

Lincoln Leadership Academy Charter School

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2024-2025

Student and Parent
Manual

Sandra E. Figueroa-Torres
FOUNDER/CEO/SUPERINTENDENT

Lincoln Leadership Academy Charter School

Welcome back to the 2024-2025 school year! We look forward to a year full of hope, promise and great teaching and learning!

As we work to support and keep our students safe, let's remember that we are a team! Now more than ever it is imperative to partner together and show grace, respect, kindness and patience to one another during these challenging times.

The expectations for students and parents in this handbook are intended to maintain order and safety on our campus. Please adhere to all that is in the document as we continue to work closely for the health, safety and welfare of our students, staff and families. Thank you for your continued support and cooperation. I remain,

For the Children,

**Mrs. Figueroa Torres
Chief Executive Officer/Founder/Superintendent**

Bienvenido de nuevo al año escolar 2024-2025. ¡Esperamos un año lleno de esperanza, promesa y gran enseñanza y aprendizaje!

A medida que trabajamos juntos para apoyar y mantener a nuestros estudiantes seguros, recordemos que somos un equipo. Ahora más que nunca es imperativo trabajar juntos y mostrar gracia, respeto, amabilidad y paciencia unos a otros durante estos tiempos difíciles.

Las expectativas para los estudiantes y los padres en este manual están destinadas a mantener el orden y la seguridad en nuestro campus. Por favor, cumpla con todo lo que está en el documento mientras continuamos trabajando unidos para la salud, seguridad y bienestar de nuestros estudiantes, personal y familias. Gracias por su continuo apoyo y cooperación.

Para los niños,

**Sra. Figueroa Torres
Directora Ejecutiva/Fundadora**

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Lincoln Leadership Academy Charter School

MISSION STATEMENT

The Lincoln Leadership Charter School (LLACS) is committed to creating a holistic and integrated learning community dedicated to the educational success of each student. We will prepare children and youth to become critical thinkers, socially capable, and culturally competent leaders, equipped with the essential skills needed to compete in the world of work, and become productive, purpose-driven citizens of character and integrity.

VISION

To create a community of life-long learners with a character of integrity, committed to excellence, perseverance, civic engagement, and serving others.

Objective: To provide children and youth whom we see as **“at promise,”** (not **“at risk youth”**), the necessary tools needed to live, achieve their potential, and succeed in an **“at-risk”** world.

We strongly believe that every child has been fashioned with a plan and a purpose. It is our responsibility to help identify and nurture the unique gifts placed within each child as they develop and mature in mind, spirit and body.

Children living in high-risk environments are offered a sense of hope and the promise of a better life. We are determined to equip them with the necessary tools to prepare them for life in the 21st Century. Our caring and dedicated team will provide a holistic education designed to challenge, protect, heal, preserve and restore children and youth to wholeness as we instill leadership principles based on integrity and universal values.

The learning environment at Lincoln Leadership Academy Charter School is rigorous, stimulating, challenging, nurturing, and supportive. Students will not be “tracked” or labeled in any detrimental way. All students will be served with excellence and equal access to high quality educational opportunities. Students will be held to our highest standards and given the opportunity to fulfill their inherited potential as lifelong learners and active participants in a Democratic society.

At Lincoln, faculty, administration and the student body will equally value academic achievement and character development. LLACS will celebrate and value diversity in race, ethnicity, gender, age, abilities and language. We will intentionally cultivate students’ pride in their own heritage, and develop a sense of belonging in a diverse and vibrant community, as is the Lehigh Valley. Every member of the Academy’s community will be expected to make a valuable contribution toward realizing the school’s vision.

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President John F. Kennedy stated that leadership and learning were indispensable to each other. Based on that premise, Lincoln will offer a comprehensive mastery-based and culturally relevant curriculum, with a special emphasis on technology, creative arts, and leadership development. The development of cognitive skills through brain training exercises will be an integral part of our educational program.

Students will receive instruction in small classes that are organized into small learning communities. Teachers and support staff will engage students in both collaborative learning and individualized instruction designed to meet a student's needs. After school learning opportunities will be available. Dual language learning is a hallmark of our education process.

Meaningful learning must extend beyond the classroom and into the local and global community. Learning will be connected to real world experiences. As part of our graduation requirement and leadership focus, students will be required to engage in community service and in real-life projects locally and/or abroad. Resources permitting, students will be offered international opportunities that will enhance and develop global competencies, thus preparing them for positions of leadership in diverse fields.

LLACS focuses on leadership skills through the development of character and values. As part of our leadership model, we will create opportunities for students that will build teamwork, strengthen relationships, and improve communication.

Students and families will grow to understand that we are all a part of the family at LLACS. Strong relational ties will be built and nurtured to meet the overall goals of our school.

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ENROLLMENT

ADMISSION

A completed *Lincoln Leadership Academy Charter School* Registration Application begins the admission process. When we receive your application, you will be contacted to verify the necessary information.

