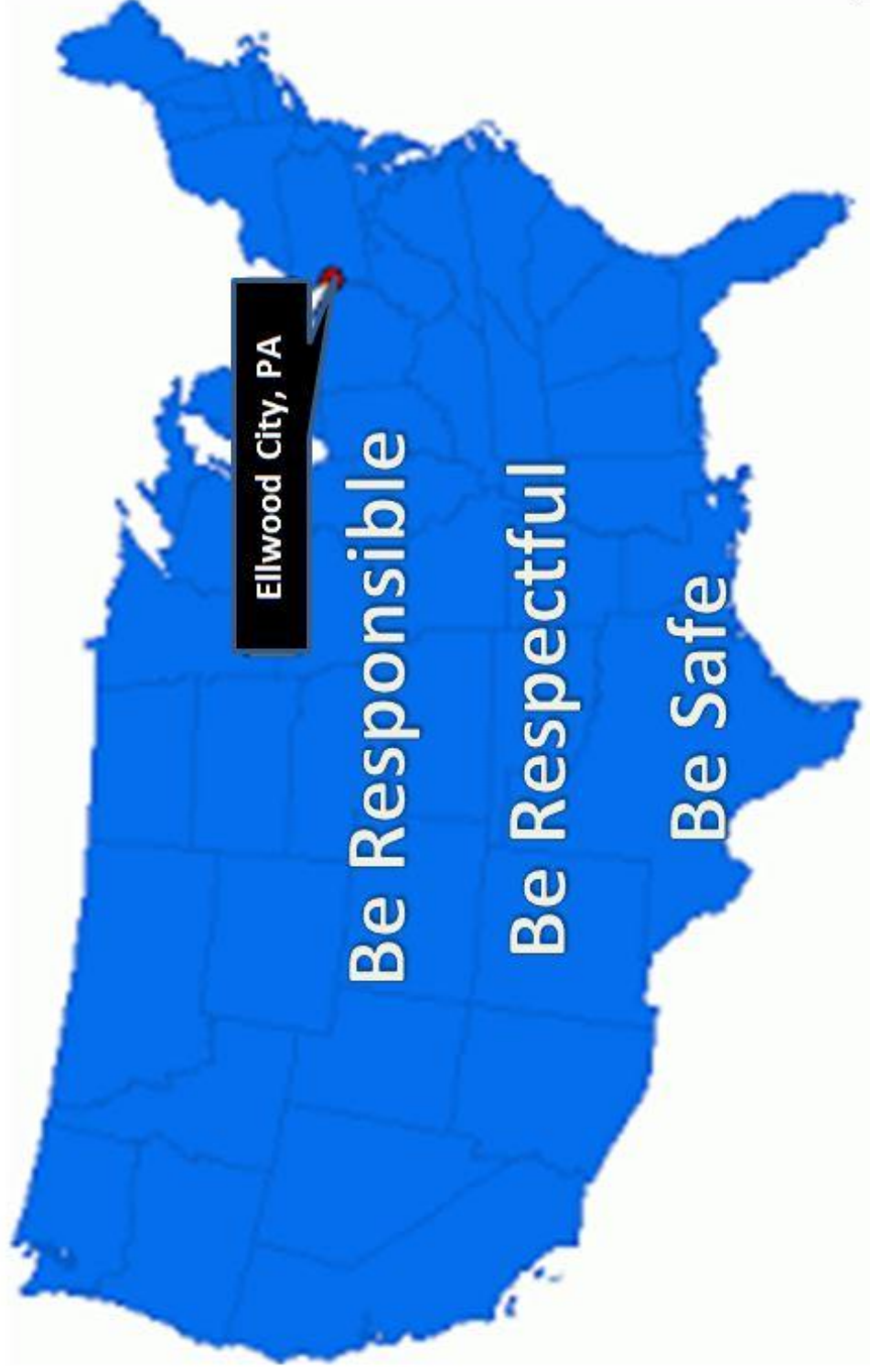


# 2022-23 Ellwood City Area School District Elementary Student Handbook & Calendar





## 2022-2023 Parent/Guardian Signature Form

Please complete this form & return it to your child's hr teacher. Form must be returned by the end of the first week of school.

**I acknowledge that I have received a copy of the Ellwood City Elementary Handbook or viewed it on the district website. I am aware and have knowledge of its contents and policies.**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's homeroom teacher

\_\_\_\_\_  
Student's Grade

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's email address

\_\_\_\_\_  
(Do not cut)

### Internet Permission

\_\_\_\_\_ I **grant permission** for my son/daughter to access networked computer services such as the Internet. In addition, I understand that my child will be denied privileges of using computers if he/she violates policy in regard to their use.

\_\_\_\_\_ I **do not permit** my son/daughter to access networked computer services such as the Internet.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
(Do not cut)

### Photograph and Video Release

\_\_\_\_\_ I **grant permission** to allow my son's or daughter's picture or video to be used in school related publications, displays, local newspapers or yearbook.

\_\_\_\_\_ I **do not permit** my son's or daughter's picture or video to be used in school related publications, displays, local newspapers, or yearbook.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
(Do not cut)

### CHROMEBOOK HANDBOOK AGREEMENT

**I will enroll my child in the 1:1 Program and I accept and understand the following:**

1. I have read and understand the 1:1 Handbook and agree to follow all rules and expectations regarding the use and care of 1:1 devices.
2. I accept full responsibility for my child's device including, but not limited to, ensuring the device is fully charged each school day.
3. My child's school will provide technical support for 1:1 devices and I will not take the device to a third party for repair or service.
4. Chromebook or iPad apps purchased by the school will be automatically installed and configured on 1:1 devices or students will be instructed on how to install.
5. Should my child's device be inoperable, a spare or loaner device will be provided for use until the original device is repaired.



\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

# Directory of Schools and Personnel

## District Administration

Name	Position	Phone Extension
Dr. Wes Shipley	Superintendent of Schools	
Mrs. Nancy Nocera	Secretary to the Superintendent	3013
Mrs. Kristen Carsele	Central Office Secretary	3010
Mary Ann Kosek	Business Manager	3018
Mr. Paul Pishioneri	Director of Facilities Management	3011
Mr. Alexander Spalding	Food Service Director	3020

## Elementary Administration

Mr. Dan Parson	Principal - North Side Primary	4999
Mr. Frank Keally	Principal - Hartman Intermediate	2999
	Principal - Perry Lower Intermediate	1999

## Special Education Services

Mrs. Leslie Gleghorn	Special Education Administrator	3603
Mrs. Linda Dallies	Special Education Secretary	3600
Dr. Jamie Rennie	School Psychologist	3602

## Ellwood City Area School District Board of Directors

Jean Biehls - President	Claire Fauzey
Gary Rozanski - Vice President	Kathy McCommons
Erica Gray - Treasurer	Renee Pitrelli
Mary Kosek - Secretary (non-voting)	Kathy Tillia
Norm Boots	Jennifer Tomon

## About the ECASD Board of Education

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

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

It is the responsibility of the Superintendent of Schools to carry out board policies and to be responsible for executing the board's defined educational objectives for all students.

