IEP Team regarding the conduct of a student eligible to receive special

Education services, during which the team evaluates all relevant information and any unique circumstances to determine whether (i) the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or (ii) the conduct was the direct result of the school's failure to implement the student's IEP.

**NOREP**: Notice of Recommended Educational Placement, which is presented to the parent(s) of a student who qualifies to receive special education services, recommends an appropriate placement for the student, and discusses the appropriate educational program for the student.

Possession: physical control over property, whether lost, found or stolen, which may include items contained in or on clothing, in lockers, storage areas or bags.

School Grounds: any property owned or leased by, or licensed to the Charter School, and/or utilized by the school in association with any vendor.

School Privileges: any school-related or school-sponsored activities or programs, including but not limited to, graduation ceremonies, dances, class trips, sports, clubs, recess, or any other extracurricular activities. Participation in these activities are privileges not rights.

Serious Bodily Injury: bodily injury that creates a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of any bodily member, organ or mental faculty.

Suspension: involuntary removal of a student from class and/or school attendance for a period of ten (10) school days or fewer.

Trespass: entry upon school property without permission or when prohibited.

Weapon: any instrument, including, but not limited to, any knife, cutting instrument or tool, nunchaku, firearm, shotgun, rifle, explosive device, pepper spray, mace, laser pointer and any other tool or implement capable of inflicting serious bodily injury to another.

## **Rights and Responsibilities of Students**

### **Education**

**Right:** Students have the right to a public education, unimpaired because of gender, race, religion, nation origin, medical condition, disability, parenthood, marital status, economic status, personal characteristics, or any reason not related to their individual capacities.

**Responsibility:** Students have the responsibility to avoid actions or activities that interfere with other students' rights to an unimpaired public education.

### **Learning Environment**

**Right:** Students have the right to an orderly school and classroom environment that will promote learning for all students.

**Responsibility:** Students have the responsibility to ensure that their action does not disrupt the school or classroom environment, or school activities.

## **Expression**

**Right:** Students have the right to express themselves in speech, writing and/or expression within the boundaries defined by federal and state law, and the policies established by the school.

**Responsibilities:** Students have the responsibility to ensure that their expression does not disrupt the school or classroom environment, or school activities

## **Possession and Distribution of Literature**

**Right:** Students have the right to possess and distribute literature, including, but not limited to, books, newspapers, magazines, pamphlets, handbills, or leaflets in accordance with federal, state and/or local law, and the policies established by the school. The Chief Administrative Officer or Principal has the authority to determine the time, place and manner of distribution.

**Responsibility:** Students have the responsibility to ensure that the literature they possess or distribute does not infringe upon the rights of others, and does not contain offensive language of a religious, racial or ethnic nature, or language that may be construed as harassing or obscene.

## **Religion**

**Right:** Students have the right to their own religious beliefs and the exercise of those beliefs.

**Responsibility:** Students have the responsibility to ensure that the exercise of religious freedom does not infringe upon the Constitutional rights and freedom of religious expression of others.

## **Privacy**

**Right:** Students have the right to be free from unlawful searches and seizures of their personal property and possessions.

**Responsibility:** Students have the responsibility to not possess materials, objects, implements, and/or instruments that are prohibited by federal, state and/or local law or that may be disruptive or otherwise in violation of the School's Rules.

### **Peaceful Assembly**

**Right:** Students have the right to a peaceful assembly.

**Responsibility:** Students have the responsibility to secure approval for use of school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the function; and to ensure that assembly does not disrupt the educational process. Lack of adequate supervision shall be grounds for disapproval of assembly.

### **Transportation**

**Right:** Students have the right to safe and orderly transportation to and from school or a school activity when transportation is provided.

**Responsibility:** Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere; to refrain from conduct which may cause a hazard to themselves, their fellow students, or to the public; and to refrain from violating federal, state and/or local laws or school policy regarding transportation. Students who fail to fulfill their responsibility may relinquish their right to transportation.

## **Rights and Responsibilities of Parents:**

### **Enrollment**

**Right:** Parents have the right to enroll their children in the Charter School, regardless of their district of residence, within the enrollment guidelines established by the Board of Trustees.

**Responsibility:** Parents have the responsibility to ensure that their children who are enrolled in the Charter School attend school regularly, on time, and for the entire school day in accordance with state law and the policies set forth by the Board of Trustees.

### **Progress**

**Right:** Parents have the right to receive regular official reports of their children's academic progress, through both written and oral communication.

**Responsibility:** Parents have the responsibility to assist the School and their children in achieving their academic potential, including planning a time and place for completing homework, and providing the necessary supervision while their children complete assignments. In addition, parents have the responsibility to attend and participate in all parent-teacher conferences.

### **Language Preference**

**Right:** Parents have the right to receive any oral and written communication from the School in the language used by the family in the home. This right includes the right to have a translator present at any disciplinary proceedings commenced against their child.

**Responsibility:** Parents have the responsibility to inform the School when they need to receive oral and written communication in a language other than English. This responsibility includes the responsibility to notify the School if a translator will be necessary at any disciplinary proceedings commenced against their child.

### **Enforcement**

**Right:** Parents have the right to ensure that the provisions of this Code are applied reasonably and fairly with respect to their children.

**Responsibility:** Parents have the responsibility to understand the rules set forth in this Code and to discuss expected behavior with their children, as well as to inform the Administration and/or the Board of Trustees of their concerns regarding the application of this Code to their children in a calm and reasoned manner.



## **Attendance Policy**

Lincoln Park Performing Arts Charter School utilizes student attendance regulations which stress to students, teachers, and parents that a strong relationship exists between good school attendance and academic achievement. Those learning experiences which occur in the classroom environment are the most meaningful and essential components of the instructional process. Student absences disrupt educational continuity and decrease direct student-teacher interaction as well as impose limitations on opportunities for interaction and participation with fellow students.

When a student's absence from school is necessary, parents/guardians are asked to notify the school on the day of the absence about the student's absence. If the parent does not call, the school will send out an automated phone call to the parent/guardian informing them of the absence.

All absences from school will be recorded as unexcused until appropriate documentation is received. Students returning to school are required to submit a written statement from a medical office, court or other legal agency, or the parent/guardian (parent/guardian may only write up to 10 excuses per year). This documentation may be submitted to the office, via email ([lppacsattendance@lppacs.org](mailto:lppacsattendance@lppacs.org)), or via fax (724-643-2171). **All excuses must be received within 3 days of the student's return to school, or the absences will be considered unexcused. Students will not be permitted to make up school work regarding absences that are considered unexcused.**

The following is a list of absences that are considered excused:

1. Illness as verified by parent (parent/guardian may only write up to 10 parent excuses per year), school nurse, or physician.
2. Death in the immediate family.
3. Impassable roads when declared by the school district.
4. Recognized religious holidays and services.
5. Health related appointments.
6. Required court appearance.
7. School sanctioned educational tours or trips.
8. Family education trips pre-approved by a Lincoln Park school administrator.
9. Suspension from school.

In order to encourage regular attendance, the following actions will occur for any student accumulating 3 or more unexcused absences:

### **1. Attendance Improvement Plan:**

The Lincoln Park Performing Arts Charter School complies with Pennsylvania Law regarding compulsory attendance in school. A student that is considered truant has accumulated three (3) or more school days of unexcused absences in a school year.

Once a student accumulates 3 unexcused absences, a letter will be sent home informing the parent/guardian that their student is considered truant. If the student continues to incur additional unexcused absences, a letter will be sent home informing the parent/guardian that their student is considered habitually truant and request that they attend a student attendance improvement conference. An attendance improvement plan will be developed during this conference. If the student's attendance fails to improve, the

charter school will refer the student to a community based attendance improvement program, county children and youth services (CYS) or file a citation against the student or parent in a magisterial district court depending on the age of the student.

## **2. Attendance and Credit Requirements:**

To be eligible for academic credit, a student must attend eighty-five percent (80%) of his/her scheduled classes. Examples: 79 of 93 classes for a semester course, 64 out of 75 classes for a class that meets twice per week for the entire year.

The following is a list of absences that are not counted toward the fifteen (15%) limit:

- A. Students on suspension
- B. Students on homebound instruction or are out of school with a medical condition pending approval of homebound instruction
- C. School sanctioned/sponsored activities
- D. PSSA/Keystone testing
- E. Health or guidance related absences such as physicals, hearing tests, ASVAB, CTBS, psychological testing
- F. Pre-approved absences in accordance with guidelines governing education trips
- G. School sponsored competitions
- H. Recognized religious holidays and services

Individual teachers are responsible for keeping accurate class attendance. Class-by-class attendance is reported through PowerSchool. It is expected that parents monitor this attendance. Should there be any questions regarding specific class attendance, please contact the appropriate teacher.

Whenever a student fails to meet the attendance requirements to receive academic credit for a course, an appeal of such credit determination may be requested of the principal. Students who have also failed due to academic reasons are ineligible to appeal credit determinations based on attendance. A request form is available in the principal's office. This form is to be completed by the student/parent. The form will be reviewed by the principal, and a response will be returned to the student/parent in writing.

## **3. Attendance and School-related, school-sponsored and Extracurricular Activities:**

Any student that accumulates 6 unexcused absences will be placed on Social Probation and will not be permitted to participate in any school-related, school-sponsored or extracurricular activities. Such activities would include any after school activities, 'approved' arts activities, athletic events, field trips, lessons, or any other event that would take a student out of the regularly scheduled classroom during the school day.

### **Tardiness**

Students are expected to arrive at school promptly and be located in and ready to participate in the first period class by 8:50 a.m. Any student who reports to school after that time is considered late and must report to the school office. A student who is late must provide written documentation from the parent/guardian explaining the reason for the tardiness. Any student who is 1.5 hours or more late to school will be considered absent for half of the school day. Student tardiness shall be recorded as excused or unexcused. The school shall record the time of the student's tardy entry. Students will be considered tardy until the commencement of the final period of the day, after which students who attempt to enter shall be marked as absent for the entire day. Consequences for unexcused tardies will result in the following:

1 Tardy =	Warning
2 Tardies =	Warning
3 Tardies =	Letter sent home - Lunch detention
4 Tardies =	Refer to office, Letter sent home - 3 Lunch detentions
Additional Tardies =	Parental conferences and/or additional consequences such as Social Probation.

### **Early Dismissal**

Students who must leave school early or during regular school hours must provide written documentation from the parent/guardian stating the time the student needs to be dismissed, the name of any person other than the parent/guardian who will be picking up the student, and the reason an early dismissal is necessary. A student who is being dismissed from school early must be signed out by the parent/guardian or designated person at the school office. Any student who is dismissed 1.5 hours or more before the end of regular school hours will be considered absent for half of the school day. Leaving school early without permission will result in strong disciplinary action from administration.