BIRTH CERTIFICATION AND IMMUNIZATION RECORD

Parents must provide proof of residence, a copy of the child's birth certificate, and immunization records. Every child must have a complete physical examination before beginning school. All immunizations must be up-to-date upon entering school in the new school year. State requirements do not allow children to begin school without proper immunizations.

TEXTBOOK POLICY

To help protect the books, students are required to cover the books. The parent will be charged a minimum of \$85.00 for each book that is lost or damaged. The replacement cost of each book shall be determined by the value of the book at the date of issue.

The following policy shall apply for books that are not returned:

1. The parent/guardian/student must pay the "beginning of the year" value of the book.
2. Student will not be issued any textbooks for the next year until fines have been satisfied for non-returned book(s).
3. Student report cards and transcripts will not be released until all fines have been paid for non-returned book(s).

OUTSTANDING PAYMENTS, MISSING BOOKS, AND/OR TECHNOLOGY:

LLACS will release a student's records once that student has satisfactorily turned in his/her books, equipment, and any fees that were due. LLACS will hold the records until the account is clear.

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STUDENT TRANSCRIPTS (as applied to Grades 9 through 12)

The student transcript is the permanent record that documents each student's grades and credits. It includes selected demographic information, yearly attendance, cumulative grade point, extra-curricular activities participation, and standardized test scores from tests like the Keystone exams, PSAT, and SATs. Parent/Guardian permission must be secured for the school to release an official transcript to other institutions. An official transcript with the school seal and

the signature of a certified school official must be sent directly from our school to another educational institution.

NON - DISCRIMINATORY POLICY (LAW)

Lincoln Leadership Academy Charter School admits students of any race, sex, color, nationality and ethnic origin, and offers to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, sex, color, nationality and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and all other school-administered programs.

WITHDRAWAL

If a child is withdrawn from **LLACS** during the school year, the parent(s)/guardian(s) must contact the school office for the withdrawal to be finalized. All school books/materials, Chromebooks and digital devices must be returned before the withdrawal process is completed.

WELLNESS POLICY

LLACS recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The School Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a health school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

Unauthorized eating and drinking in the classroom is prohibited. All containers or bottles for drinks must be visibly clear and in plain sight.

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ATTENDANCE, TARDINESS, AND TRUANCY

Regular attendance is always a contributing factor to success in school. Attendance is taken at the beginning of each day during homeroom. A phone call and email blast is sent out at 10:00 am every day indicating if your child is absent or late to school. Our policy is designed to maintain an effective learning environment for all children and comply with the compulsory Attendance laws of the Commonwealth of Pennsylvania. Students are legally required to attend school 180 days each year.

GENERAL INFORMATION ABOUT SCHOOL DAYS: School doors open at 8:00 A.M. and a regular school day ends at 4:00 p.m. Classes will meet Monday through Thursday. On Friday, the school day is from 8:00 AM to 1:30 PM.

You will be notified when your child is participating in an enrichment activity (that will be supervised) after 4:00 P.M. School. **Unless you are notified that your child is staying after 4:00 P.M., students will not be supervised after 4:00 p.m. on regular days.**

ARRIVAL

There is no supervision available on the school grounds before 7:45 A.M.

DISMISSAL

Regular dismissal begins at 3:00 with arriving buses, parent pick-ups, and walkers. Your child will be dismissed and accompanied out of the buildings unless your child is participating in the enrichment program or extra-curricular activity. At regular dismissal, elementary students will be escorted to their school buses. Older students will be directed to the school buses.

Students must leave the campus when they are dismissed. School personnel are not responsible for the safety of students who remain on the school grounds after regular dismissal unless they stay for after-school programs. Please pickup your child promptly.

Early Pickups:

If your child needs to be picked up early, please inform the office at least 2 hours ahead of time. Elementary school parents (K-6) are required to go to the elementary school building. Middle and HS parents must go to the high school. A school staff member will bring out your child. You must show ID and sign your child out before the child is dismissed.

Students may not contact their parents via email or cell phone without permission from the office and must be seen by our school nurse before a parent is contacted to pick up their child.

Non-parent pickups: Children will NOT be released to any adult that the school does not know. If you want to send someone else to pick up your child, you must notify the school **BEFOREHAND**. The person must present a valid picture ID to the office. You will be called to verify that you sent someone else to pick up your child. No exceptions will be made.

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Excused and Unexcused Absences

All absences are deemed unexcused unless a note with a valid reason is received by the parent of the student within 5 business days.

- A. Valid reasons for an absence include: Illness, death in the family of student, physical incapacity of student, impassable roads between students home and school, religious holiday, medical and dental appointment, approved educational travel, court action, suspension of the student, transportation issues outside of the control of the student and family, and family medical emergency.
- B. Excuses can be emailed to attendancek-6@llacslv.com OR attendance7-12@llacslv.com. Excuses may also be written and handed in to the main office.
- C. If a student is absent 3 days or more days consecutively, a doctor's excuse is required to excuse the absences.
- D. A doctor's note is also required to excuse future absences after the 10th excused absence.
- E. If a student is absent 10 consecutive days, the school has the right to disenroll the student.
- F. Educational trips that are approved beforehand will be considered excused absences.