Parents and area residents are encouraged to attend all monthly board meetings. Notice of meetings is published in the Ellwood City Ledger. Regular board meetings are generally held on the second Thursday of each month at 7:00 PM; however some meetings may be schedule outside of that window.

## Elementary Buildings and Teaching Faculty Voice Mailbox Extensions

Hartman Intermediate – (724) 752-1591 x2000		Phone Extension
Main Office		2000
Keally, Frank	Principal	2999
Agostinelli, Curt	Math 6	2203
Alberts, Craig	LS 5	2118
Atkinson, Cara	ES 5/6	2208
Beck, Shelby	Nurse	2911
Carusone, Erin	ELA 5	2111
Cortez, Traci	Reading 6	2212
DeLoia, Kim	Math 5	2116
DeNome, Rose	Principal's Secretary	2100
Dimeo, Anna	Reading 5	2110
Gottuso, Marilyn	Building Clerk	2000
Kuper-Pyle, Carol	AS/LSS 5-6	2105
Marsh, Alan	Art K-6	2207
Mendillo, Christina	School Counselor 3-6	2205
McMillen, DeAnna	LS 6	2206
Milcic, Leslie	Grade 4	2210
Morella, Darin	ELA 6	2202
Meyer, Julie	Music K-6	2106
Oliva, Justin	Grade 3	2205
Ott, Lori	Reading 6	2201
Popovich, Robin	Math 5	2113
Shearer, Christine	ELA 5	2114
Sprague, Stacy	Grade 3	2204
Rozanski, Gary	ELA 6	2211
Skoczylas, Matt	Technology K-6	2204
Sturgeon, Jackee	STEM K-6	2209
Stelitano, Dana	SLP 5-12	2112
Wise, Gina	Reading 5	2115

<b>Perry Lower Intermediate – (724) 752-1591 x1000</b>		<b>Phone Extension</b>
Main Office		1000
Keally, Frank	Principal	1999
Baker, Bill	Grade 4	1008
Beatrice, Lisa	Grade 4	1011
Bauer, Paul	LS Grade 3	1018
<b>Oliva, Justine</b>	<b>Grade 3</b>	1001
Daufen, Mykkia	Grade 3	1005
Grinnen, Roxane	Building Clerk	1000
Larkin, Terra	SLP 3-4	1112
Lechner, Diane	LS Grade 4	1114
Lucarelli, Charlene	Nurse	1911
Mendillo, Christina	School Counselor	1205
Meyer, Julie	Music K-6	1106
<b>Milcic, Leslie</b>	<b>Grade 4</b>	1007
Mills, Craig	Grade 4	1012
Pringle, Maggie	Life Skills/AS	1006
Rosenberger, Megan	Grade 3	1003
Rosenberger, Seth	Grade 3	1004
Shearer, Sherry	Grade 4	1010
Skoczylas, Matt	Technology K-6	1204
Stiles, Amanda	Title I	1111
<b>Sprague, Stacey</b>	<b>Grade 3</b>	1002
Sturgeon, Jackee	STEM K-6	2209
Wilfong, Ryan	Grade 3	1009
Stanley, Savannah	ES 3-4	1017
Zupanovich, Jordan	Title I	1111

<b>North Side Primary School – (724) 752-1591 x4000</b>		<b>Phone Extension</b>
Parson, Dan	Principal	4999
Annarumo, Christy	Kindergarten	4104
Bowman, Minnetta	Language Delay	4114
Brown, Nathan	Physical Education	4138
Byers, Jennifer	Grade 2	4204
Eiler, Jennifer	Title I	
Folino, Jill	Kindergarten	4105
Fox, Janelle	AS/LSS K-2	4112
Gagric, Crista	Grade 1	4208
Hamilton, Stacy	Kindergarten	4108
Hand, Anita	Grade 2	4203
Haswell, Heather	Grade 2	4206
Hunter, Francine	NS Building Clerk	4000
Kantola, Monica	Autistic Support	4110
Leavens, Lynn	Library Aide	4200
Kelosky, Jessica	Grade 1	4209
Lombardo, Tara	Grade 2	4202
MacMurdo, Pam	Grade 1	4101
Magnani, Gabriella	Kindergarten	4107
Marsh, Alan	Art K-6	4112
McGuire, Gwen	Grade 1	4103
Miller, Kristen	Title I	
Moore, Megan	Kindergarten	4106
Morini, Alex	Grade 1	4210
Meyer, Julie	Music K-6	4112
Oliastro, Tracy	SLP K-2	4100
Pezzulo, Kristin	ES K-2	4201
Pflugh, Lisa	Grade 1	4102
Potts, Jim	Grade 2	4207
Rozanski, Tammy	Kindergarten	4109
Shurtz, Beth	Grade 2	4205
Skoczylas, Matt	Technology K-6	4200
Sturgeon, Jackee	STEM K-6	4200
Valentino, Jenna	Nurse	4911
Wiech, Debbie	K-2 Counselor	4278
Winters, Michele	Principal's Secretary	4299

# Normal Building Time Schedules

## North Side Primary School

Breakfast	8:30-8:55
Homeroom	8:45-8:55
Tardy Bell	8:55
Lunch Periods:	11:30-12:00 12:05-12:35 12:40-1:10
Dismissal	3:30

## North Side Primary School-1/2 Day

Breakfast	8:30-8:55
Homeroom	8:45-8:55
Tardy Bell	8:55
Lunch Periods:	10:35-10:55 11:00-11:20 11:25-11:45
Dismissal	12:00

## Perry Lower Intermediate

Breakfast	8:30-8:55
Homeroom	8:45-8:55
Tardy Bell	8:55
Lunch Periods:	11:30-12:00 12:05-12:35
Dismissal	3:30

## Perry Lower Intermediate--1/2 Day

Breakfast	8:30-8:55
Homeroom	8:45-8:55
Tardy Bell	8:55
Lunch Periods:	10:55-11:15 11:20-11:40
Dismissal	12:00

## Hartman Intermediate

Breakfast	7:30-7:55
Homeroom	7:45-7:55
Tardy Bell	7:55
Lunch Periods:	
5th Grade	11:30-12:00
6th Grade	12:05-12:35
Dismissal	2:35

## Hartman Intermediate-1/2 Day

Breakfast	7:30-7:55
Homeroom	7:45-7:55
Tardy Bell	7:55
Lunch Periods:	
5th Grade	10:20-10:40
6th Grade	10:45-11:05
Dismissal	11:15



## **Section 1: Academics**

**Academic Testing** - Throughout the school year, students in kindergarten through sixth grade will participate in various types of testing to measure their progress on grade level skills which they should master by the end of the year.