### **Family Vacations, Approved Educational Trips, Approved Arts Activities**

Educational trips shall be approved only when there is a clear relationship to the curriculum of the school and when the school principal, in consultation with the student's teachers and/or Arts Director, certifies the assignments provided and the means for the evaluation of the student's work. School work for an approved educational trip shall be included in grades issued for the time missed at school. Students who do not complete the assigned work shall receive no credit for the time missed. **Family vacations will not be approved if the student has failing grades, excessive tardies, an attendance improvement plan and/or is in danger of not receiving credit for a class(es) due to excessive absences. Family vacations, approved educational trips, and approved arts activities will be limited to 5 school days missed per school year.**

### **Missed Assignments, Assessments, or Projects**

Students are required to and expected to make up assignments, assessments, and projects missed when absent. Students have a number of days equal to the number of days absent to complete the missed assignment, assessments, and/or projects. If a student has been absent for an extended period, he/she should request the assistance of his/her teacher in creating a schedule to complete the missed work.

### **Extra and Co-curricular Participation**

Participation in after school activities and sports is dependent upon student attendance on the day of the specific activity or sport. A student must be in attendance for the **entire school day** to be eligible to participate in any school-related, school-sponsored, or extracurricular activities that take place on that day. Students must also maintain a 2.0 GPA to be eligible to participate in school-based extracurricular activities throughout the season. Students who do not pass more than half of their classes in a given semester will not be eligible for participation in the semester immediately following.

### **Tardy to Class**

We value each student's education; therefore, it is important for students to be on time and ready for each class. Students are considered tardy to class if they are not in the classroom when the bell rings. Excused tardies require a note or email from the previous class teacher or other faculty member. Each teacher will record tardies and students will be subject to disciplinary action for violation of the tardy policy.

#### **Per Nine Weeks:**

First and Second Tardy	Verbal warning by teacher
Third Tardy	Parent/Guardian contacted by teacher
Four Tardies	Discipline referral, parent/guardian contacted by administration, lunch detention
Five or more Tardies	Discipline referral, parent/guardian contact by administration, lunch detentions, social probation  Administration may schedule a parent/guardian conference and administer more stringent discipline as needed

### **Failure to Report to Class (Class Cut)**

Students are expected to follow their assigned schedule of classes. Any failure to attend a class or classes without a valid excuse is a violation of the attendance policy.

1st class cut – 1 day of lunch detention and call home

2nd class cut – 1 day of lunch detention and/or **Social Probation** for a minimum of 2 weeks, call home, possible in school suspension.

3rd class cut – 3 days of lunch detention and/or **Social Probation** for a minimum of 30 days and parent conference

Additional class cuts – Out-of-school suspension, **Social Probation** for remainder of school year.

## **Dress Code**

Lincoln Park reserves the right to establish dress and grooming guidelines that are within the parameters of generally accepted community standards. Students are required to show proper attention to personal cleanliness. Fashions and fads that constitute a health hazard to one self or others will not be permitted.

Student dress and personal hygiene must be of such character so as not to disrupt or distract from the educational environment of the school. Any form of dress or appearance that is determined to be a disruption and/or distraction from the educational environment is prohibited. Students who are in violation of the dress code must immediately change into alternative clothing provided by the school or parent to correct the violation. If it is not feasible to correct the violation, the student will be sent home. The school's dress code:

1. Requires that shorts and skirts be of an appropriate length so as to avoid showing sensitive/private areas while on campus / on school transportation and/or at school related events. Slits in skirts and dresses must be an appropriate length.
2. Requires that shirts/blouses/trousers be properly buttoned in accord with the design. See-through material must be worn with shirts, shorts, or skirt underneath. Tank top straps should be at least 1 ½ inches in width.
3. Prohibits the wearing of "spaghetti" strap tank tops, crop tops, mesh clothing, and bare midriff and/or back attire.
4. Prohibits the exposing of clothing classified as an undergarment. Prohibits the wearing of torn and/or ripped clothing that exposes undergarments or sensitive areas of the body or presents a safety hazard.
5. Requires the wearing of shoes that provide safety and support.
6. Requires that any emerging trend, which is not addressed below, will be evaluated by the administration.
7. Prohibits the wearing of apparel that may constitute a threat to the health, safety or welfare of others. This includes wallet chains, belts (made of chain), etc.
8. Prohibits "dog collars", spiked bracelets, or chains that could be dangerous to persons or destructive to school property.
9. Prohibits inappropriate slogans, sayings or images on any apparel.
10. Prohibits canes or cane-like items unless approved by the school nurse.
11. Prohibits the display of slogans, advertising, or images related to that of alcohol, tobacco/vape products, drug paraphernalia, or any other illegal content.
12. Prohibits the display of any content that is obscene or sexual and of any content that is political in nature that could be deemed offensive and/or cause a disruption to the educational setting.
13. Prohibits the wearing of sunglasses, bandanas, and handkerchiefs on heads, around necks, hanging out of the pocket or tied to any body part. Any clothing identified as gang related is strictly prohibited.
14. Prohibits the wearing of oversized or ill-fitting clothing that could pose a safety hazard to one's self or others.
15. Prohibits the wearing of earrings and body rings in a location other than the ears, during physical education and other classes which may pose a health hazard. A teacher may require the removal of earrings or other jewelry, in such situations; to the extent such jewelry poses a health or safety hazard to the student or others.

16. Allows that individual arts and physical education teachers may set their own requirements for appropriate dress for their class.
17. Requires that tattoos displaying objectionable material must be covered. Objectionable material includes, but is not limited to, material determined to be obscene, profane, frightening, disgraceful, degrading or gang related.
18. Permits that the administrative staff shall have the right to modify specific items in these regulations as school situations and activities merit.
19. Requires that in situations where a disagreement exists as to whether or not the attire is appropriate, administration shall make the final decision.

### **Guidelines and Consequences for Student Behavior and Rules**

No student may engage in conduct, or encourage any other person to engage in conduct that jeopardizes or threatens the health, safety or welfare of any member of the school community, or that disrupts or undermines the educational mission of the Charter School.

None of the consequences listed below will be applied in such a manner as to discriminate against any student based on gender, race, religion, national origin, medical condition, disability, parenthood, marital status, economic status, personal characteristics, or any reason not related to his/her individual capacities. The Administration of the Charter School will impose consequences for behavior that falls within the range of consequences for a particular violation of this Code. The severity and/or nature of the consequence imposed will be based on factors including, but not limited to, age of the student, number of prior offenses, disability, and/or severity of the violation.

The Charter School has the right to impose consequences for acts or behaviors that are not specifically delineated within this Code if those acts or behaviors threaten the health, safety and/or welfare of other members of the school community, or if those acts or behaviors disrupt the learning environment.

Various means may be used by school personnel to discourage or extinguish undesirable behaviors. Such means may include counseling the student; conferencing with the parent(s); assigning extra responsibilities at school; assigning community service; or imposing detention, in-school suspension, out-of-school suspension for up to ten (10) consecutive school days, expulsion for a period of more than ten (10) consecutive school days, or permanent expulsion.

Corporal punishment is prohibited by the Charter School and will not be imposed as a consequence for any violation of this Code. Corporal punishment does not include that amount of reasonable force necessary to stop a disturbance which threatens the health, safety or well-being of another; to protect School property; to gain possession from a student of a weapon or other instrumentality which is or may be used to cause injury to another; or to engage in self-defense.

## **Rules**

Students who engage in activities that violate any federal, state and/or local law may be subject to criminal charges and punishment in addition to any disciplinary measures undertaken by the School.

### **Rule 1 No student may disrupt the school or the learning environment.**

- Students shall act in a courteous manner at all times and toward all members of the school community, and shall not engage in conduct which disrupts any school-sponsored or school-related educational program or activity.
- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Disobedience
  2. Disrespect
  3. Dishonesty
  4. Failure to follow established school rules
  5. Failure to attend class without a valid excuse
  6. Failure to comply with the established dress code
  7. Failure to comply with the established attendance policy
  8. Loitering and/or failure to provide identification upon request – **No Loitering in hallways, restrooms, atrium or any areas in or out of school buildings**
  9. Possession or use of beepers, pagers, not including a calculator or digital watch, during school hours or programs.
  10. Running or making of excessive noise in the school building

### **Rule 2 No student shall use offensive language.**

- Students shall refrain from using language that may be classified as obscene, offensive or vulgar, or which would violate school policies regarding discrimination and/or harassment of any kind.
- A student will be considered to have violated this Rule if he/she makes libelous or slanderous remarks directed at another member of the school community.
- A student will be considered to have violated this Rule if he/she sends or forwards any offensive, sexually-oriented, obscene, vulgar, and/or threatening messages, picture, or symbols from any source to any member of the school community.
- A student will be considered to have violated this Rule if he/she wears or displays any colors or symbols with the intent to show or indicate allegiance to or affiliation with any gang.

### **Rule 3 Students shall maintain good records of attendance.**

- Students shall adhere to the School's Attendance Policy.
- The following, although not exhaustive, will be considered violations of this Rule:
  1. Excessive absence
  2. Excessive lateness or tardiness
  3. Failure to report to class without a valid excuse (cutting class)
  4. Truancy

**Rule 4 Students shall maintain the highest standards of academic honesty and integrity.**

- A student will be considered to have violated this Rule if he/she forges any paper, report, test or notes, or engages in any other type of cheating and/or copying of the work of another student.
- A student will be considered to have violated this Rule if he/she plagiarizes any publication or paraphrases any publication without appropriate citation.

**Rule 5 Students shall be respectful, self-controlled, non-disruptive and considerate in their relationships with all members of the school community.**

**Rule 6 Students shall not engage in gambling, or take or place bets on chance for personal benefit.**

**Rule 7 Students shall not engage in improper use of technology.**

- Students shall respect the computer privileges granted to them and shall comply with the School's Acceptable Use Policy whenever they use the School's computers, equipment, network system or any other technology owned by or licensed through the School.
- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Giving his/her password to another individual
  2. Using another's password
  3. Illegally downloading copyrighted material from the internet
  4. Purposely or recklessly visiting sites on the internet that contain sexually explicit or otherwise offensive materials
  5. Harming, damaging or disrupting hardware and/or software
  6. Harming or destroying the data of another person or student
  7. Harming or destroying the internet or other school networks
  8. Purposely or recklessly creating, downloading, or uploading a computer virus
  9. Breaking into or hacking into other files or systems.
  10. Accessing and/or altering school records, information or files without express permission
  11. Conducting any business enterprise

**Rule 8 Students shall not damage, deface, destroy or steal school property or Personal property of another member of the school community.**

- A student will be considered to have violated this Rule if he/she creates graffiti, carves, tears, cuts or otherwise marks, regardless of whether the marking is permanent, property owned or leased by, or licensed to the School.
- A student will be considered to have violated this Rule if he/she steals or attempts to steal school property or any property leased or licensed to the school, or the personal property of another member of the school community while on school property or at any school-sponsored or school-related activity or event.