Pennsylvania Compulsory Attendance Laws

- A. When a student records 3 unexcused absences in a school year, he/she becomes a *truant* student.
- B. When a student records 6 unexcused absences in a school year, he/she becomes a *habitually truant* student.
- C. When a student reaches 10 unexcused absences in a school year, he/she and parents are invited to join a SAIP meeting in order to create an Attendance Improvement Plan for the year.
- D. Further unexcused absences will result in any of the following: *Suspension from extracurricular activities, Truancy citation filed with local magistrate, referral to Children and Youth, and lack of promotion to the next grade level.*

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Promotion to the Next Grade Level

- A. When a student misses 10% (18 unexcused absences) of instruction in a school year, the following may occur: *Home visits, monitoring for future absences, making up for any additional absences (3 hours of make-up time equals 1 day).*
- B. Students who do not make up the time after 18 unexcused absences may be required to attend summer school. Students who do not attend summer school may be held from moving to the next grade.

Tardies

- A. A student is considered late when they walk into the school after 8:05.
- B. The number of minutes the student is late will be monitored by the main office upon arrival.
- C. Students will have to make up time after they exceed one hour of lates. This will be monitored every month by the Attendance Coordinator. Fridays and Saturdays will be used to make up time.

Parents

- A. All parents are urged to sign up for our PowerSchool Parent Portal in order to maintain accurate records of attendance and grades.
- B. All parents are required to read and sign the attendance policy here at Lincoln Leadership Academy Charter School at the start of the year.

HOMEBOUND INSTRUCTION

Homebound Instruction describes the instruction a Local Educational Authority (LEA) that Lincoln Leadership Academy Charter School may provide when a student has been excused from compulsory attendance under 22 Pa. Code, Section 11.25 due to a temporary mental, or physical illness, or other urgent reasons. Homebound Instruction applies to both general and special education students. The purpose of Homebound Instruction is to help keep the student on track academically while the student is temporarily out of school. It is a program supplied by the school that includes one-on-one tutoring for a limited time. Homebound Instruction is not to be considered a special education placement. For more information, visit the PA department of Education website.

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ACADEMICS

To qualify for a diploma from Lincoln Leadership Academy Charter School, all students must have completed, at minimum, 25 High School credits.

To graduate, a student must successfully complete the following courses as described below:

Subject	Credits Required
English/Language Arts	4
Math	4
Science	4
Social Studies	4
Arts and Humanities	2
Physical Education/Health	1
World Language	2
Seminars/Electives	4
TOTAL	25

HOMEWORK POLICY

Homework is designed to reinforce what children have are learning or are being taught in school every day. Parent(s)/Guardian(s) will be notified if homework is consistently incomplete or below standard. Neatness and/or quality counts.

Homework will be assigned Monday through Friday in the major subject areas. Research projects will be assigned throughout the year. Some of these projects may or will require parental support.

Students will be assessed weekly to determine understanding and mastery of concepts. Teachers will use assessment tools to determine if your child will require additional tutoring after school.

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HOMEWORK RECOVERY

Every week, students who do not finish AND/OR do not turn in their homework during the week may be required to stay after school to complete work.

Parents must provide transportation when a child is required to remain after School hours.

PROMOTION POLICY

The issuance of a graduation diploma depends on the satisfactory completion of a *minimum number* of credits as outlined by the Pennsylvania Department of Education and Lincoln Leadership Academy Charter School. The promotion from grade to grade in LLACS High School depends on a student completing enough credits in each grade before getting to 12th grade. In this manner, a student will be on target for graduation at the completion of grade 12. The credit totals listed below are to include all those credits earned in all courses.

Grade level	Minimum credit for promotion
Grade 9	7 credits
Grade 10	7 credits
Grade 11	7 credits
Grade 12	4 credits

STUDENT GRADES K- 12

Students in Grades K-2 receive a detailed account of their academic progress through student and teacher narrative.

Students in grades 3-12 receive a standard report card using the following grading scale:

GRADING SCALE

A	Advanced	90-100%	4
P	Proficient	80-89%	3
B	Basic	70-79%	2.25
BB	Below Basic	0-69%	1

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SATURDAY SCHOOL

Our school will be open every Saturday at 9:00 A.M. for students who missed regular work, who are assigned for discipline matters or need time to complete work.

SUMMER ACADEMY

The Summer Academy provides the following: enrichment opportunities for all students, additional instruction for students who experience academic loss throughout the school year, strategic help for those students who score below basic on academic benchmarks and instruction for those students with an IEP who qualify for an extended school year.

APPROVAL FOR EDUCATIONAL TRIPS:

Parents are required to submit a Trip Request form at least ten (10) days in advance. The form is available from the attendance office. The form must explain the educational value and be approved by the CEO/Superintendent as such. Parents are not to request more than five (5) consecutive school days. Days that are taken without pre-approval will be counted as being “unexcused absences.”