**Literacy and Math Skills Assessment** – Numerous portions of the Acadience tests will be administered to students in Kindergarten through Grade Four. The probes will be given multiple times during the year. The probes will test students' abilities in the areas of reading and/or mathematics.

**Benchmark Test** – Benchmark Assessments are given to students in grades 3-6. They are valid, reliable, and aligned to the PSSA test. They provide an estimate of student performance on the PSSA and are an indicator of how well students have mastered the PA Academic Standards and Assessment Anchors for the grade level. Teachers in grades three through six use the data to guide classroom instruction and provide individualized instruction for students where needed.

**Pennsylvania System of School Assessment (PSSA)** – The annual PSSA test is a standards based assessment used to measure a student's attainment of the academic standards while also measuring the degree to which school programs enable students to attain proficiency of the standards. Students are assessed in the areas of English Language Arts and Mathematics (grades 3-8) and Science (grades 4 and 8). PSSA testing for English Language Arts will occur from April 24 - 28. PSSA testing for Mathematics & Science (and make-ups) will occur from May 1 - May 12.

### **Elementary Student Assistance Team (ESAP)**

The ESAP team consists of principals, counselors, community and mental health liaisons, teachers, and other school personnel. The purpose of ESAP is to assist parents and teachers in identifying and intervening with referred student behavior concerns. The ESAP process is composed of referral, assessment, intervention, and follow-up support used to ensure students receive effective strategies and interventions that will best help meet their learning needs.

### **Field Trips**

Field trips are an integral part of our curriculum and, as such, should be viewed as an extension of a child's classroom experience. Field trips are to be regarded as regular attendance days. Students absent from the field trip will be marked absent for the day. Field trips, however, require a certain amount of self-discipline and self-control; therefore, students failing to exhibit those traits may be denied the experience. The following guidelines will be used to establish a student's eligibility:

- Student's attendance must be at least 90% for the school year (extended illnesses will be dealt with on a case-by-case basis)
- Passing grades in all major subject areas
- 70% of homework completed for the school year to date
- Not having had more than three suspensions throughout the year
- Parents wishing to chaperone must possess all clearances. Please see page 21 for additional information.

## Grading Scale and Report Cards

Parents and students can monitor their grades online via the ALMA parent portal. Every parent that has an email address on file in the ALMA system is eligible to have a parent portal account.

Digital progress and report cards are emailed to parents in the middle and at the end of each grading term. Parents may request a printed version of the report.

The following grading scale has been adopted by the Ellwood City Area School District and will be used uniformly throughout the district.

Grades K-6		Grades 1-2	
90%-100%	A	Art, Music, Library, Computer, PE, Science, Social Studies	
80%-89%	B		
70%-79%	C		
60%-69%	D	70%-100%	S
0%-59%	F	0%-69%	N

## Homebound Instruction

If a child is absent for twenty or more consecutive days because of illness or injury, he/she is eligible for homebound instruction. The request must be made in writing by the family physician and checked by the school nurse. Homebound instruction consists of five hours per week during the duration of the illness or injury as determined by the family physician (School Board Policy No. 117).

## Homework Policy

Homework is a vital part of the learning process as instruction often needs to be reinforced with additional practice outside of the regular school day. Parents should help students in establishing and maintaining a routine in the home environment. Students in kindergarten and first grade will have a designated homework folder. Third through sixth grade students will use a daily planner to communicate their assignments.

**The following are examples of homework assignments that may be given to students:**

- Independent practice of newly learned skills
- Expansion of activities beyond the subject matter presented in class
- Extended reading
- Independent student projects

## Time considerations:

- K-2 – Students should spend approximately 20 minutes per night completing assignments.
  - Grades 3-6 Students should spend approximately 45 minutes/night completing assignments.
- Please note that these time frames are simply guidelines. All students learn at their own rate and may need more or less time to complete assignments.

## Honor Roll

Students in grades three through six who receive all “A” grades in all core academic subjects at the end of the nine week grading period will receive High Honor Roll status. Students in grades three through sixth who receive all “A” and “B” grades in all core academic subjects at the end of the nine week grading period will receive Honor Roll status.

## Student Planner Guidelines

The Ellwood City School District provides planners or folders for all students in kindergarten through sixth grade. Planners offer students an opportunity to develop life skills that build organization, time management, and responsibility. Planners provide parents an opportunity to communicate to the teacher about homework, tests or other daily events/concerns. This communication tool is one of the most valuable resources that we offer students. We strongly encourage you and your child to use the planner every day.

	<b>Teacher will:</b>	<b>Student will:</b>	<b>Parent will:</b>
<b>Grades K – 2 (folder)</b>	check folder daily	Bring folder to and from school daily	Retrieve papers from folder daily
<b>Grades 3-6 (planner)</b>	Post work daily Post assessments weekly Demonstrate planner Allow class time for planner Communicate w/ parent as needed	Bring planner to each class each day Have parent sign planner weekly Write in planner-daily work Write in planner-weekly assessments Write “none” when no HW is assigned	Review planner daily Sign planner weekly Communicate w/ teacher as needed

## Make-Up Assignments

Make-up work is the responsibility of the student. The amount of time given for make-up work will be equal to the amount of time missed, with a maximum of two weeks given upon returning to school. Make-up work not completed within the designated time will be recorded as an “F”.

Parents wishing to pick up work for a child who is absent due to illness must notify the office before 11:00 AM. The assignments may then be picked up after 2:30 PM.

## Parent Teacher Communication

It is important to establish a system of daily communication between school and home. The method of communication will vary by grade level and/or teacher.

Parents in grades four through six are encouraged to use the parent message section in the daily planner to address any concerns. There is also a section that allows teachers to reciprocally communicate with parents. Please note that if student planners are lost, there will be a charge to students for the cost of a replacement.

When a concern arises concerning your child’s education, parents should arrange a conference with the child’s teacher. This may be done by contacting the school by phone or sending a note to the child’s teacher. Teachers cannot be expected to hold parent conferences during instructional time. However, a best effort will be made to find a mutually agreed upon time. If the situation cannot be resolved through effort with the teacher, parents are encouraged to contact the building principal.

## **Pupil's Right of Refusal: Animal Dissection**

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

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

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

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

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

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

Specific questions may be directed to Leslie Gleghorn, Special Education Administrator at 724-752-1591, x3603.