**Rule 9 Students shall not cause or attempt to cause physical injury to any member of the school community.**

- Students will be held responsible for their purposeful, reckless and negligent actions and the reasonably foreseeable consequences of their actions **from the school, as well as from the police.**
- The following, although not exhaustive, shall be considered violations of this Rule:
  1. Physical contact by pushing, shoving or hitting
  2. Physical contact by kicking
  3. Throwing any object that may cause injury to another at any member of the school community
  4. Biting
  5. Spitting
  6. Roughhousing or horseplay
  7. Verbal or physical confrontation/fighting

**Rule 10 Students shall not recklessly endanger any member of the school community.**

- Students shall not act in any manner which creates a substantial and unjustifiable risk of harm to others and indicates a conscious indifference to the consequences of the act. Any verbal or physical intimidation or fighting is prohibited.

**Rule 11 Students shall not falsely activate any fire alarm, security system, smoke detector or any other device which may cause disruption of the school community, fear or panic.**

- Any student who falsely activates any such device that results in a response by authorities including, but not limited to, the fire department, the police, emergency medical personnel, and/or results in evacuation of the school building(s) will be considered to have violated this Rule and may be subject to sanctions under federal, state and/or local law.

**Rule 12 Students may not possess, use, distribute or solicit the use or distribution of any tobacco product, vaporizing products (e-cigarettes) or related paraphernalia while on property owned by, leased or licensed to the School, or while at any school-sponsored or school-related activity or event.**

**Rule 13 Students shall not possess, use, distribute or solicit the use or distribution of any unauthorized prescription or non-prescription medication, drug, narcotic, hallucinogen, steroid, growth hormone, amphetamine, barbiturate, opiate, marijuana, inhalant, alcohol or any other intoxicant or related paraphernalia while on property owned by, leased or licensed to the School, or while at any school-sponsored or school-related activity or event.**

- Rule 14** Students shall not directly or indirectly communicate any threat to any member of the school community which places that person in fear or apprehension of injury, pain and/or ridicule.
- Continual threats, harassment, bullying and/or intimidation are grounds for more serious disciplinary action, up to and including expulsion.
- Rule 15** Students shall not expose their genitalia to any member of the school community, nor shall they touch the genitalia of another.
- Rule 16** Students shall not leave the school campus without permission. Leaving the school campus without permission is clearly a major safety concern.
- Violation of this rule will result in strong disciplinary action. Repeat offenders will be considered for expulsion from Lincoln Park
- Rule 17** No student shall engage in repeated violations of this Code.
- A student will not be considered to have engaged in repeated violations of this Code unless all reasonable and appropriate remedial interventions have been undertaken by school personnel.
  - A student who repeatedly violates this Code in disregard of reasonable and appropriate interventions may be subject to suspension and/or expulsion.
- Rule 18** Students shall not engage in any activity which can reasonably be expected to have the effect of harassing, threatening or damaging the safety or reputation of any member of the school community.
- The following, although not exhaustive, shall be considered violations of this Rule:
    1. Unwelcome sexual advances
    2. Requests for sexual relations and/or favors
    3. Sexual comments
    4. Sexually-oriented gestures, sounds, remarks or comments
    5. Offensive remarks or comments related to a person's race, gender, religion, disability or national origin
    6. Efforts to intimidate or bully
  - Any of the above conduct or any other conduct which may reasonably be considered as a violation of this Rule, whether in written, oral, electronic or digital form is subject to disciplinary consequences.
- Rule 19** Students shall not engage in any consensual sexual acts, nor shall they force or attempt to force any other member of the school community to engage in any sexual act.
- For the purpose of this Rule, sexual acts include, but are not limited to:
    1. Intercourse
    2. Oral sex
    3. Groping sexual parts
    4. Simulated sex

**Rule 20** Students shall not cause or attempt to cause physical injury or pain to any teacher, administrator, staff member or any other employee or agent of the School, or any member of the school community. No fighting or intimidation will be tolerated.

**Rule 21** Students shall not cause, attempt to cause or threaten to cause serious bodily injury to any member of the school community with a weapon or without regard to the value of human life.

**Rule 22** Students shall not possess on their person, in their clothing or belongings, or in any storage space or container provided by the School any weapon. Possession of any weapon at any time by a student is strictly prohibited.

- For the purposes of this Rule, “weapon” shall include all items listed in the definition provided within this Code, as well as any object not traditionally thought of as a weapon which is used in such a way that it causes or risks injury similar to that caused by any weapon.
- The following steps shall be taken by appropriate personnel at the School in the event a student violates this Rule:
  1. The student will be detained
  2. The incident will be immediately reported to Police or any other appropriate authority
  3. The parent(s) or guardian(s) of the student will be immediately notified
  4. Expulsion may be recommended in accordance with the law of the Commonwealth of Pennsylvania
  5. A Serious Incident Report will be filed and will contain:
    - \* Circumstances of possession and discovery of the weapon
    - \* Action taken by Police or other authority in response to the call for assistance
    - \* Action taken by the School, including details of contact with parent(s) or guardian(s), filing of the report and notice to Police or other authority
    - \* An image of the weapon
    - \* A report to the Pennsylvania Department of Education (PDE)

**Rule 23** Students shall not engage in or attempt to engage in any conduct which endangers the health, safety or welfare of any other member of the school community.

- The following, although not exhaustive, will be considered violations of this Rule:
  1. Setting a fire on or in property owned by, leased or licensed to the School
  2. Retaliating against any member of the school community who participated in any investigation or proceeding

3. Activating the fire alarm, security system or other such device when there is no threat of fire or breach of security, and fire personnel, police or other authority is dispatched to the School
4. Planting, hiding or locating, or threatening to plant, hide or locate, any bomb or explosive device on property owned by, leased or licensed to the School

### **Cell Phone Policy**

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21<sup>st</sup> century devices to supplement instruction and learning. However, it has been proven that students who are on cell phones or other electronic devices when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices policy for Lincoln Park Performing Arts Charter School. The policy is as follows:

Student use of cell phones or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with a lunch detention, in school suspension, social probation, out of school suspension or loss of other privileges such as participation in school trips, internships, proms and potentially graduation exercises.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are not allowed in use in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Restrooms, and all School Office Areas. When in use, cell phones must be on silent mode so that no audible ring tone is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion.

## **Disciplinary Action**

### **Social Probation**

Social Probation is an effective learning technique to assist students in learning to make wise decisions and realizing the negative consequences of poor decisions. The purpose of social probation is to encourage students to act in a responsible and respectful manner.

A student may be placed on Social Probation for a period of time as a result of inappropriate behavior, attendance issues, failing to act in a safe and responsible manner or violations of school rules and regulations, school board policy or the law. The principal or members of the administrative team will determine when and for how long Social Probation will be assigned to a student. The student and parents /guardian will be notified in writing and all due process procedures will be followed when social probation is assigned to a student.

Social Probation at Lincoln Park Performing Arts Charter School can include all or part of the following:

- 1) Not allowed to attend as a spectator or participant any school related activities after school hours or on weekends.
- 2) Not allowed to participate in any co-curricular, extra-curricular, athletic, social (dances and clubs), field trips, musical, artistic, dramatic, or any school related performances or events.
- 3) Not allowed in school or on school property outside of normal school hours.
- 4) Not allowed to participate in school related ceremonial events such as commencement, banquets and prom.
- 5) Limited hall pass privileges.

Participation in such school related activities is a privilege and not an absolute right.

### **Suspension**

Suspension is exclusion from school for a period of between one (1) and ten (10) consecutive school days. Out-of-school suspensions take place off of school property.

No student may be suspended until the student has been informed of the reason(s) for the suspension and has been given an opportunity to respond, except when the health, safety or welfare of the school community is threatened. The parent(s) of a student will be notified immediately when their child has been suspended. Suspensions must not be made to run consecutively for a period of more than ten (10) school days. If a suspension is to exceed three (3) school days, the student and parent(s) must be given the opportunity for an informal hearing within the first five (5) days of the suspension in accordance with the State Board of Education Regulations section 12.8(c). See 22 Pa. Code § 12.8(c).

With respect to the informal hearing, the School must provide the following to the student and/or the parent(s) guardian(s) to comport with due process:

1. Written notification of the reasons for the suspension;
2. Sufficient notice of the time and place of the informal hearing;
3. An opportunity to question any witness present at the hearing; and
4. An opportunity to speak and present witnesses on his/her own behalf

*Students have the responsibility to make up assignments, assessments and/or projects missed during the period of suspension within the guidelines set forth by the Board of Directors of the Charter School.*

## **Expulsion**

Exclusion from school by the Board of Directors for a period exceeding ten (10) school days, or permanent expulsion from the school rolls. The student and parent (s) must be provided with a formal hearing prior to expulsion and all due process procedures must be followed. A student will be placed in his/her normal class during the period prior to the formal hearing and decision of the Board, except when an informal hearing reveals that the student's presence poses a threat to the health, safety, welfare or morals of others, and a formal hearing cannot be conducted within the period of the expulsion. In such a case, a student may be excluded for a period longer than ten (10) days as long as the formal hearing is not unreasonably delayed, and the student will be provided with alternative education.

The formal hearing required for all expulsions may take place before the Board of Directors, an authorized committee of the Board, or a qualified hearing examiner appointed by the Board. If the formal hearing is conducted before a committee of the Board or a hearing examiner, a majority vote of the Board is required to expel the student. The School must provide the following to comport with due process:

1. Notification of the charges sent via certified mail;
2. Sufficient notice (at least 3 days) of the time and place of the hearing;
3. The opportunity for a private hearing, unless the student or parent requests a public hearing;
4. The names of witnesses against the student and copies of any affidavits or statements of those witnesses;
5. The opportunity for the student to request that any witnesses appear in person to answer questions;
6. The right to testify and present witnesses on his/her own behalf; and
7. The opportunity to receive a record of the hearing at his/her own expense.

In addition, the student has the right to be represented by counsel, and the hearing must be held with all reasonable speed.