School attendance, other absences, and a student’s academic record will be considered when a parent makes an educational trip request.

STANDARDIZED TESTING

Standardized test scores are one source of information used to assess student academic achievement and progress in English, Math, and Science.

The following standardized tests are administered to students as part of the LLACS program:

- **High School Keystones** – to assess student mastery of Algebra I, Biology and Literature
- **PSSA (Grades 3-8)** – Pennsylvania System of School Assessment
- **PSAT (Grades 9-11)** – Preparation for Scholastic Assessment Test
- **Test: SAT** (Scholastic Assessment Test) Standardized test for college admission in the United States.
- **Test: ACT** (American College Test) Standardized test for college admission in the United States

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DUAL ENROLLMENT EARLY COLLEGE AND ADVANCED PLACEMENT (AP) PROGRAM

Lincoln provides opportunities to earn college credits to students who meet the school's criteria. The criterion includes academic progress, behavior, attendance, and tardiness.

The CEO/Superintendent shall make the final selection of student participation.

College Courses Dual Enrollment: To be considered for dual enrollment, students must meet the following criteria to be eligible for Dual Enrollment.

1. The student must have an overall GPA of 3.0, and may not have a BB in ANY class.
2. The student must have an average of 3 on the "Leadership Rubric" in ALL classes.
3. The student must have a Proficient or Advanced on the Reading Study Island.Benchmark and / or PSSA / Keystone Assessments.
4. The student must have a minimum 95% attendance/punctuality record.
5. Students must be willing and interested in taking college level classes.
6. Students who are tardy or excessively absent, or lack self-control in school will not be allowed to attend college classes.

WEIGHTED DUAL ENROLLMENT/AP SCALE:

A	95-100%	5.0
A-	90-94%	4.7
B+	87-89%	4.3
B	84-86%	4.0
B-	80-83%	3.7
C+	77-79%	3.3
C	74-76%	3.0
C-	70-73%	2.7
D	60-69%	2
F	0-59%	0

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REPORT CARDS

All students will receive a report card every year to assess their progress. Report cards will be updated and distributed to parents each term.

DINING HALLS

LLACS is guided by Public Law 108-265. We will offer only food and drink items that follow the federal and state nutrition guidelines. This includes items served as part of the National School Lunch Program. Students are not permitted to bring any glass bottles or metal containers to school. Students are to abide by the guidelines and regulations of the Dining Rooms.

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CELL PHONE APPROVAL, NO OTHER ELECTRONIC DEVICES, CONFISCATION POLICY

Phone Approvals: If a parent wants to allow a child to bring a phone to school, the parent/guardian must fill out the **Cell Phone Usage Form**. Approval will be granted on a case-by-case basis, depending on the individual need, by the CEO/Superintendent. The approval must be in writing before a student can bring a cell phone. Once a student has approval, he/she must turn it in at the office or collection area at the start of every school day.

All cell phones must be registered and approved before during the first week of school.

All other electronic/digital devices including smart watches, I-PADS, TVs, gaming systems, and all other types of electronic devices are **not allowed on school premises**.

LLACS will not be liable or responsible for any item that is lost, damaged, or stolen in school, school property, school buses, or at any school-related activity or event.

CONFISCATION "ONE TIME" RULE: If a cell phone/electronic device is confiscated, IT WILL BE RETURNED TO THE PARENT ONE TIME ONLY AND THE STUDENT WILL RECEIVE A CONSEQUENCE. **If it happens a second time, the phone/device will be confiscated for the remainder of the year. It will be returned to the parent at the end of the school year. Sim cards are a part of the phone. They will be returned with the phone at the end of the school year.**

It is strongly recommended that parents buy the cheapest phone possible if a child is going to bring a phone to school. Students may always use the regular office telephone to contact their parents/guardians.

SEARCHES: *To promote the health, safety and welfare of all students, random inspections (searches) will be conducted on a regular basis.*

HALL PASSES

Students will receive a monthly color-coded restroom pass from their teachers. For restroom use, the student must have the teacher sign out/in on the designated pass. For all other errands, students must secure a hall pass from their teacher and sign out/in on the designated pass. Unless it is an emergency, students will not be allowed to use the bathrooms the first or last 10 minutes of a class.

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DRESS CODE

All students are required to be in uniform every day. Students who are not in full uniform will receive a uniform infraction. These infractions are cumulative (please see Code that applies to Uniform Infractions). Parents will be responsible to make sure that the child's uniform fits and is maintained. Students who are out of uniform will be sent to the office and parents will be contacted to bring a change of clothes. If the school cannot contact a parent on the morning of the infraction, please note that your child may be required to spend that day in the Reflection Room and/or may be given a Friday or Saturday recovery as a consequence.