## **Title I**

The Title I Language Arts program is federally funded by the Elementary and Secondary Education Act for schools that have been identified as low-income areas in a school district. The program presents a chance for students who are having difficulties with reading to receive help on an individual or small group basis or within the classroom. Students are selected for the program based on test score data and teacher referral. Parents will be notified if their child qualifies for the program. Perry and North Side Schools have school-wide Title I programs in place. Parents are urged to take an active part in the program by joining the Parent Involvement Committee.

## **SUMMER SCHOOL/CREDIT RECOVERY**

Hartman Intermediate students referred for retention may have the opportunity to enroll in as many as two summer school courses. The courses offerings will be determined by the building principal. Students will be assigned courses based upon a failure to demonstrate proficiency. It is the student's responsibility to meet all summer school/credit recovery deadlines. The classes offered may include but are not limited to:

- Remedial ELA 5
- Remedial ELA 6
- Remedial Math 5
- Remedial Math 6

## Section 2: Attendance

### Absences

In order for students to reach their maximum academic potential, it is important that all students be in school. Research shows that students who miss classes because of being absent or tardy do not succeed at the same rate as their peers who attend regularly. The following policy will apply to students who are absent/tardy throughout the school year:

Upon four unexcused absences from school, a letter will be sent home via certified and first class mail to the parent/guardian of the student. This is to be considered a warning letter.

Absences shall be treated as unlawful until the District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician.

Any unexcused absences following the warning letter may constitute a citation from the local magistrate.

Students who accumulate 30 or more excused or unexcused absences through the course of the year will not be eligible for promotion to the next grade level at the discretion of the building principal.

#### Examples of Excused Absences

- Illness as verified by a parent/guardian, school nurse, or physician
- Death in the family
- Health related appointments
- Recognized religious holidays
- Absences approved at least 5 days in advance by the building principal (family educational trip)
- Suspension from school
- Serious weather conditions such as impassable roads

#### Examples of Unexcused Absences

- Missing the school bus
- Shopping
- Hunting, fishing, and attending sporting events
- Birthdays or other celebrations
- Trips not approved in advance
- Sleeping in
- Too cold

### Chronic Absenteeism:

Pennsylvania has identified **chronic absenteeism** as a federal accountability indicator. Chronic absenteeism will be calculated based on the number of students who have missed more than 10 percent of school days across the academic year. It is important to note that a student who, on average, misses **one day every two weeks** for the school year would accumulate 18 days of absence and be considered chronically absent. Any days of absence that are marked excused, unexcused, suspension, and family approved educational trips are considered for this indicator.

## **Admission and Withdrawal**

During the regular school year, admission and withdrawal of students will occur in the District Office with Nancy Nocera (724-752-1591 ext. 3010), Superintendent Secretary, located in Lincoln High School.

Parents are encouraged to inform the Central Office Registration Secretary of any child custody situations at the time of registration. Copies of court orders/custody arrangements should be provided during the registration process. Children cannot start school without first registering and providing copies of all necessary paperwork.

## **Early Dismissals**

Students are not permitted to leave school before the regular dismissal time unless a request has been received in writing from the parent/guardian. Illness will be the only exception to this rule. In all cases, parents are required to pick students up in the office, sign-out their child, and the student will be called to the office. Students are responsible for all work missed; please schedule medical and dental appointments after school.

## **Foster Children**

Before a foster child is permitted to enroll in the Ellwood City Area District, several conditions must be met:

- The agency responsible for the placement of the child in the foster home must submit a request to the Superintendent of Schools.
- All previous educational and psychological records must be submitted to the district.
- If both of the above conditions are met, permission will be granted to the family.

## **Kindergarten Registration (April 3, 4, & 5)**

In order to attend kindergarten, children must be five years of age on or before August 15 of that year. Registration will be held in the spring, and dates will be advertised in the local newspaper. Parents must bring the child's birth certificate or other verification of date, all required immunizations, two proofs of residency when attending registration. All necessary forms will be mailed to families in the spring. All kindergarten classes are full day sessions.

## **Early Admission to Kindergarten**

**Physical, social and emotional maturity must be adequate to function satisfactorily in the Ellwood City Area School District's kindergarten program**

### **Preliminary Criteria for early entrance into Kindergarten:**

- 1. The child must turn five (5) years old between August 15 and September 15 of the school year of enrollment.**
- 2. The child seeking early entrance must have completed two years of pre-school experience.**
- 3. A written letter of request from the parent for Early Entrance into Kindergarten must be received by the School Psychologist by March 1 of the school year for which the parent is seeking entrance.**
- 4. A letter of recommendation from a certified Pre-School Teacher must also be sent to the School Psychologist by March 1 of the school year for which the parent is seeking entrance.**

**The District will inform the parent(s) if the above criteria has been met or not in writing. If the criteria are not met, the child will be denied early entrance. If the criteria are met, the following guidelines must be followed:**

1. An Early Entrance committee will consist of at least the school psychologist, elementary principal, and one (1) Kindergarten teacher. The committee may also include additional Kindergarten teachers, school counselor, and speech-language pathologist as appropriate.
2. An evaluation of the child will be conducted at Kindergarten Registration and the child will need to meet the same criteria as children already 5.
3. The committee will meet to review the results of the evaluation and determine if the results meet the criteria set forth by the Kindergarten team
4. The committee will determine if approval for early entrance is appropriate. The decision made by the committee is final.
5. The elementary principal will inform the parent(s) of the committee's final decision in writing within 30 days of submitting the report.

A child who has been enrolled in an approved Kindergarten program in another school district may enter the elementary schools in the District, provided the parent(s)/guardian(s) are or become residents of this District and the child has satisfactorily completed an approved Kindergarten program through the first semester as determined by the Ellwood City Area School District.

The Ellwood City Area School District is not obligated to fund a kindergarten program offered by a cyber charter school for a student who does not meet the minimum entry age requirement as set forth by the board of school directors.

**School Delays and Closings:** The decision to delay or close school due to inclement weather or other emergency situation will be made by the Superintendent of Schools. When possible, the announcement will be made at least one hour prior to the scheduled start of the school day. School delays and closings will be broadcast over radio stations WBVP – Beaver Falls 1230AM, WKST-New Castle 1200AM, and KDKA-Pittsburgh 1020AM. Announcements will also be made over television stations KDKA Channel 2, WTAE Channel 4, and WPXI Channel 11. Families will also be notified by the district's automated call system.

- Please note that when delays occur, parents may not drop their children off at school at the regularly scheduled time. When this occurs, someone will be called to pick up the child.

**Tardiness:** Students need to make every effort to arrive at school on time. When students are tardy, an excuse, written by a parent/guardian, must be turned into the office. Note that reasons such as over slept, missed bus, and away from home are not considered excused. Accumulating an excessive amount of tardies will result in a letter sent to the parent/guardian (5 tardies), PM detention (10 tardies), and possible charges filed with the magistrate (15 tardies).