## **Disciplinary Measures for Violations of Rules**

Students who are found to have engaged in conduct in violation of any one or more rules may be subject to one or more of the following consequences, intervention or disciplinary measures, or other measures deemed appropriate, reasonable and/or necessary by appropriate school personnel:

1. Discussion between the student and a teacher to discuss the incident
2. Discussion between the student and a counselor or intervention assistance team
3. Discussion between the student, the Chief Executive Officer, Principal, or Assistant Principal.
4. Lunch detention or series of detentions
5. Notice to parent(s) or guardian(s) informing them of the student's behavior
6. Temporary assignment to a disciplinary or "cooling off" location

7. Temporary assignment to a different class setting
8. Supervised mediation between any and all students involved in the incident
9. **Social Probation** which may include temporary or permanent restrictions on activities, including denial of participation in school-sponsored or school-related activities, field trips and/or extracurricular activities
10. Temporary or permanent removal from transportation services in cases involving conduct while using transportation
11. Placement of the student in an alternative educational program
12. Referral to an appropriate counseling program within the school district of residence or another community mental health program
13. Out-of-school suspension
14. Expulsion

### **No Student Visitors**

No non-Lincoln Park students are permitted to visit Lincoln Park during school hours. This includes any request to “shadow” a Lincoln Park student or staff member.

### **Junior/Senior Prom and other Dances**

The Lincoln Park Junior/Senior Prom is usually held one week before graduation. Only Lincoln Park Juniors (at least in their 3<sup>rd</sup> year of high school) and Seniors may attend the Lincoln Park prom. Outside guests asked to the Lincoln Park prom must be **under 20 years of age** on the day of the prom and be at least a Junior in high school. **No exceptions.** The under 20 rule applies to all after school dances. All dance attendees must complete and submit all required paperwork. Students that elect to graduate early are not eligible for any extra-curricular activities including the Prom. Seniors must be passing all courses required for graduation to attend dances and/or the Prom.

### **Searches and Seizures**

Students have the right to be free from unreasonable searches and seizures. However, all lockers or other storage areas that are owned or leased by or licensed through the School are to be considered property of the School for the purpose of this Code. No student may use his/her locker or storage area as a depository for anything of value, any substance, item or object that is prohibited by this Code or any federal, state or local law. No student may use his/her locker or storage area for any substance, item or object that constitutes or may constitute a threat to the health, safety or welfare of any member of the school community, or that may be disruptive or otherwise in violation of the School’s Rules.

The School has the authority to search a student’s locker or storage area if a member of the School’s faculty, staff or administration has reason to believe that the locker or storage area is being used for storage of any prohibited substance, item or object, of any contraband, or of any substance, item or object which poses a threat to the health, safety or welfare of any occupant of the school building(s), any member of the school community, or to the structural integrity of the school building(s), or is disruptive or otherwise in violation of the School’s Rules.

## **Lockers**

Lockers are available throughout the building on a first come first served basis. Lockers are not assigned to students. Locks may be rented for the school year for a \$5 fee, which is returned at the end of the year when the student returns the lock to the main office or other designated area. Due to security concerns, no outside locks on the lockers are permitted.

## **School Issued Electronic Devices**

Chromebooks and accessories are owned by Lincoln Park, will remain the property of Lincoln Park, and are loaned to students for the academic school year, to be used solely for educational purposes. Students will be required to sign a Student/Guardian Agreement before a Chromebook will be issued. The administration reserves the right to confiscate a student's Chromebook and/or accessories in the event that the student is found to be using a device in violation of the Student/guardian Agreement. Please refer to the signed agreement for more specific guidelines for acceptable use.

### **Replacement/Repair Fees for 2023/2024 School year:**

Chromebook Replacement: \$275

PowerCord Replacement: \$30

Keyboard Replacement: \$50

Screen Replacement: \$75

Sleeve Replacement: \$15

## **Elevator Use**

Students must seek permission from the school nurse to receive an elevator pass to ride the elevator. Students are asked to please leave use of the elevator for the students that need to ride the elevator. Student use of the elevator without a nurse's pass or administrative permission may lead to disciplinary consequences.

## **Food or Beverages**

No food or beverages are permitted outside the dining area. Bottled water is the exception to this rule in designated areas. No beverages are permitted in the theaters at any time.

## **Hall Passes**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The hall pass must be initialed by the teacher of record. This includes requests to miss all or part of a scheduled class.



## **Student Fundraising**

Any fundraising in the school must be pre-approved by the principal and the board of directors.

## **College Visitations**

All requests for college visitation should be arranged with your counselor PRIOR to your actual visit. Approval forms will be issued by your counselor. Failure to receive advanced approval will result in an unexcused absence and denial of the privilege to make any additional college visits or to complete make-up work missed during the visit.

## **Discipline of Students with Disabilities**

The Charter School shall comply with the Individuals with Disabilities Education Improvement Act (IDEA 2004) and any applicable federal and state statutes or regulations when disciplining students with disabilities. Students with disabilities who engage in inappropriate behavior, disruptive or prohibited activities, and/or conduct injurious to themselves or others shall be disciplined in accordance with their Individualized Education Programs (IEP), behavioral intervention plan, Title 22 Chapter 711 and relevant portions of Chapter 12 of the State Board of Education Regulations, IDEA 2004, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and any other applicable federal or state law.

No student with a disability shall be expelled from the Charter School if the student's misconduct is determined to be a manifestation of the student's disability.

School personnel may remove a student with a disability who violates this Code of Conduct from his/her current placement to an appropriate interim alternative educational setting, to another setting, or may suspend the student for not more than ten (10) school days to the same extent as those alternatives are applied to typical students. When determining whether to change the placement of a student with a disability who has violated this Code of Conduct, school personnel may consider any unique circumstances on a case-by-case basis.

If school personnel seek to change the placement of a child with a disability due to a violation of this Code of Conduct, the school, parent(s) and relevant members of the IEP Team must review all relevant information, including the student's IEP, teacher observations, and information provided by the parent(s), to determine whether the student's conduct was a manifestation of his/her disability. This manifestation determination must take place within ten (10) days of the date on which the decision was made to change the student's placement. A student's conduct will be considered a manifestation of his/her disability if:

- The conduct in question was caused by, or had a direct and substantial relationship to the child's disability, **or**
- The conduct in question was the direct result of the School's failure to implement the IEP.

If the student's conduct is determined not to have been a manifestation of the student's disability, the student may be disciplined to the same extent as are typical students. If the conduct is determined to have been manifestation of the student's disability, the IEP Team must:

1. Conduct a functional behavioral assessment and implement a behavioral intervention plan, if one had not already been conducted;
2. Review a behavioral intervention plan that was already created, and modify it to address the behavior; **and**
3. Return the student to the placement from which he/she was removed, unless the parent(s) and School agree to a change in placement as part of a modification to the behavioral intervention plan.

In certain circumstances, students with disabilities may be removed to an interim alternative educational setting for not more than 45 days regardless of whether the behavior was manifestation of the student's disability. Such cases include, and are limited to, circumstances in which:

1. A student with a disability carries or possesses a weapon to or at school, on school premises, or to or at a school function;
2. A student with a disability knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school property, or at a school function; **and**
3. A student has inflicted serious bodily injury upon another.

Regardless of whether the student's conduct is found to have been a manifestation of the student's disability, the parent(s) of the student must be notified of all procedural safeguards available to them under federal and state law no later than the date on which the decision to take disciplinary action against the student with a disability was made.

If the parent(s) of a student with a disability disagree with the manifestation determination or decision regarding appropriate placement for their child, or the School believes that the current placement of the student is substantially likely to result in injury to the student or another, a hearing may be requested. A hearing officer will hear and make a determination regarding the above issues at the hearing. The hearing officer may order a change of placement for the student. During the appeal process the student will remain in the interim alternative setting to which he/she was initially removed until 45 days elapses or the parent(s) and School agree otherwise.

Any hearing requested will take place on an expedited basis, and will occur within twenty (20) school days from the date the hearing was requested, with decision rendered within (10) school days thereafter.

Children who have not yet been determined to be eligible for a special education and related services under IDEA 2004 and who violate this Code of Conduct may claim the protections afforded students with disabilities if the School had knowledge that the student had a disability prior to the behavior at issue. However, if the School had no knowledge that the student had a disability, the student may be disciplined as a typical student.

Regardless of the status of a student with a disability, the School may report a crime that was committed by a student with a disability, and federal, state and/or local law enforcement and

judicial authorities may exercise the powers afforded them under federal, state and/or local law in prosecuting such a crime.

### **Anti-Discrimination/Anti-Harassment**

Students at the Charter School have the right to education in an environment that is free from harassment and discrimination. Harassment occurs when a student demands a sexual favor, or otherwise threatens, intimidates, annoys, alarms, causes substantial emotional distress, or creates a hostile environment for another based on the other's gender, age, race, color, national origin, religion, disability, socioeconomic status or beliefs. Discrimination occurs when a rule or established practice confers privileges on or denies privileges to a particular class of persons based on race, age, gender, national origin, religion, disability, socioeconomic status or beliefs.

If a student believes he/she is the victim of harassment or discrimination, he/she shall report the alleged harassment or discrimination to the Chief Executive Officer or Principal, or to another Administrator if the Chief Executive Officer or Principal is the accused. Any student who believes he/she is the victim of harassment or discrimination may likewise make a complaint to the Board of Trustees in accordance with the Complaint Policy established by the Board. The School and/or the Board of Trustees will undertake to investigate the student's complaint thoroughly and completely, and will maintain confidentiality to the extent allowed by federal, state or local law and the policies established by the Board of Trustees of the Charter School.

Nothing in this Code of Conduct shall be construed to discourage or prohibit a student who feels he/she has been the subject of criminal activity or a criminal offense from contacting the police or other appropriate authority.

To the extent anything in this Code of Conduct could be construed to conflict with federal and/or state law, the federal and/or state law applies.

### **Emergency Evacuation**

The Lincoln Park Performing Arts Charter School has adopted the following plan in the event of an incident occurring at the Shippingport Nuclear Power Station.

In the event an accident occurs while school is NOT in session, community members are to follow their own community plans. In the event the school complex comes into the pathway of exposure and school is in session, students will be taken to designated shelter areas within the school. If a serious accident occurs while school is in session and it is ordered by the governor that schools be evacuated, students will be sent home, or if so ordered, students will be bused to Union High School in Lawrence County. In such a situation, students will board buses (accompanied by teachers) bound for Union Area High School. In order to minimize confusion and traffic congestion, parents are urged NOT to pick up their children at school. Parents are to proceed to Union Area High School, pick up their children, and be directed to a mass care center to await return to their homes in their county of residence.