Uniforms

- A. PE uniforms, Short Sleeve and Long Sleeve Polos, ¼ Zips, Sweater Vests, Long sleeve and Short Sleeve Button-Down shirts, and Cardigans can be purchased online at:
<https://corporateimagesinc.chipply.com/lacs-uniforms/>
- B. Pants, skirts, and skorts must be purchased at Flynn O'Hara or French Toast. Pants must be uniform pants (khaki material, no joggers, no cargo pants, no spandex, no leggings, no jeans, rips etc.) and can only be Tan or Black in color. Skirts and Skorts may not be shorter than 1 inch above the knee.
- C. Pants cannot be too baggy OR too tight.
- D. Gym uniforms may ONLY be worn on gym days, for pre-approved school events, or Field Trips. (K-5 wear Gold uniforms, 6-10 wear Maroon Uniforms, and only 11-12 wear Black or Maroon uniforms)
- E. Formal shoes, boots, UGGs or sneakers can be worn with regular uniforms. Crocs, sandals, slides, foam runners, or any other open ended shoes are not allowed to be worn with the uniform.
- F. Hoodies are NOT permitted inside of the building at any time. All outerwear must be from Lincoln's uniform store. Headgear such as hats, doo-rags, and bandanas are not permitted inside of the building at any time.
- G. Black Tie (ties are optional for the school day but are required for special occasions).

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Acceptable Uniforms and Schedule:

Grades K - 5

Girls:

- Polos must be Maroon, Gold, or White
- Khaki (**tan or black**) "skorts," khaki skirts, plaid skirt, khaki pants
- Cardigan with Peter Pan blouse or Polo (short or long sleeve)
- Jumper with Polo or Peter Pan blouse
- Vest with Polo or Peter Pan blouse (short or long sleeve)
- Socks/Tights: must be maroon, white, beige, black or gray

Boys:

- Polos must be Maroon, Gold, or White
- Khaki (**tan or black**) long pants or shorts
- Cardigan with button-down white dress shirt or polo (short or long sleeve)
- Vest with button-down white dress shirt or polo (short or long sleeve)
- Socks: must be maroon, white, beige, black or gray

Grades 6-10:

Girls:

- White, Gold or Maroon polo shirt or Ladies Oxford white shirt (long or short sleeve) with sweater vest
- Khaki (**tan or black**) "skorts," khaki skirts, plaid skirt, khaki pants
- Ladies Oxford Shirt or polo (long sleeve or short sleeve) with maroon blazer **OR 1/4 Zip Pullover**
- Socks/Tights: should be maroon, white, beige, black or gray

Boys:

- White, Gold or Maroon polo shirt or white button-down shirt (long or short sleeve) with sweater vest, maroon blazer, **OR 1/4 Zip Pullover**
- Khaki (**tan or black**) long pants or shorts
- Pants must fit properly, or a belt must be worn at all times
- Socks: must be maroon, white, beige, black or gray

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Grade 11-12

Girls:

- Polos must be gold, maroon, or white (short or long sleeve)
- Khaki (**tan or black**) "skorts," khaki skirts, plaid skirt, khaki pants
- Polo shirt, gold, white or maroon with sweater vest, maroon blazer with logo, **OR 1/4 Zip Pullover (OPTIONAL FOR SENIORS ONLY)**
- Ladies Oxford Shirts in white or Polo with maroon blazer with logo **OR 1/4 Zip Pullover (OPTIONAL FOR SENIORS ONLY)**
- Socks/tights: should be maroon, white, beige, black or gray

Grade 11-12

Boys:

- Polos must be gold, maroon, or white (short or long sleeve)
- Khaki (**tan or black**) long pants or shorts
- Polo shirt, gold, white or maroon with sweater vest, blazer, **OR 1/4 Zip Pullover (OPTIONAL FOR SENIORS ONLY)**
- Button-down white dress shirt or Polo and maroon blazer or vest with logo **OR 1/4 Zip Pullover**
- Pants must fit properly, or a belt must be worn at all times
- Socks: should be maroon, white, beige, black or gray

Grooming Standards

- Students should maintain a natural look and be well groomed while in uniform.
- Nails should not be excessively long as they can be a safety hazard.
- All hair colors are permitted as long as it does not distract from the school learning environment and hair is well maintained and well groomed.
- Students should be discreet in the use of cosmetics and perfume for the safety of others.
- Tattoos are permitted on students' arms and hands as long as they do not depict or promote violence, gangs, sex, cults or drugs.

Jewelry

Conservative personal jewelry, such as a watch and/ or rings are acceptable. Heavy, large beaded, or long, heavy dangling necklaces as well as any body, facial, teeth piercing, including tongue rings are not permitted. In addition, adhesive bandages may not be used to cover up piercings. Nose rings are permitted for boys and girls as long as they meet the following criteria:

- No hoop nose rings
- Cannot be larger than 2 karats (8.19x8.19x4.94mm)
- Must be modest and not depict anything that distracts from the school learning environment

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Earrings are permitted for boys and girls as long as they meet the following criteria:

- Girls may wear hoop earrings, but cannot be larger than a quarter.
- Boys may NOT wear hoop earrings
- Boy's earrings cannot be larger than 2 carats (8.19×8.19×4.94mm).
- Gages are not permitted for any student
- Students may **only have 1 face piercing at a time**
- All earrings must be modest and not depict anything that distracts from the school learning environment
- Teachers may ask students to remove their earrings for certain activities such as Gym class, recess, or other physical activities.