## **Vacation Policy**

Parents are encouraged to use the summer months to schedule family vacations. If a vacation must be scheduled during the school year, parents must complete the Educational Trip Request Form (page 25) and submit the form to the building principal for review at least one week prior to the scheduled vacation. Parents will receive notice of approval or disapproval following submission of the request. Students will be responsible for all missed school work upon their return and will be charged with excused absences for the days missed. All assignments are due to the classroom teacher no later than three days upon return. No credit will be given to assignments turned in after three days.



## **Section 3: Discipline**

### **Alcohol and Drugs**

The Ellwood City Area School District forbids the possession, use, misuse, or distribution of alcohol or drugs (controlled substances), “look a likes”, or drug related paraphernalia by students on school district property, on school buses, or during any school district function. Violation of the above policy will result in suspension, charges filed with the magistrate, and/or expulsion from school (School Board Policy No. 227).

### **Bullying and Intimidation Policy**

The Ellwood City Area School District recognizes that intimidation and bullying can have a negative effect on school climate. Students who are intimidated or bullied cannot give their education the attention they need to be successful. Every student has the right to an education and to be safe in and around school. The Ellwood City Area School District does not tolerate any bullying on district grounds or at any school activity.

Pennsylvania Definition – Bullying is a pattern of abuse over time that occurs repeatedly. Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing, put downs, name calling, threatening looks, gestures or actions, rumors, false accusations, and social isolation.

As staff becomes aware of bullying, they make every effort to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter or if the bullying persists, he/she will report the bullying to the building principal.

### **Bus Conduct**

In the interest of a safe, orderly, and pleasant ride on the school bus, students are expected to follow the rules listed below. When rules are broken, the following procedures will be followed:

First warning – a written warning from the bus driver submitted to the principal

Second warning – 1 day bus suspension (parents must provide transportation)

Third warning – 3 day bus suspension (parents must provide transportation)

Any violation afterwards will be dealt with on a case-by-case basis.

#### **Bus Safety Rules:**

No eating or drinking on the bus.

Cooperate with the bus driver and follow all directions that he/she gives.

Take your seat quickly and stay seated facing forward while the bus is in motion.

Keep head, hands, and feet inside the bus.

No fighting, bullying, or profane language.

### **Cell Phone/Electronic Device Usage**

Students are strongly encouraged to leave their electronic devices, including cell phones, at home. If a student must bring their phone to school the cell phones should be “off” and kept in the student’s book bag. At no point is the cell phone to be powered on during the school day. If a student must contact home during the school day, the student is required to receive written permission from the supervising adult and use the office telephone.

Many of these devices have the capability to take photographs and record audio and video. Using these items for such purposes is strictly prohibited while a student is on district property or involved in a school sponsored activity unless authorized by the building principal. It is important to note that unauthorized usage of electronic devices to record audio or video may be a violation of the Pennsylvania Wiretapping and Electronic Surveillance Control Act. As

such, students who violate this aspect of the electronic device policy may subject them to Out of School Suspension and criminal charges.

Inappropriate use and disruptions include, but are not limited to, the following:

- Placing a call or text message
- Receiving an incoming call or text message
- Use photographic or video capabilities
- Using music capabilities

Discipline is as follows:

**First offense** – Confiscation of the item until parent/guardian picks up device in the office

**Second offense** – Confiscation of the item and two hours of Saturday Detention.

**Third offense** – Confiscation of the item and five days of out-of-school suspension

**Fourth offense** – Confiscation of the item, ten days of out-of-school suspension, and possible recommendation to the school board for expulsion

In addition, Smart Watches (Apple Watch, Fitbit, etc), other Smart Devices, radios, CD players, iPods, MP3 players, headphones, and electronic games of any kind are prohibited. Any violations will result in confiscation and further disciplinary action. Parents may be asked to retrieve the item from the school office.

### **Dress Code**

The Ellwood City Area School District's dress policy goes beyond a set of rules for students to follow. It is in place to maintain a proper educational environment and to prevent disruptions.

Dress Code will be addressed as such: **does the clothing or apparel present a distraction to the learning environment?**

Students in violation of the dress code will be permitted to change. Persistent violations of the dress code will be handled according to the guidelines in the Elementary Handbook.

#### General Guidelines

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

#### Banned Accessories

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

All situations and conditions cannot be covered by dress code guidelines. Therefore, the administration reserves the right to evaluate all clothing and accessories relative to school dress.

## **Fighting**

Fighting is not permitted at any time in school, on buses, or on school property. Students violating this rule will be dealt with accordingly, with students possibly receiving a school suspension or bus suspension. The building principal will use his/her discretion and will discipline on a case-by-case basis.

## **Gum Chewing**

Students are not permitted to chew gum while in school or riding the bus. Students who are found chewing gum will be given a warning; there will be additional consequences if the problem continues.

## **Levels of Consequences**

When a student violates district rules, he/she will be subject to an appropriate form of discipline. The information that follows shows the normal sequence and/or combination of disciplinary actions that will be taken for violation of school rules. Multiple or repeated infractions will result in a higher level of consequences. In all cases, the administration reserves the right to use its discretion in evaluating cases; a student's past record, attitude, and willingness to cooperate in correcting problems will be considered.

### **Level I-Misbehavior that impedes orderly classroom/school procedures and operations**

These misbehaviors are usually handled by individual staff members but sometimes require the intervention of other school support personnel.

#### **Examples:**

Classroom disturbance	Running/shouting in the building	Bullying
Inappropriate language	Failure to complete or carry out directions	Lying
Disorderly bus conduct	Talking out/not raising hand in class	Littering
Violation of dress code	Minor recess disturbance	Minor cafeteria disturbance

#### **Examples of Disciplinary Options:**

Detention	Denial of recess	Parent phone call/conference	Stop and Think Sheet
Confiscation	Special assignments	Verbal or written reprimand	Withdrawal of privileges

### **Level II-Misbehavior that is frequent or seriously disrupts the learning climate of the school**

These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of the building principal. Included are misbehaviors which do not represent a direct threat to the safety, health, or welfare of others but whose educational consequences are usually serious enough to require action by administrative personnel.

#### **Examples:**

Extreme/Continuation Level I misconduct	Use of cellular phones	Plagiarism/cheating
Obscene or disrespectful language or gestures	Open defiance of authority	Bullying
Leaving school ground without permission	Misbehavior on the bus	Snowballing

#### **Examples of Disciplinary Options:**

Detention	Out-of-School suspension	Withdrawal of privileges	Bus Suspension
Confiscation	In-school suspension	Saturday Detention	Modified day

### **Level III-Acts that could endanger the health/safety of others or disrupt the educational atmosphere**

These acts can usually be handled by the school but may also require the intervention of law enforcement officials or other outside agencies.