DIRECTIONS TO UNION AREA HIGH SCHOOL (2106 Camden Ave., New Castle, PA 16101)

Take **I-376 W** towards New Castle

Take exit **13** to merge onto **W State St**

Turn **right** at **Wilson Rd**

Take the 1st **left** onto **Camden Ave**

**Anti-Bullying Policy**

The Board of Trustees (“Board”) of Lincoln Park Performing Arts Charter School (“Charter School”) recognizes the importance of providing all students and employees with a safe school and learning environment in order to promote the educational process. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying and cyber-bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and the Charter School’s ability to safely educate its students in a safe environment. Therefore, in order to ensure and promote a safe learning environment, it shall be the policy of the Charter School to maintain an educational environment that is intolerant of bullying and cyber-bullying in any form.

Since students learn by example, school administrators, faculty, staff and volunteers are directed to demonstrate appropriate behavior, treat others with civility and respect and to refuse to tolerate bullying and cyber-bullying. This policy pertains to all students and staff, regardless of their status. This policy also applies to all students and staff whose conduct out of school materially and substantially interferes with the educational process at the Charter School.

**Definitions**

**Bullying and Cyber-bullying** are defined as an intentional electronic, written, verbal or physical act, or a series of acts:

1. directed at another student or students;
2. which occurs in a “school setting”, or occurs outside of school and Charter School reasonably forecasted that the outside-of-school conduct would materially interfere with or substantially disrupt the educational process or program in the school, and the outside-of-school conduct does in fact materially interfere with or substantially disrupt the educational process or program in the school;
3. that is severe, persistent or pervasive; and
4. that has the effect of doing any of the following:
  - substantially interfering with a student’s education;
  - creating a threatening environment; or
  - substantially disrupting the orderly operation of the school.

Bullying and cyber-bullying shall encompass acts that occur outside a school setting if those acts meet the requirements found in (1), (3) and (4) listed above.

**School Setting** shall mean in Charter School, on Charter School grounds, on Charter School property, using Charter School equipment and technology, on Charter School’s

server or Charter School's electronic, web-based, Internet or online programs, in Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by Charter School and any time spent necessarily traveling to and from these locations. Additionally, any student whose out of school conduct materially interferes with or substantially disrupts the educational process in the school is also subject to this policy.

**Cyber-bullying** is often seen by sending harmful or cruel material, text messages and/or images or engaging in other forms of social aggression and bullying using the Internet, cell phones, personal digital assistants ("PDAs") or other technology resources.

All students, staff, volunteers and contractors shall comply with Charter School's Acceptable Use and Internet Safety Policy, which is required under the Children's Internet Protection Act ("CIPA"), and review Charter School's Social Media and Networking Guidelines Policy when using any technology resources.

Cyber-bullying via the Internet is seen through the use of any one or more of a number of methods, including, but not limited to:

- Email sent to the intended victim;
- Blog entries regarding the intended victim;
- Posts on social networking websites, including, but not limited to, TikTok, Snapchat, Facebook, Instagram;
- Posting victim's pictures on the Internet or networking websites with derogatory phrases or questions attached to them;
- Using instant messaging tools to harass victims;
- Creating an Internet parody of the intended victim;
- Creating fake Internet profiles for the victim on a public website;
- Creating or accessing an unauthorized website which harasses or bullies the victim;
- Using camera phones and/or digital cameras to take embarrassing photographs of students and/or staff and posting them online;
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Cell phones are also often used for cyber-bullying for things such as calling or text messaging the victim and/or using a victim's cell phone to text or call another victim using harassing language.

The use of the Internet or Charter School email does not necessarily have to involve the creation of the offensive materials. Rather, the person creating the offensive material may do it on a home computer and then use Charter School's computers to take such actions as accessing it, viewing it, displaying it for others to see, disseminating copies of it to others or otherwise publicizing the contents.

The Charter School strictly prohibits the above conduct and any conduct by any student or staff that creates or intends to create an intimidating, threatening, offensive or hostile learning environment.

Students shall conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff, and community members of the Charter School, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members.

Since bystander support of bullying and cyber-bullying can bolster these types of behaviors, the Charter School prohibits both active and passive support for acts of bullying and cyber-bullying. The staff should encourage all students to refuse to engage in these acts and to report them immediately to the school principal of the Charter School.

Any student who feels he or she has been bullied or cyber-bullied shall have the right to file a complaint of such bullying. Complaints should be reported to the school principal. Complaints may also be reported directly to a teacher, guidance counselor, or other administrator who shall immediately report the incident to the school principal in order to protect the alleged victim and for prompt investigation.

Any staff member who sees any incidents of bullying or cyber-bullying must immediately report the incident(s) to the school principal. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. It shall be the responsibility of the school principal or his/her designee to investigate promptly and thoroughly any and all bullying and cyber-bullying complaints received or referred by other individuals and to make recommendations based upon the investigation. The investigation is to be commenced within three (3) school days after a report of any bullying is received.

The Board of Trustees requires the school principal to be responsible for determining whether an alleged act constitutes a violation of this policy. In determining whether alleged conduct constitutes bullying or cyber-bullying, the totality of circumstances, nature of the conduct, and context in which the alleged conduct occurred shall be investigated. If the investigation results in a substantiated charge of the bullying, the Charter School shall take prompt corrective action to ensure the bullying and/or cyber-bullying ceases and will not reoccur.

Reports to the school principal may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

The school principal or his/her designee shall immediately notify the parent or guardian of the perpetrator of the bullying and the parent or guardian of the victim of the bullying of the alleged incident.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or cyber-bullying may range from positive

behavioral interventions up to and including in school or out of school suspension from the Charter School or expulsion or other disciplinary removal from the Charter School, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Charter School's student Code of Conduct and/or Employee Handbook.

In some cases, bullying and/or cyber-bullying may constitute criminal activity and the Police Department will be notified. This may lead to a criminal investigation and criminal charges against the student or staff.

Consequences for a student who commits an act of bullying and/or cyber-bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Charter School's Code of Conduct.

Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

The following intervention strategies for protecting victims may be followed as needed:

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision at Charter School testing sites or other sites used by the Charter School, at any activity sponsored, supervised or sanctioned by the Charter School during any breaks, lunch times, bathroom breaks and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating and bullying and/or cyber-bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; and
- Check with the victim daily to ensure that there have been no incidents of retaliation from the offender or other parties.

The Board of Trustees strictly prohibits retaliation or reprisal against any person who reports bullying and/or cyber-bullying incidents. Retaliation includes, but it is not limited to, any form of intimidation, reprisal or harassment used against a person who reports, in good faith, incident(s) of bullying and/or cyber-bullying. Disciplinary action against any person who retaliates or engages in reprisals for reporting such behavior(s) may include sanctions up to and including expulsion or suspension for students and termination for staff engaging in such prohibited conduct. The consequences and appropriate remedial action shall be determined after consideration of the nature, severity, and circumstances of the act.

The Board of Trustees prohibits any person from falsely accusing another of bullying and/or cyber-bullying. The consequences and appropriate remedial action for a student found to have falsely accused another of bullying and/or cyber-bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences and appropriate remedial action for an employee found to have falsely accused another of bullying and/or cyber-bullying shall be disciplined in accordance with the Charter School policies, procedures, and agreements.

The Board of Trustees requires the Charter School officials to annually disseminate the policy to all school staff, students, volunteers, independent contractors and parents along with a statement explaining that it applies to all applicable acts of bullying and cyber-bullying that occur in the Charter School, on the Charter School grounds, on the Charter School property, using the Charter School equipment and/or technology, on the Charter School's server or the Charter School's electronic, web-based, Internet or online programs, in the Charter School vehicles, at designated bus stops or at any activity sponsored, supervised or sanctioned by the Charter School and any time spent necessarily traveling to and from these locations. Additionally, any student or staff's out of school conduct that materially and substantially interferes with the educational process in the Charter School is also subject to this policy.

The Charter School is required to post this policy on its website and make the policy available in every classroom. This policy shall also be posted at a prominent location within every Charter School building where such notices are usually posted. The Charter School shall ensure this policy and its procedures for reporting bullying and cyber-bullying incidents are reviewed with students and staff within ninety (90) days after its adoption and, thereafter, a minimum of one (1) time per school year.

As required by the Federal Broadband Data Improvement Act of 2008, the Charter School shall educate elementary and secondary school aged students with computer access to the Internet about appropriate online behavior, including online interaction with other individuals on social networking websites, such as Facebook, Snapchat, and Instagram, and in chat rooms and educate them regarding cyber-bullying awareness and response.

The Board of Trustees directs the Administration to develop any procedures necessary to implement this policy and to develop appropriate prevention, intervention and education strategies related to bullying and cyber-bullying.

Acts of bullying and cyber-bullying are prohibited by and a violation of the Charter School's Acceptable Use and Internet Safety Policy and its Child Internet Protection Act (CIPA) Policy.

The Charter School will comply with all applicable federal and state laws relating to bullying and cyber-bullying, including, but not limited to, the requirements delineated in the Pennsylvania Charter School Law, 24 P.S. § 1701-A, *et seq.*, the Federal Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h) and (l), and the Neighborhood Children's Internet Protection Act (N-CIPA) and any applicable implementing regulations.

The Charter School will also comply with Chapter 711 of Title 22 of the Pennsylvania Code, the Public School Code, the applicable House Bill 1067 Public School Code amendments relating to safe schools and bullying, and applicable provisions of the



Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and its applicable implementing regulations regarding the discipline of special education students and thought-to-be eligible students who engage in an act of bullying.

### **Medications**

Students are **NOT** permitted to keep medication on their person or in lunch boxes, lockers and/or purses. EXCEPTIONS ARE EPI-PENS OR ASTHMA INHALERS, BUT STUDENTS **MUST** HAVE PARENT CONSENT FORM AND PHYSICIAN ORDER ON FILE IN HEALTH OFFICE REGARDING OF USE.

We encourage students to take daily medications at home if possible. Medications ordered to be taken on a **daily** basis that are required to take during school hours must be brought directly to the health office in the original pharmacy bottle. A parent consent form and physician order **must** be on file.

**Any** medication (prescription **and** non-prescription) that is required on an “as needed” basis **must** be kept in the health office **with** a written physician order and a written parent consent on file. Non-prescription medications do require a physician’s order/parent consent also and need to be brought in the original packaging.

The school physician has signed a list of over the counter medications which students may obtain from the school nurse **if** parent permission is indicated on the Emergency Care Card. There is a limit to the amount the nurse is able to give throughout the school year. A parent/guardian will be notified if the amount is exceeded. If the student continues to require the medication (i.e. Tylenol/Ibuprofen) a physician’s order will need to be provided.