The following is not allowed: visible body branding, intentional body scarring, decorative dental grills or anything that modifies one's appearance and intentionally causes an unnatural or unprofessional look or disfigurement to the visible body (except for medically approved reasons).

Tattoos & Body Modifications:

Tattoos on the face, neck or head are prohibited. Tattoos are permitted on students' arms and hands as long as they do not depict or promote violence, gangs, sex, cults or drugs.

Students will be asked to cover up their tattoos with a sleeve or their uniform if they do not abide by these standards.

The following is not allowed: visible body branding; intentional body scarring; skin or bone implants that modify one's appearance (Except for medically approved reasons); Tongue splitting; earlobe expansion, otherwise known as "gauging"; decorative dental grills and tooth fillings, and any other type of body modification that intentionally causes an unnatural or unprofessional look or disfigurement to the visible body.

The following will be considered a violation of the Dress and Appearance Code:

1. Jeans or denim.
2. Hats (inside school building), doo-rags, wave caps, or any unapproved headgear.
3. "Excessive" make-up or jewelry. Large Hoop earrings will be confiscated.
4. "Excessive" or wacky hair colors (*unless approved for special school events*).
5. Piercings of the tongue, lip, nose, eyebrow, and anywhere on the face is not allowed.
6. Saggy pants, shirts sticking out, or not wearing a tie when required are all dress code violations.

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***REMINDER:** Uniform inspections will be conducted every day. **Failure to comply will result in a uniform code violation and the parent will be called to bring in the correct uniform. If a parent is not able to come in, uniforms may be available for rent. If all are rented or the correct size is not available, students may be assigned Reflection Room AND required to make up lost instructional time.**

ADDITIONAL STUDENT MATTERS

Student Parking

Student parking at Lincoln is a privilege, not a right. Remember, Lincoln is a K-12 school. We have very little children to very big children. Pedestrians **ALWAYS HAVE THE RIGHT OF WAY.**

Students will be allowed to park in the school parking lot as long as they meet all of the laws of the PA Department of Transportation (license, registration and insurance) and our school rules for parking. Students who do get a LINCOLN PARKING sticker cannot park on school property.

Anyone who disobeys the following laws or school regulations may be subject to immediate consequences that could include withdrawal, expulsion and referrals to the police department for any violations of the law.

The following rules apply to all student drivers:

1. The high school registration Motor Vehicle Form must be completed. Students must present a valid driver's license, a valid state vehicle registration card, and a valid insurance card, plus the make/model of the vehicle.
2. Each student who successfully registers his/her vehicle will be given a Lincoln parking sticker, which is to be displayed on the rear view window of their vehicle. Students who fail to display this sticker will lose the privilege to park in the school parking lot after a first warning. If a student parks in the school parking lot without completing the school's parking requirements, the vehicle will be towed at the owner's expense. A student with only a Learner's Permit cannot park on school property.
3. Students must park in the designated student parking area after they have acquired a parking sticker. Furthermore, students may not visit their cars during the school day without direct permission from administration.
4. **Speeding:** Anyone who drives faster than 10 MILES PER HOUR in the school parking lot, or who enters or leaves the parking lot over 10 MILES PER HOUR will have their privileges terminated immediately. Reckless driving is not allowed on or near the campus. Safety is a priority.

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EXTRA-CURRICULAR ACTIVITIES

LLACS offers various extra-curricular activities to all students. Some activities may have specific requirements, or require try-outs. In most instances, the specific activities are supplemental to the academic program.

EXTRA-CURRICULAR ELIGIBILITY

Participation in extracurricular activities is dependent upon the student's maintaining a passing grade in his/her class work. Any student who is not passing the equivalent of two subjects in one quarter will be declared ineligible from further participation until the passing averages have been attained. Student/athletes must take and pass a pre-season physical examination every year. Student/athletes are forbidden from participating in any sport with any other school during the school year if Lincoln has a team in that sport (P.I.A.A. Rule Section I A). Any violation will result in forfeiting all of the games for the season that the student played.

RETURN OF ATHLETIC EQUIPMENT

All students who receive athletic equipment must return it to the head coach of the sport at the end of the season. Students who fail to do so will not be allowed to participate in any interscholastic activity until it is returned or paid for.

STUDENT ATHLETES

Student-athletes represent Lincoln both in school and during competition. Student athletes are required to model appropriate behavior at all times as well as to maintain appropriate academic standing.

The following regulations apply to all student-athletes in every sport:

1. Good sportsmanship is a priority for Student/Athletes. Cursing at games, practices, or in public, fighting threatening or menacing players or students, coaches or other students, traveling to and from sporting events, that have a negative impact on the reputation of Lincoln Leadership Academy, will not be tolerated. Any student who acts or behaves in such a manner shall be suspended for a determined length of time, and/or removed from the team from the point of infraction/event for the remainder of the season.
2. Students who are assigned detention will serve detention on the assigned day regardless of practice or event schedules.
3. Students assigned to in-school or out-of-school suspension will **not** be allowed to practice or participate in athletic events while suspended.