**Examples:**

Continuation of Level II misconduct	Threats	Use of racial slurs
Harassment or threatening others	Fighting-minor	Smoking
Failure to serve Detention/Saturday Detention	Intimidation	Lewdness
Possession of drug paraphernalia	Petty theft	Vandalism
Possession of tobacco	Destruction of property	

**Examples of Disciplinary Options:**

Detention	Denial of privileges
Confiscation	Removal from class
In-school suspension	Charges with the magistrate
Out-of-school suspension	Expulsion hearing
Referral to outside agencies	Saturday Detention

**Level IV-Acts which result in violence or pose a threat to the safety and welfare of others**

These acts will require administrative action which could result in the immediate removal of the student from school and intervention of law enforcement.

**Examples:**

Continuation of Level III misconduct	Possession or use of a weapon
Possession or sale of an illegal substance	Use or attempted use of a weapon
Possession of stolen property	Arson
Bomb threat	Unauthorized use of fire extinguishers
Extortion	Exceeding five suspension in one year

**Examples of Disciplinary Options:**

Confiscation	Expulsion hearing
In-school suspension	Saturday Detention
Charges with the magistrate	Out-of-school suspension
Referral to outside agencies	

**SATURDAY DETENTION PROCEDURE/GUIDELINES**

Saturday Detention is a possible consequence for Levels 2-4 Infractions. A student maybe assigned up to two hours of a Saturday Detention at a time. Saturday Detention will begin promptly at 8:00 AM. Students need to enter the Hartman building, via the alleyway entrance #3, by 8:00 AM. A teacher will escort the students to the designated room to serve the detention. Arriving after 8:00 AM will result in the failure to serve the detention. Students are encouraged to bring school related work to complete during detention or some type of reading material. Students will not be permitted to use the computer, cell phone, I-pod, or any other electronic device during detention. Students will not be permitted to talk or sleep during detention. Failure to follow the proper Saturday Detention procedures will result in further disciplinary action. School work will not be provided for the student. Students will be offered a break every hour.

## **Playground Rules**

It is assumed that a child who is well enough to be in school is able to go outdoors for recess. A note must be written by a parent/guardian in order to excuse a child from recess. A note from a physician may be required if requests are frequent. Students must be dressed appropriately for the weather. Students must comply with the following rules while at recess or risk loss of recess:

Play only in designated areas and re-enter the school only with a teacher's permission

Use playground equipment properly

Use only Nerf balls and playground balls. Hard balls and metal bats are not permitted.

Do not make or throw snowballs.

Students are responsible for any toys which they choose to bring to school; toy weapons and stuffed animals are not permitted without special permission

## **Search and Seizures:**

The Ellwood City Area School District Board of Education recognizes that students have the right to privacy and freedom from unreasonable searches and seizures with regard to their person and personal belongings. However, the Board also recognizes the responsibility of all school personnel to protect and maintain the health, welfare, and safety of all students. Searches must be reasonable, justifiable, and no more intrusive than needed to find that for which the search was initiated. (School Board Policy No. 226)

## **Sexual Harassment**

It is the policy of the Ellwood City Area School District to maintain a working learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the district who engages in conduct, which constitutes sexual harassment, as defined in the district policy shall be subject to discipline up to and including expulsion. Any student in the district who is subjected to sexual harassment by district employees, agents, or students shall have a right to file a complaint under this policy. (School Board Policy No. 248)

The following behavior constitutes sexual harassment for the purposes of this policy – unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature.

### **Examples of sexual harassment include, but are not limited to:**

- Sexual/verbal comments
- Unsolicited touching of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, and written materials
- Sexual jokes or gestures
- Display of genitals
- Subtle pressure for sexual activity
- Patting, pinching, and other forms of unwanted touching

Complaints regarding sexual harassment should be directed to John Sovich, Title IX Coordinator.

## **Smoking/Use of Tobacco**

Use/possession of tobacco, nicotine, and nicotine delivery products is not permitted in Ellwood City Area School buildings or on school grounds. Smoking or possession of tobacco products will not be tolerated at any time in the school, on the bus, or on school property. This includes, but is not limited to devices or products associated with what is commonly referred to as vaping or juuling.

### **Violation of this rule will result in the following:**

First offense – One day suspension, charges filed with the magistrate, and possible expulsion hearing

Second offense – Three day suspension, charges filed with the magistrate, and possible expulsion hearing

Third offense – Dealt with on an individual basis (School Board Policy No. 222)

## **Threats (Zero Tolerance)**

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

## **Weapons Policy**

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

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

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

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

The Superintendent or a designee shall take the necessary actions to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. (School Board Policy No. 218.1)

## **Section 4: District Policies**

### **Acceptable Use of Internet**

The Ellwood City Area School District shall provide access to the Internet as a resource to students of the district. With increased access to a variety of material comes the availability of material that may not be considered appropriate to or of value in the educational environment. The District shall take every precaution to restrict access to such controversial materials.

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

- Non-school related work
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted material
- Access to obscene or pornographic material
- Inappropriate language or profanity
- Installation or use of unauthorized games, programs, files, or other electronic media
- Destruction, modification, abuse, or unauthorized access to network hardware, software, and files

If an Ellwood City Area School District student violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature on the Internet Access Form is legally binding and clearly indicates that the parties who have signed have read the terms and conditions and understand the significance.

### **Non-Discrimination**

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

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

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

Students, employees, applicants for admission, and applicants for employment who have complaints or parents who have inquiries about Title IX or Section 504 should direct them to:

Compliance Officer  
501 Crescent Avenue  
Ellwood City, PA 16117

Approved by Board of Education August, 1994

## **Pupils Records Policy**

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

The Ellwood City Area School District is required to maintain special education records for six years upon release from services. At the end of this time period, special education records will be destroyed. If you would like a copy of your student's records, please contact the special education office.

### **Classification of Student Records**

**Student records are classified into two categories, as follows:**

**Category A:** Permanent Cumulative Records Folder. This record contains identification data, physical examination and immunization data, and academic achievements including grades completed, and attendance records. This record is to be maintained for at least 100 years after the student leaves school or graduates. Open to inspection of students of legal adult status, parents or guardians of students or, upon written authorization by the parents, to other agencies.

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

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



## **Student Rights and Responsibilities**

### **12.1 Free education and attendance**

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extracurricular activities because of being married or pregnant.

### **12.2 Student responsibilities**

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform with the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.

(4) Assist the school staff in operating a safe school for all students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.

(10) Report accurately and not use indecent or obscene language in student newspapers or publications.

## **Mandated Reporter Protocol**

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

## Section 5: Miscellaneous

### Parent Volunteers

To be a volunteer with the ECASD you will need to obtain three clearances-state police, child abuse and FBI. As per state law clearances will expire every 60 months. Once you have obtained all three clearances please submit a copy to your child's school. You will not be permitted to volunteer until all three clearances have been submitted.