Medications are not to be shared with other students. Violations will be dealt with according to discipline policy.

### **Parking Permit Policy**

Parking privileges are extended to students receiving approval by the building principal. Only students who have been issued a parking permit through the Principal’s office are permitted to use Lincoln Park parking facilities. The issuance of a parking permit does not authorize the student to transport additional persons in his/her vehicle. The parking permit is applicable to a single student and a single vehicle only. Obtain more information about parking regulations in the Main Office. Students may apply for parking permit consideration by acquiring an application in the Main Office.

## **LINCOLN PARK PERFORMING ARTS CHARTER SCHOOL NONDISCRIMINATION - QUALIFIED STUDENTS WITH Disabilities. Section 504 of the Rehabilitation Act of 1973**

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities in public and private programs and activities that receive financial assistance from the federal government. Section 504 guarantees students a free appropriate public education. Students who may not be eligible for services under the I.D.E.A. may be eligible for protection from discrimination under Section 504. Compliance oversight for Section 504 is provided by the U.S. Department of Education, Office for Civil Rights.

The Board declares it to be the policy of Lincoln Park Performing Arts Charter School, hereafter "Charter School," to ensure that all school programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Examples of disability discrimination can include, but are not limited to, disability-based harassment; limiting or denying a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving an aid, benefit or service; treating a student differently on the basis of disability; inequitable access to educational programs and facilities, denial of a free appropriate public education for any student, and failing to make modifications of policies, practices or procedures when such modification is necessary to accommodate individuals with disabilities.

Disability harassment under Section 504 is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

### **Complaints of Discrimination Based Upon a Disability**

Complaints of disability discrimination can be filed with the Section 504 Coordinator, at Lincoln Park Performing Arts Charter School, One Lincoln Park, Midland, PA, 15009. Telephone Number: (724) 643-9004.

### **Employee, Faculty and Student/Parent/Guardian Responsibilities**

The Board encourages students (and their parents or guardians) who have been subject to discrimination to promptly report such incidents of discrimination, harassment or retaliation. Each employee, faculty member, administrator and student of the Charter School is personally responsible for ensuring that s/he does not engage in conduct that violates this policy. Each employee, faculty member, administrator and student is responsible for cooperating in any investigation of alleged harassment, discrimination or retaliation if requested to do so by the person conducting the investigation.

### **Reporting**

This Complaint procedure is an addition to and does not prevent parents/guardians or students from using any option in the procedural safeguards system pertaining to a student's identification, evaluation, or educational placement.

Anyone who believes that his/her child, s/he, or any other member of the Charter School community, to be a victim of disability discrimination, harassment or retaliation prohibited by this policy, whether by an administrator, a co-worker, faculty member, student or any other person with whom s/he, or his/her child comes in contact at the Charter School, in the course of any educational program or activity at the Charter School, should report the incident directly to the Section 504 Coordinator, Lincoln Park Performing Arts Charter School, One Lincoln Park, Midland, PA 15059. Any person who receives a complaint of disability discrimination, harassment or retaliation from an employee or student, or who otherwise knows or has reason to believe that a student has been subjected to disability discrimination, harassment or retaliation, is expected to report the incident promptly to the Section 504 Coordinator. If the Section 504 Coordinator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the Section 504 Building Administrator herein named.

The complainant or reporting employee is encouraged to use the report form available from the Section 504 Coordinator, a copy of which is attached, but oral complaints shall be acceptable. Oral complaints shall be documented by the Section 504 Coordinator.

### **Investigation**

The Section 504 Coordinator shall assign Lindsay Rodgers, Federal Programs Coordinator, One Lincoln Park, Midland, PA 15059, (724) 643-9004 as 504 Building Administrator and it shall be his/her duty to conduct a prompt and appropriate investigation into any allegation of disability discrimination, harassment or retaliation, so as to enable a prompt and equitable response under all circumstances and in a fair and expeditious manner. The investigation will be completed within 15 days of receipt of the complaint unless the timeframe must be extended for good cause by the Section 504 Coordinator. Both the complainant and the accused shall have the right to provide names and contact information of any witnesses they believe may have information regarding the facts involved in the grievance, and, to provide any evidence and witness testimony to the 504 Administrator which they believe may be relevant to the grievance.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials of criminal law, the Section 504 building administrator shall inform law enforcement authorities about the incident. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

### **Investigative Report**

The Section 504 Building Administrator shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Upon completion of the investigation, the individual(s) who made the complaint and the individual(s) against whom the complaint was made will be advised of the results of the investigation in writing and, where a remedy is determined to be appropriate, to inform the parties of the steps that will be taken to remedy the situation.

### **Charter School Action**

Upon completion of the investigation, if the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the Charter School shall take prompt, corrective action to ensure that such conduct ceases and will not recur, and where appropriate, the school will also impose disciplinary action. The school will take steps to prevent the recurrence of any disability discrimination, harassment and/or retaliation by taking the appropriate action and the disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and administrative regulations, Charter School procedures, applicable agreements, and state and federal laws.

### **Appeal Procedure**

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the school's Section 504 Coordinator with fifteen (15) calendar days of the receipt of the notice of resolution of the matter.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the Section 504 building administrator who conducted the initial investigation.
4. The written appeal must state, in detail, the reason(s) for the appeal and shall address one or more of the following:
  - If the appeal alleges that the findings of the investigator included relevant factual errors or omitted relevant facts, the appeal shall specify each factual error and/or details of each relevant fact that was omitted from the investigation.
  - If the appeal alleges substantive procedural errors, the person appealing shall identify each instance of said substantive procedural error.
  - If the appeal alleges relevant or substantive issues or questions concerning interpretation of Lincoln Park policy, the person appealing shall state, in detail, the issues or questions supporting this allegation.
  - If the appeal alleges that new information or evidence exists, the appeal shall specify the reason why this information was not available or not provided to the Investigator during the course of the investigation, including the reason why the information could not have been provided on a timely bases.

- If the appeal alleges either that action or inaction of the supervisor in response to the finding of the investigation will not prevent future violations of this policy, the person appealing will specify, in detail, the reason(s) and bases for this allegation.

No disciplinary or other action based upon the original complaint findings shall be taken against the alleged offender during the appeals process, although temporary, interim measures may remain in place. The appeal process will be conducted in an impartial manner by an impartial decision-maker.

#### **No Retaliation for Filing a Complaint of Harassment or Unlawful Discrimination**

No reprisals nor retaliation shall occur as a result of good faith charges of discrimination. Retaliation against any individual for making a complaint of disability discrimination or harassment, or for assisting in the investigation of such a complaint is a violation of this policy and will not be tolerated. Any acts of retaliation will be subject to appropriate disciplinary action, such as but not limited to reprimand, change in work assignment, loss of privileges, mandatory training or suspension and/or immediate termination.

#### **Other Investigators of Complaints of Discrimination Based on Disabilities**

In addition to the Section 504 Building Administrator, the following investigators are designated as those persons who may be charged with coordinating the Charter School's implementation of this policy, and investigating complaints of disability discrimination, harassment, or retaliation for the Charter School. Such investigators may be contacted to initiate an investigation under the policy or to answer questions regarding this policy. The Charter School also reserves the right to retain an outside investigator(s) to investigate complaints regarding violations of this policy.

Lindsay Rodgers

One Lincoln Park Midland, PA 15059

(724) 643-9004

The Complainant or the Respondent might allege that the investigator has a substantial conflict of interest that might impair his/her ability to conduct a fair and impartial investigation of the allegations. In that event, details supporting the alleged conflict of interest must be submitted, in writing, to the 504 Coordinator within 5 days of receiving notice of the identity of the investigator. A determination will be made about the existence of a conflict of interest and, if such a conflict is found to exist, an alternative investigator will be appointed as expeditiously as possible. In the event that a request is made and an alternate investigator must be appointed, any specific time line provided for in the complaint procedure shall be suspended pending the determination and/or appointment.

#### **Publication of Policy**

The Charter School shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the school's web site, if available, and in the student handbook. The Charter School shall notify parents/guardians of students regarding the Charter School's responsibilities under applicable laws and regulations, and that the Charter School does not discriminate against qualified individuals with disabilities.

## **ADDENDUM TO NONDISCRIMINATION - QUALIFIED STUDENTS WITH DISABILITY POLICY**

Complaint: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Alleged discrimination was based on: \_\_\_\_\_

Name of person you believe violated the school's nondiscrimination policy:

\_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person:

\_\_\_\_\_

Describe the incident as clearly as possible, including any verbal statements (i.e. threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

\_\_\_\_\_

\_\_\_\_\_

When and where incident occurred: \_\_\_\_\_

List any witness who were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

## **Graduation Requirements and Academic Offerings**

### **Minimum Credit Requirements for Graduation**

English	4.0
Social Studies	4.0
Math	4.0
Science	4.0
Physical Education	1.0
Health	.5
World Language	2.0
<u>Arts &amp; Electives</u>	<u>6.5</u>

**26 credits total**

- \* Arts include courses from the dance, literary arts, media, music, and theater departments
- \* Electives include courses from all departments (arts and academic)
- \* At least one credit in the subject areas of English, Social Studies, Math, and Science must be earned annually.
- \* Exceptions to the above credit requirements and/or course sequences must be approved by the Academic Review Board.

### **PSSA and Keystone Testing:**

7<sup>th</sup> and 8<sup>th</sup> grade students follow the PSSA testing schedule set by the Pennsylvania Department of Education (PDE).

Keystone Exams (KE) are administered at the end of Keystone aligned courses listed below. For students not scoring advanced or proficient, retests will be offered in future semesters. For students choosing to retest, remediation will be made available. Students must obtain a score of advanced or proficient on these exams prior to graduation or meet one of the four pathways through Act 158 of the Pennsylvania Department of Education.

### **Career Education and Work (CEW) Standards**

In compliance with the Pennsylvania Department of Education (PDE) requirements for career education, each student will be required to develop and maintain a career education portfolio. Elements of career education that will contribute to students' portfolios will be integrated into various courses in the regular curriculum.