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4. External suspensions are in effect once a student has left school on the day the suspension has been imposed, unless otherwise indicated.
5. Any student whose period of suspension spans a weekend may not participate in weekend athletics contests, events, or practices.

STUDENT OBLIGATIONS

Any student who has any outstanding obligation such as lunch; summer school, book or Chromebook fees, or other fees must pay them before the student can receive his/her final academic records.

PARENT ACADEMY / VOLUNTEER PROGRAM

In an effort to maintain effective communication, we encourage parent/guardians to become active members in our Parent Academy /Volunteer Program. The purpose of this program is to help develop and strengthen trusting relationships between parents/guardians, teachers and administrators. It is our desire for parents to play an active part at LLACS. There are several areas where parents can volunteer to assist in the smooth operation of the school. Each parent is expected to volunteer no less than 15 hours per school year. Please contact the school's Main Office to offer your assistance. All persons who wish to volunteer more than 15 hours will be required to submit the required clearances by the education laws.

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COMMUNICATION

SCHOOL CLOSINGS:

1. In the event of inclement (bad) weather, and **LLACS** must cancel or delay classes, you may confirm the information online, the TV, or the radio at **WAEB AM 790, or B-104 FM, or Channels: NBC 10, ABC Action News Channel 6, and WFMZ, Channel 69.** Please do not telephone the station to find out if school has been cancelled. Announcements will be made regularly. If not, see the options below.
2. **DURING SCHOOL HOURS:** If the weather becomes severe, or we receive warnings of severe weather after the school day starts, and we decide to close early, we will notify the radio stations and TV stations with information about the school closing. In that case, weather permitting, you may come and pick up your child at any time.
3. In addition, an automatic **Parent Alert** will be sent by the school via phone.
4. If you are not able to access information via computer, radio or TV, please call the school office (484-860-3300) for an updated report regarding school closing. The Voice Messaging System will be updated with current information.

SCHOOL CALENDAR/BOARD MEETINGS

Students will receive a School Calendar on the first day of school. Please place your calendar in a visible place and refer to it for school closings, holidays and special events. In the event of changes, notices will be sent home with your child.

School Board Meetings are open to the public. Parents/Guardians are invited to attend. The School Board shall meet at LLACS on the third Thursday of every month at 11:00 A.M. Zoom links are posted for the public. The Board does not meet in the month of July.

PARENT COMMUNICATION: Parent Access to Power School Information System Online

The **LLACS Parents Web Portal** is a private and secure parent's portal that will allow parents to view academic information specific to their child(ren) such as grades, attendance, homework, and conduct; as well as other useful school information such as upcoming events and announcements made on PowerSchool.

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Directions for using **the LLACS Parents Portal for PowerSchool**

- Open the internet browser on your computer such as Internet Explorer, Mozilla Firefox or Google Chrome and enter address:
- Type: <https://llacslv.powerschool.com/public/home.html>
- Type your Username and Password exactly as they are printed (both are case sensitive). It is advisable that you keep your username and password secure and not share it with anyone else.
- View the information.
- Remember to log off when you are finished.

The school office has access to your User Name and Password and can provide you with a copy of that information.

Either you or your child may track academic progress from any location that has internet access. If you do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information. The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school.

The Parent Portal has areas to update the school with new phone numbers as well as email addresses. You can choose whether or not you wish to receive SMS (Text Messages) from the school as well as designate by which email address the school can contact you. If you have any questions regarding the use of Power School please contact the school office at (484) 860-3300 x 130).

PARENT TEACHER COMMUNICATION

On-going communication with your child's teacher or Educational Team is strongly encouraged. Meetings must take place at an appropriate time and setting. Conversations about other children or their families are inappropriate and violate school policy. This policy is designed to protect the confidentiality of the family information being discussed.

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COMPLAINT PROCESS

In the event of a disagreement with school policy or a standard practice, parents are required to set up a meeting with the staff person who is involved and try to resolve the matter in a positive manner.

If the matter is not resolved or cannot be resolved with satisfaction, then a parent/guardian is encouraged to set up a meeting with a person designated by the CEO/Superintendent to discuss the matter.

If the parent feels that the issue is still not resolved, a parent may seek to meet with the CEO/Superintendent and/or the person so appointed for the meeting.

FAMILY CONFERENCES

Conferences are an essential part of the home/school partnership in education. Conferences will be scheduled twice a year for all children during the day and evening hours. It is required that parents attend one of the two-day conferences that are held in November and February. Conferences are encouraged throughout the school year in order for parents and teachers to

maintain open communication and support one another in the best interest of the child. Parents and/or teachers may schedule such conferences as the need arises through the school office.