Clearances can be obtained by visiting the following websites:

- State Police(free for volunteers) please print the VERIFICATION [epatch.state.pa.us](http://epatch.state.pa.us)
- Child Abuse (free for volunteers) results will be available to print in 1-14 days from date of submission .  
<https://www.compass.state.pa.us/cwis>
- FBI (\$27.00) register online, choose PA Department of Education, print two copies of your receipt, take one with you to be fingerprinted (locations can be found on website, appointment may be necessary at some locations), provide one copy to the school showing PAE#. [Http://uenroll.identogo.com](http://uenroll.identogo.com)

### School Lunch Program

Hot lunches are provided for children wishing to purchase them. Menus are printed monthly and will be sent home with students as well as posted on the district website. Students may bring checks and/or cash which will be loaded on their swipe cards. Similar to a debit card, money will be deducted from the child's account for each purchase that is made. Parents will be notified with a small ticket indicating that the student's account balance is low.

Please note that if a student's balance is negative, they will not be permitted to purchase the hot lunch. They will be served a deli sandwich along with the appropriate fruits and vegetables.

Free and reduced lunch applications are available online at <https://www.paschoolmeals.com>.

**Lunch prices** for the 2022-23 school year are (tentatively set) as follows:

	Full	Reduced
Breakfast	\$1.00	\$0.30
Lunch	\$2.05	\$0.40
Milk	\$0.40	\$0.40

### School Parties

Parties are held in the classroom three times per year to celebrate Halloween, Christmas, and Valentine's Day. Parties are to last no more than one hour in duration with a time to be set by the building principal. Clearances are needed for adults wishing to volunteer with any of the parties.

### Telephone Usage

Children are not permitted to use the school telephone without written permission from the classroom teacher, except in the case of an emergency. Calls to students are highly discouraged except in the case of a family emergency. Messages can be left with the building clerk and they will be relayed to the student.

### Transportation

Section 1361 of the Public School Code authorizes the district to provide transportation at public expense, to and from elementary schools. The local district has elected to transport pupils who live more than one and one-half miles from their assigned schools; in certain instances where schools have been closed, where roads are considered hazardous, and where the needs of the child require that transportation be provided. School policy requires that students maintain a certain level of behavior on the buses in order to insure the safety of all riders.

It is important to note that as an added security measure, all buses will have video cameras on them to record audio and video during the transport of students.

The classroom teacher may require that students remain at school after normal school hours for disciplinary reasons or to receive extra help. On these occasions, advance notice will be given to the parents so that private transportation can be arranged.

**Bus passes will not be issued. Students are expected to consistently use the transportation home that has been established. Any variation from this routine may represent a safety issue.**

## Visitors

To ensure the safety of all students and staff, all of our buildings are monitored by video cameras. Entry is granted with a buzzer system monitored by the building secretary. Visitors are required to sign in and out in the office as well as obtain a visitor's badge. Visitor's badges are issued through the Raptor system. Parents need to have their driver's license available for scanning in order to be issued a visitor's pass. Parents should make the school aware of custody or guardianship disputes to further insure the safety of their children.

## Suicide Prevention

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

The goals of this suicide protocol are to:

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

### Suicide Prevention Protocol

- A student is identified as having suicidal thoughts or ideations - this can be expressed verbally or written form, expressed by third party or in social media.
- **Immediately** contact school counselor, psychologist or administer by phone or in person.
- Once student is accessed by one of the above, do not leave student unsupervised at any time. Use standardized assessment tool.
- Counselor or psychologist will assess the risk of suicide and determine risk level.
- Consultation with an administrator or HSC Crisis Line – 724.652.9000
- Contact parent/guardian and document call content.
- Follow recommendations for risk level, call ChildLine if necessary.

## Self-Injury Protocol for Ellwood City Area School District

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

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

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

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

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

\*All ECASD Personnel should discourage students talking to peers about self-injury, this includes details about the injury and why the injuries happened, and reduce communication about the incident with all students

\*It is ECASD protocol to call parents of all self-injurious students, confidentiality is not an option at any age.

\*All students will be asked to show wounds to nurse for wound care instructions and documentation.

Therefore, if a student is deemed to be suicidal or have suicidal ideations further assessment can be conducted in an efficient and effective manner. \*\*Please note self-injury and suicide are 2 separate and very different actions and must be treated as such, but any talk of either need to be reported to the designated member(s) immediately

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

**RESPONSIBILITY OF PARENTS:** Outside referrals and resources will be offered to all self-injurious students and parents.

The Guidance Department offers information on self-injury, how to help children who self-injure and support for parents who have children who self-injure and/or are friends with self-injurious students.

### **McKinney-Vento Act**

You may qualify for certain rights and protections under the federal McKinney-Vento Act

If you live in any of the following situations:

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

As an eligible student you have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending your school of origin (the school you attended when permanently housed or the school in which you were last enrolled), if that is your preference and is feasible. If the school district believes that the school selected is not in your best interest, the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your needs as a student.

If you believe you may be eligible, contact one of the individuals below to find out what services and supports may be available.

Debbie Wiech, School Counselor and Community Liaison	724.752.1591 ext 4278
Wendy Kinnear, Regional Coordinator	724.458.6700 ext 1289
Storm Camara, State Coordinator	717.772.2066

## **Chromebook Insurance**

Optional Chromebook insurance is available annually for a fee of \$25. By electing this insurance, accidental damage to the student's Chromebook is fully covered for the first incident and covered after a deductible for a second accidental incident. The insurance does NOT cover damage to peripherals like chargers, cases, etc.

If insurance is not purchased, the student will be fully responsible for repair or replacement costs. For example, in the 2021-22 school year, a damaged Chromebook screen cost \$39 to repair; a Chromebook damaged beyond repair could cost hundreds of dollars to replace.

The district strongly suggests that you consider purchasing the Chromebook insurance. The form to enroll in the insurance program will be sent home with students at the start of the school year.

## **Section 6: Student Health Services**

### **Communicable Diseases**

Students returning to school after recovering from a communicable disease must be seen by the school nurse. Communicable diseases include lice, pinkeye, strep throat, impetigo, etc. Please contact the school nurse regarding communicable status of an illness and length of exclusion.

- With regard to fevers and vomiting, students need to be 24 hours fever-free and vomit-free before returning to school.
- In regard to head lice, a student may return to class only after the school nurse confirms that all eggs have been removed.

### **Disease and Length of Stay at Home**

Chicken Pox – five days from the beginning of the rash until the pox marks are dry

Impetigo – 24 hours after institution of appropriate medication

Whooping Cough – five days after institution of appropriate medication

Strep Throat and Scarlet Fever– 24 hours after institution of appropriate medication and no fever

Pinkeye – 24 hours after institution of appropriate medication and until there is no drainage

Ringworm – Until the first treatment is complete. Lesions must be covered.