## **Academic Offerings**

*Prerequisite courses can be found in the academic course catalog.*

### **English**

English 9

English 10 (KE)

American Literature

English 12: Stranger than Fiction

English Composition I (CHS)

Concepts of Literature (CHS)

### **Social Studies**

Civics

World History

American History

Global Studies

Western Civilization (CHS)

### **Science**

Ecology

Biology (KE)

Physical Science

Chemistry

Physics

Advanced Biology (CHS)

Advanced Chemistry (CHS)

Advanced Physics (CHS)

### **Math**

Algebra I (KE)

Geometry

Algebra II

Business Math

Pre-Calculus

College Algebra Prep

College Algebra (CHS)

Calculus I (CHS)

### **Humanities/World Language**

Spanish I

Spanish II

Spanish III (CHS)

Spanish IV (CHS)

### **Credits Required to Advance Grade Levels**

### **Grading Scale**

6 credits for Sophomore Status

12 credits for Junior Status

18 Credits for Senior Status

26 Credits for Graduate Status

A 90-100

B 80-89

C 70-79

D 60-69

F 59 & below

Each spring, the guidance department meets with all students to assist in selecting courses for the upcoming school year. Please review course selections with your student and contact the Guidance Department with any questions. Recommended course sequences are designed to provide each student with a well-rounded transcript essential when pursuing post-secondary studies at institutions of higher education. Substitutions for courses in the academic sequence may be approved by the Academic Review Board. Reasons for substitutions include prior successful completion of a course or adjustments based on academic need.

Online or LI courses are available to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders only, on a case-by-case basis by the Academic Review Board. Previous grades in all subjects may factor into the decisions of approval.

A Charter School student may not repeat a course already successfully completed for credits to count toward graduation, with the exception of classes taken in middle school. World language taken in 8<sup>th</sup> grade may count as credits toward graduation.

The following rules apply to Lincoln Interactive courses:

1. Students have 2 weeks from the order date to withdraw from an LI course. Withdrawal after the 2 week time period will result in a withdrawal/failure being placed on the transcript. In order to withdraw from a course, the student must complete the course withdrawal form that is available in the guidance office. This form requires a student and parent signature.
2. For all courses ordered for the 2022-2023 school year, students will have until May 1, 2023 to complete the course. Failure to complete the course in this time period will result in a withdrawal/failure being rewarded or zeros being awarded for all outstanding assignments.
3. In extenuating circumstances a student may request an extension. In such cases the student must make arrangements with the guidance office and administration for an extension. Documentation such as a physician's excuse may be required.
4. Another course may not be ordered until a course completion form is submitted for the initial course.

Course Failures

Any student who fails a core subject during the semester (either LI or direct instruction) is required to re-take that class in the subsequent semester in the classroom. This would result in a student having fewer Arts classes in the upcoming semester, in order to recover credits.

Change of Major

Students are permitted to change their majors once a year, during spring scheduling. To change majors, students are required to acquire permission from their current director and the director of the program to which they are seeking entrance. Course work will be reviewed in both arts and academics to ensure candidates meet the criteria for admission and will be required to be evaluated and interviewed. Major change proposal forms are available in the guidance office.

Schedule Changes

Students will be permitted to request changes during the first 10 school days of each semester. Any subsequent changes will be made only under extenuating circumstances and must have approval from administration. Any student dropping a class after the first 10 school days of each semester, without administrative approval will receive a "W/F" in that course regardless of the grade achieved to date and the failed course will factor into their GPA.



### College in High School Courses (CHS)

Students in 11<sup>th</sup> and 12<sup>th</sup> grade have the opportunity to earn college credit while in high school. These courses listed in the above sequences are indicated (CHS). Students who wish to receive college credit for these courses must complete the process outlined by the counselors in class during the first week of each semester. **Students and their families are responsible for the tuition associated with attempting CHS courses for credit.** Alternatively, students may opt to take these courses for high school credit only without cost.

### Physical Education

The Pennsylvania Department of Education requires that students complete 1.0 credit of physical education. Students in the Dance, Health Science, and Theatre departments are offered several courses that satisfy this requirement. Students from the remaining departments (Writing & Publishing, Media, Music, and Pre-Law) must make arrangements to fulfill their PE requirement. Students may also take PE independently (ISPE) through our Lincoln Interactive online curriculum. Such online curriculum allows students to log hours of intentional physical exercise that are completed outside the school day. Examples are, but not limited to: at the gym after school, through a school sport (either for the Charter School or for their home district), through a community organization they are involved with (i.e. karate). ISPE students are required to submit a formal log of their physical activity electronically. Students must accumulate 72 hours or more during the calendar year to earn 0.5 credits for PE.

### Food Service Information

(The entire Food Service Policy is posted on the school's website)

### Collection procedures for Delinquent and Bad Debt- Adverse Action

The Food Service Department will use various means for recovering bad debt, i.e., utilizing a collection process, local judicial system, etc.

LPPACS breakfast and lunch pricing for the school year is as follows:

- Breakfast - \$1.35 (Breakfast begins at 8:00 am.)
- Lunch - \$2.50

Parents are permitted to place money in their student's lunch accounts, monitor student balances, and request student activity reports on-line: [www.myschoolbucks.com](http://www.myschoolbucks.com). Myschoolbucks contact number: 1-855-832-5226.

Breakfast and Lunch are served daily in the LPPACS Dining Hall. During the breakfast and lunch periods, the following procedures are to be observed:

1. Students are to report to lunch at their designated lunch time only. No line cutting is permitted.
2. The use of appropriate etiquette is expected while eating.
3. Trays are to be returned to the tray return window area.
4. Students are to eat in the dining hall. No food or beverage is to be taken beyond the dining hall. Bottled water in classrooms is acceptable.
5. Students are to remain in the dining area for the entirety of their lunch period. Students who are found beyond the dining area during their designated lunch period will be considered to be cutting class. They are not to be in the locker rooms, hallways, or in the parking lot.
6. Eating dining hall prepared food before it is paid for is considered theft. Theft of cafeteria food will result in disciplinary consequences and possible criminal charges.
7. Students may not order food to be delivered to school at any time. The delivered items will be confiscated, and the student will be referred to the office for disciplinary consequences.

# **Lincoln Park Performing Arts Charter School**

## **School-Issued Electronic Devices - Student/Parent Agreement**

### 1. Receiving your Device(s)

- a. All devices (Chromebooks, power cords, and/or protective sleeves) that are being loaned to the student and are in good working order. The student acknowledges and agrees that the student's use of Lincoln Park Performing Arts Charter School (Lincoln Park) property is a privilege and that by the student's agreement of the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the property and to return it in the same good condition upon request by Lincoln Park.
- b. Parents and students must sign and return this agreement before a Chromebook and/or accessories will be issued to the student.
- c. Chromebooks and accessories will be collected at the end of each school year, on a date to be determined, so they can be checked for serviceability and to be stored for the summer. Whenever possible the student will get the same Chromebook for each year he/she attends Lincoln Park.

### 2. Device Ownership and Responsibility

#### 2.1 Ownership

- a. The Chromebook and accessories are owned by Lincoln Park, will remain the property of Lincoln Park, and are loaned to the student for the academic school year, to be used solely for educational purposes.
- b. A student who terminates enrollment at Lincoln Park for any reason must return his/her Chromebook and accessories. If a student fails to return the Chromebook and accessories upon termination of enrollment he/she will be billed for a replacement unit, accessories, and shipping costs.

#### 2.2 Care and Responsibility

- a. The student is responsible for the general care of the Chromebook and accessories that have been issued by the school.
- b. Chromebooks and accessories that are broken or fail to work properly must be taken to the main office for an evaluation of the equipment.
  - i. Devices that can be repaired on the spot will be repaired and returned to the student.
  - ii. The student will not attempt to disassemble any part of the Chromebook nor will he/she attempt any repairs on any devices.
  - iii. Any cost associated with the repair or replacement of a unit that is due to neglect or intentional damage will be the responsibility of the student/family.

Replacement/repair fees for the 2023-2024 school year are as follows:

- Chromebook Replacement: \$275
- Power Cord Replacement: \$30
- Keyboard Replacement: \$50
- Screen Replacement: \$75
- Sleeve Replacement: \$15

- c. Screen Care - Do not place anything on your Chromebook that could put pressure on the screen. Only use a soft clean cloth to clean the screen. Do not use cleaners of any type.
- d. Chromebooks and/or accessories that are lost or stolen must be reported immediately to the main officer. Any cost associated with the replacement of the unit will be the responsibility of the student/family.
- e. Identification labels have been placed on all Chromebooks. Both the serial number and name stickers on the devices will be used to identify its assigned student in case of loss or theft. These stickers must not be removed or modified. If they become damaged the student will take the devices to the main office immediately.
- f. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of a building administrator or technology administrator, will be considered an act of vandalism and will be subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- g. All devices must remain free of any writing, drawing, stickers, or labels.
- h. All devices are school property and all users must follow this policy and the Acceptable Use - Student User Agreement.
- i. Students may be selected at random to provide their devices for inspection.

### 2.3 General Precautions

- a. Take care when carrying all devices so as not to drop them and always use the provided sleeve when transporting the Chromebook.
- b. Do not drink or eat while using your devices as liquid spilled on the keyboard/accessories will cause damage.
- c. Always store your devices in a secured location.

### 3. Using your Devices

- a. Devices may be used by the student only for non-commercial purposes, in accordance with Lincoln Park's policies and rules, the Acceptable Use - Student User Agreement, as well as local, state, and federal statutes.
- b. The student will not alter the background image or screensavers.
- c. Only the assigned student will login to his/her Chromebook and/or use the device(s) assigned.

### **Student Responsibilities**

Your devices are important learning tools and are to be used for educational purposes only. In order to take Lincoln Park devices home, you must be willing to accept the follow responsibilities:

- When using the devices at home and any other acceptable place I may take them, I will follow the policies of Lincoln Park, especially the Student Code of Conduct and the Acceptable Use – Student User Agreement, and abide by all local, state, and federal laws.
- I will bring the devices, fully charged (if applicable) to class each day and will use it for instruction as requested by my teachers, both in school and at home.

- I will treat the devices with care by not dropping them, getting them wet, leaving them outdoors, or using them with food or drink nearby.
- I will not lend the devices to anyone, not even my friends or family; they will stay in my possession at all times.
- I will not load any software onto the devices.
- I will not remove programs or files from the devices.
- I will not give personal information when using the devices.
- I will only use my Chromebook to access my Lincoln Park Gmail account and will not use the device to access personal email accounts.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the devices.
- I will return the devices when requested.

### **Parent/Guardian Responsibilities**

Use of the devices is a privilege, not a right. Unauthorized and inappropriate use will result in a cancellation of this privilege.