Head lice – Until judged noninfectious by the school nurse

Scabies – Until treatment is completed.

### **Dental Examinations**

Students entering school for the first time and those students entering third grade are required to have a dental examination. It is recommended that the family dentist perform the examination to ensure continuity of care. Forms are available from the nurse. If the parent prefers, a screening can be completed by the school dentist scheduled during school hours.

### **Emergency Forms**

Emergency cards are distributed annually to students to collect information used in case of a medical emergency or illness. This card should be returned promptly at the beginning of the school year. Keep the school informed if telephone numbers or addresses are changed.

### **Immunization Requirements**

Written proof of adequate immunizations must be provided before a child attends school. Contact the school nurse with questions.

## **Health Concerns**

If your child has health concerns including: asthma, serious allergies, diabetes, seizures, or heart problems) it is your responsibility to inform the bus driver.

Please inform the school nurse of serious changes in your child's health during the school year

## **Medications**

It is recommended that parents give medication at home. If this is not possible, Ellwood City Area School District Policy requires that medication (prescription and over-the-counter) be sent to school in the original container or prescription bottle with permission from a physician to administer. Forms are available. All medication should be taken directly to the nurse. Please contact the building nurse with questions.

## **Physical Examinations**

Students entering school for the first time and sixth grade students are required to have a physical examination. It is recommended that the family physician perform this examination to ensure continuity of health care. Forms are available from the nurse. If the parent prefers, the examination can be completed by the school physician during school hours.

## **Screenings**

**Hearing:** The hearing screening is given by the school nurse and speech pathologist to students in kindergarten and grades one, two, and three. Also, all students entering the district and students with a known hearing loss or receive learning support are screened.

**Vision:** The vision screening is given to all students yearly.

**Speech:** The speech and language screening is given to all students upon entrance into Kindergarten and in grade 3.

**Growth and Development:** Height and weight are measured annually, BMI is calculated, and results are sent home as per state regulations.

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

# Ellwood City Area School District

## EDUCATIONAL TRIP REQUEST

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

**PLEASE NOTE:** EDUCATIONAL TRIPS **WILL NOT BE** APPROVED DURING PSSA, KEYSTONE EXAMS, MIDTERM OR FINAL TESTING PERIODS. TEST DATES CHANGE ANNUALLY.

PLEASE CHECK WITH YOUR BUILDING PRINCIPAL FOR TESTING DATES.

**AN EDUCATIONAL TRIP REQUEST FORM MUST BE COMPLETED FOR EACH CHILD.**  
**PLEASE HAVE YOUR CHILD/CHILDREN RETURN THE COMPLETED FORM TO THE SCHOOL OFFICE AT LEAST ONE WEEK PRIOR TO YOUR TRIP.**

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

**ELEMENTARY SCHOOL** Grade \_\_\_\_\_ Building \_\_\_\_\_ Teacher \_\_\_\_\_

**HIGH SCHOOL** Grade \_\_\_\_\_ 1<sup>st</sup> Period Teacher \_\_\_\_\_

Parent's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

---

I certify the above information to be correct. **Signature of Parent/Guardian** \_\_\_\_\_

**NOTE:** Please have your student acquire assignments from all of his/her subject teachers to plan ahead for the work that will be missed during the time of the trip.

**FOR HIGH SCHOOL ONLY:** Teachers should initial appropriate subject to indicate students received assignments. The trip will not be approved without teachers' initials.

Math \_\_\_\_\_ Reading \_\_\_\_\_ Foreign Language \_\_\_\_\_ Other \_\_\_\_\_  
English \_\_\_\_\_ Social Studies \_\_\_\_\_ Science \_\_\_\_\_ Vo Tech \_\_\_\_\_ Other \_\_\_\_\_

### OFFICE USE ONLY

Date Received \_\_\_\_\_ **Approved/Disapproved (circle one)**

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





**Report of Absence/Tardy Form**  
**Please return within three days of absence**

Student Name \_\_\_\_\_  
Hr Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Date(s) of Absence \_\_\_\_\_

**Please check the reason for your child's absence**

- |                          |                      |                          |                      |
|--------------------------|----------------------|--------------------------|----------------------|
| <input type="checkbox"/> | 1. Illness           | <input type="checkbox"/> | 4. Family Emergency  |
| <input type="checkbox"/> | 2. Death in family   | <input type="checkbox"/> | 5. Other (see below) |
| <input type="checkbox"/> | 3. Religious Holiday |                          |                      |

Please state the reason for number 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: 1, 2, 3, & 4 are considered Legal Excuses while 5 may be declared unexcused.**

\_\_\_\_\_  
**Parent's Signature**

**Report of Absence/Tardy Form**  
**Please return within three days of absence**

Student Name \_\_\_\_\_  
Hr Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Date(s) of Absence \_\_\_\_\_

**Please check the reason for your child's absence**

- |                          |                      |                          |                      |
|--------------------------|----------------------|--------------------------|----------------------|
| <input type="checkbox"/> | 1. Illness           | <input type="checkbox"/> | 4. Family Emergency  |
| <input type="checkbox"/> | 2. Death in family   | <input type="checkbox"/> | 5. Other (see below) |
| <input type="checkbox"/> | 3. Religious Holiday |                          |                      |

Please state the reason for number 5: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
**Parent's Signature**

**Report of Absence/Tardy Form**  
**Please return within three days of absence**

Student Name \_\_\_\_\_  
Hr Teacher \_\_\_\_\_ Date \_\_\_\_\_  
Date(s) of Absence \_\_\_\_\_

**Please check the reason for your child's absence**

- |                          |                      |                          |                      |
|--------------------------|----------------------|--------------------------|----------------------|
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| <input type="checkbox"/> | 2. Death in family   | <input type="checkbox"/> | 5. Other (see below) |
| <input type="checkbox"/> | 3. Religious Holiday |                          |                      |

Please state the reason for number 5: \_\_\_\_\_  
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**Parent's Signature**

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**Parent's Signature**



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**Please state the reason for number 5:** \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
**Parent's Signature**

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Date(s) of Absence \_\_\_\_\_

**Please check the reason for your child's absence**

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**Please state the reason for number 5:** \_\_\_\_\_  
\_\_\_\_\_  
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Date(s) of Absence \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

**NOTE: 1, 2, 3, & 4 are considered Legal Excuses while 5 may be declared unexcused.**

\_\_\_\_\_  
**Parent's Signature**



# WOLVERINE PRIDE

BE RESPONSIBLE

BE RESPECTFUL

BE SAFE

BE POSITIVE

BE A WOLVERINE!