Parents/guardians be advised that determined users may be able to gain access to information, communication, and/or services on the internet which the school has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the device. Lincoln Park has the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the school's devices. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Your student has been issued devices to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of the devices:

- I will discuss our family's values and expectations regarding the use of the internet and email.
- I will supervise my child's use of the devices.
- I will not attempt to repair the devices, nor will I attempt to clean them with anything other than a soft, dry cloth.
- I will report to the school any problems with the devices.
- I will not load or delete any software from the devices.
- I agree to make sure that the devices are returned to school when requested.

As the parent or legal guardian of the above student, I have read, understand and agree that my student shall comply with the terms of the Lincoln Park Acceptable Use – Student User Agreement. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials while the devices are used off campus and understand my student's responsibility for abiding by the policy.

I am, therefore, signing this agreement and agree to indemnify and hold harmless Lincoln Park against all claims, damages, losses, and costs, of whatever kind, that may result from my student's use of his/her devices or his/her violation of the Acceptable Use – Student User Agreement. Further, I accept full responsibility for supervision of my student's use of his/her devices.

### **Annual Title I Notifications**

At Lincoln Park Performing Arts Charter School, we are very proud of our teachers and feel they are prepared to provide your child with a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in the Elementary and Secondary Education Act (ESEA). These rules allow you to learn more about your student's teachers, regarding their training and credentials.

As noted by ESEA, you may always request more information about your student's teachers. At any time, you may ask:

- Whether the teacher has met state qualifications and certification requirements for the grade level and subject that he/she is teaching, and
- Whether the teacher has received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and majors, or areas of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, you may request information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are dedicated and skilled professionals. At Lincoln Park, all academic teachers are considered to be highly qualified by the Pennsylvania Department of Education.

If you have any questions about your child's assignment to a teacher or paraprofessional, please visit the school's website at [www.lppacs.org](http://www.lppacs.org). Here you will find more information regarding the Right-To-Know process for obtaining records in Pennsylvania.

Additionally, the Every Student Succeeds Act (ESSA), which was signed into law in December 2015, and reauthorizes the ESEA, includes additional Right-To-Know requests. At any time parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and information on required assessments that include
  - subject matter tested,
  - purpose of the test,
  - source of the requirement (if applicable),
  - amount of time it takes students to complete the test, and
  - time and format of disseminating results.

If you have any questions regarding policies or information regarding state assessments, please contact your student's respective school counselor.

For other information pertaining to the Title I program at Lincoln Park, including the LEA Parent and Family Engagement Policy, please visit the school website at [www.lppacs.org](http://www.lppacs.org).

### **Annual Homelessness Notifications**

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Lincoln Park Performing Arts Charter School attempts to identify all children within the school that may be experiencing homelessness.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Living in a motel, hotel, or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus, or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

This description also applies to unaccompanied youth, including homeless children or youth not in the physical custody of a parent or guardian (youth who have run away from home; been abandoned or forced out of home by a parent, guardian, or other caretaker; or separated from a parent or guardian for any other reason).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring, and continued transportation so that they can remain at the Charter School throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for the above service, please contact the school's homeless liaison, Brena Price at (724) 643-9004 or email [brena.price@lppacs.org](mailto:brena.price@lppacs.org).

# LINCOLN PARK PERFORMING ARTS CHARTER SCHOOL MCKINNEY-VENTO POLICIES AND PROCEDURES

## Enrollment or Newly Identified Students

1. Potential homeless cases are referred to the Homeless Liaison or building principal.
  - a. Student is not with their parent/guardian. (unaccompanied youth)
  - b. Parent/guardian is not able to provide proof of address because the housing is not in their name.
2. Confirmed homeless and cases deemed homeless from #1
  - a. Building/SAP team determines the needs of the student.
  - b. Student is identified as homeless through the Education for Children and Youth Experiencing Homelessness (ECYEH) database by the Homeless Liaison.
  - c. Student is identified as homeless in the Student Information System.
3. Homeless Liaison completes the following.
  - a. Inform and assist in arranging transportation. (if needed)
  - b. Inform the Director of Food Service.
    - i. Status will remain “free” until the next school year even once housing is secured
  - c. Inform building Principal.
  - d. Inform the Director of Special Education. (if needed)
  - e. Communicate with the family.

## Removing Students from Homeless list

1. Once the school receives notice that permanent housing has been secured the Homeless Liaison will update the state in the EYCEH database and the Student Information System.
2. All supports will remain in place until the end of the school year.

### Denial of Homeless Status

1. Lincoln Park Performing Arts Charter School will provide this information in writing to the parent/guardian informing them of the reason for denial and their rights to challenge this decision.
2. Procedural safeguards notice of denial of enrollment letter will be sent along with the denial letter.

### Annual Review

1. Building/SAP team will meet to determine if students still qualify as homeless.
2. If the status is unknown, the Homeless Liaison will communicate with the families to determine eligibility.
3. Homeless Liaison will inform transportation, food service, building principal, and special education of the removal from homeless status before the start of the following school year.





For more information call  
**1-877-PA-HEALTH** or visit  
[www.health.pa.gov](http://www.health.pa.gov)

### **Potassium Iodide (KI)**

In an ongoing effort to help Pennsylvanians get ready for emergencies, the Department of Health is again offering potassium iodide tablets free of charge to individuals who live, work or attend school within a 10-mile radius of one of the state's five nuclear power plants. The plants are closely regulated, secure and well maintained. In the unlikely event of a radiological release, the commonwealth is ready to respond quickly.

Evacuating (leaving) is always the best way to protect ourselves and our loved ones during a major radiological release. **KI tablets are only another layer of protection and should not take the place of evacuation.** In Pennsylvania, the decision to evacuate is based on what will best protect those that are most sensitive to the harmful effects of radioactive iodine – our children. You can get pills during normal business hours at state district offices and county health offices. To find the office in your area, visit [www.health.pa.gov](http://www.health.pa.gov) or call 1-877-PA-HEALTH (1-877-724-3258).

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#### **What is Potassium Iodide?**

Potassium iodide is a salt, similar to table salt. Its chemical symbol is KI. It is routinely added to table salt to make it "iodized." KI is available in tablet form, over-the-counter, without a prescription.

#### **What will KI do?**

Taking KI will help protect the thyroid gland, located in the front of your neck, against the harmful effects of radioactive iodine that may be released during a radiological emergency.

**KI will ONLY protect the thyroid gland.** The thyroid is the part of the body that quickly absorbs potentially harmful radioactive iodine. KI will not protect against all radioactive materials and only works against radioactive iodine when taken at the time of, or right after, a radiological release. Evacuation is the best way to protect yourself and your loved ones if there is a release of radioactive iodine in your area.

#### **How will I know when to take KI?**

State health officials and the governor will make an announcement telling you when to take KI. When there is an ongoing accident at a nuclear plant, the warning sirens will sound for approximately three to five minutes. An Emergency Alert System message will also play on your TV or radio. Listening to these messages is critical because they will tell you what is going on, what you need to do and if you should take KI.

**Do not take KI unless Pennsylvania state health officials and/or the governor tell you to do so.** Not all radiological releases involve radioactive iodine. When Pennsylvania state health officials and the governor tell you to take KI, follow these instructions:

**ADULTS** should take **TWO** 65 mg pills  
**CHILDREN** should take **ONE** 65 mg pill.

Taking more pills than recommended in a 24-hour period will not help KI work better and may increase your risk of side effects.

**You should not take KI during a test of the Emergency Alert System or a test of the plant's sirens.**

#### **Who can take KI?**

Anyone who is not allergic to iodine can take KI. It is safe for pregnant women and those who are breastfeeding, people on thyroid medicine, and children and infants, unless they are allergic to KI. If you are unsure if you should take KI, consult a health care provider.

#### **What are the side effects of KI?**

Side effects are unlikely because of the low dose and the short time you will be taking KI. Possible side effects include: skin rashes; metallic taste in mouth; sore teeth or gums; upset stomach; swelling of the salivary glands; burning feeling in mouth or throat; symptoms of a head cold; and diarrhea.

**What should I do if I experience side effects?**

Even though side effects are unlikely, if you have them and they are severe or if you have an allergic reaction, stop taking potassium iodide and call a health care provider or 1-877-PA-HEALTH.

**Is KI safe?**

Yes, KI is safe. However, reactions are possible in persons with existing thyroid conditions or those with an allergy to iodine. Anyone considering the use of KI for themselves or their loved ones should follow the directions included with the tablets. If you have more questions about KI, call your health care provider or 1-877-PA-HEALTH.

**How do I give KI to my infant?**

Crush one KI tablet and mix it with food or a drink so infants and small children will take the medicine in an emergency.

**Will my children be able to get KI if they are at school?**

The Department of Health has developed a distribution plan for schools that want KI pills. The plan includes information on how schools may hand out KI during evacuations. It is up to each school district to decide if they want the pills. Pills may not be given to students without parental consent.

**Can I get KI if I do not live, but work in the 10-mile radius?**

Yes. Workplaces or businesses within the 10-mile radius can get at least one dose of KI for each employee. Interested businesses should contact the Department of Health.

**How do I store the pills?**

The pills may be stored in a dry place with a controlled room temperature between 59° and 86° F. Make sure you keep the tablets some place easy to get to and to remember.

**How should I get rid of my expired pills?**

Expired KI can be thrown away in the regular trash. Remove the pills from their box and mix them with things like used coffee grounds or kitty litter to make them less appealing to children or pets. Do not flush them down the toilet or wash them down a sink drain. For additional drug disposal information, visit [www.fda.gov](http://www.fda.gov).

**What happens if I can't find my KI?**

KI will be available to residents on an ongoing basis through your local health department or state health center. Call 1-877-PA-HEALTH or visit the department's website to find the location nearest to you.

**If I can't evacuate because of a preexisting condition, how will responders find me?**

Your county emergency management agency maintains a registry of people who, for medical reasons, will not be able to evacuate. If you have a loved one that you are concerned about, contact the county office to make sure they have his or her address information.

**Where can I find my evacuation plan?**

An evacuation plan for residents living in a 10-mile radius of Pennsylvania nuclear power plants is listed in your phone book, either in the front or in the blue pages, or mailed to you by your power plant. Make sure you read these pages carefully so you know where to go in case of an emergency. If you have questions about your evacuation plan, please contact your county emergency management agency, whose phone number also is listed in the blue pages.

**Are Pennsylvania's nuclear facilities safe?**

Yes, Pennsylvania's five nuclear facility sites are safe. The federal government and Pennsylvania's state and local officials perform regular supervision of the plants. In addition, officials continually work with the plants to ensure plans are in place to protect public health and safety during an emergency.

**Where can I find more information?**

For more information about KI, visit the Department of Health's website at [www.health.pa.gov](http://www.health.pa.gov) or call 1-877-PA-HEALTH (1-877-724-3258).