Parents/Guardians who would like to check on their child's progress must call to schedule an appointment to meet with the teachers. Parents may not interrupt class time in an attempt to meet with teachers. Our goal is to keep parents informed of their child's progress throughout the school year. There should never be a case when a parent is surprised about their child's performance in school.

MEMORANDUMS

Important memorandums (memos) will be sent home with your child. **Please ask your child or check his/her book bag every day for any notes that we may have sent home.**

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MEDICAL ISSUES AND/OR CONCERNS:

If a child complains of illness while at school, school staff will refer your child to the nurse. The nurse will take the child's temperature to check for a fever. If the child's temperature is 100.3 degrees or higher, you will be called to take the child home. If the child vomits and/or has diarrhea, the parent will be called immediately.

Please make necessary arrangements to pick up your child within a reasonable time when you are called. Children who are ill will remain in quarantine until the parent arrives.

If a parent cannot be reached, we will call the emergency numbers on the child's emergency card. **Please update emergency information immediately if there are any changes during the school year.**

Children with illnesses who have a contagious or infectious disease that require antibiotics must be on medication at least 24 hours before returning to school. If there is a need to medicate a child during school hours, a **Permission to Medicate Form** * (SEE PAGE 53) is required from a physician. Please ask the School Receptionist for that form.

Policy for Evaluation/Control of Pediculosis (Lice) See appendix

ILLNESS – FIRST AID

Students who become ill during the day shall secure a pass from their teacher and report to the nurse. Reporting without a pass is only permissible in the case of an emergency.

WITHDRAWAL

To withdraw a student, the parent/guardian must come to the Office and complete the **WITHDRAWAL FORM**, **return all borrowed materials**, and sign a **RELEASE OF RECORDS FORM**.

PARENT/GUARDIAN RESPONSIBILITIES:

Each parent/guardian is expected to abide by the following responsibilities as well as all the other areas discussed in the *Student-Parent Handbook*:

1. Support the school, administration, teachers, and children.
2. Cooperate with your children's teachers by attending all requested conferences and responding to parental/guardian notification forms.
- 3.. If you have a question, comment, or concern, or complaint, please go directly to the person who is involved to discuss and resolve it.
4. Participate in two (2) school-sponsored fundraisers during the year.

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5. When letters or memos are sent home, please read them and mark your calendar with the information and events included.
6. Monitor your child's hygiene. Students need to wear deodorant.
7. Ensure that children are neat and clean at all times.
8. Be an encouragement to him or her.

BREAKFAST AND LUNCH:

Breakfast will be served every morning. Children may bring or buy lunch every day. Due to the large number of children in each lunch period, only cold lunches may be brought in by K-8 students. High school students may use a microwave to warm up their food. All students may bring hot foods in a thermos. Breakfast and Lunch will be provided free or at a reduced cost for every child that qualifies. Lunch will be served in the lunchroom at **LLACS** during the assigned times.

Menus: A lunch menu will be sent home two weeks before the start of each month. The student can select what he/she wants for lunch for the next month. Students cannot change their minds and order something else once they return the menus with their selections.

Unauthorized eating and drinking in the classroom is prohibited. All containers or bottles for drinks must be visibly clear and in plain sight.

INSPECTIONS:

Lockers will NOT be assigned to all students this year.

Student Searches:

LLACS believes that, in order to foster an environment conducive to education, it has the responsibility to safeguard the welfare of all students by maintaining discipline, order, and safety at all times

In order to protect the health, safety and welfare of the students at LLACS, the Board has the right to inspect book bags as part of its inherent authority granted to it, and as such, has developed Administrative procedures to ensure that every safeguard is employed to protect the well-being of all students. The procedures are to be followed in order to conduct a reasonable search when it is necessary to maintain the health safety and welfare (safety, order, and discipline) within the school and school grounds. Book bags will be searched periodically by the Administration.

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When LLACS has a reasonable suspicion that student(s) may be hiding illegal contraband (drugs, illegal substances, alcohol or stolen goods) in his/her Book bag, LLACS reserves the right to contact the local Police Department and request Police Canines (dogs) to come to the school and participate in the search.

In order to protect the health, safety and welfare of the students at LLACS, the Board reserves the right to search all students as part of its inherent authority granted to it, and as such, has developed Administrative procedures to ensure that every safeguard is employed to protect the well-being of all students. The procedures are to be followed in order to conduct reasonable searches when it is necessary to maintain the health, safety, and welfare (safety, order, and discipline) within the school and school grounds.

FIELD TRIPS:

Permission slips will be sent home providing all information regarding field trips. Forms should be signed and returned immediately. The teacher will request parental involvement if needed and will provide information about the cost. Students without permission slips will not be allowed to go on trips.

SUPPLIES:

Students must come to school with adequate school supplies. Printing on backpacks and lunch boxes is permitted as long as it exhibits a positive message. We reserve the right to determine the appropriateness of printed messages on students' belongings and prohibit use of such. Teachers will send home a list of supplies needed prior to the first day of school and throughout the year. Backpacks must be made of durable material.

VISITORS AND BUILDING REGULATIONS:

In order to maintain a safe school environment and allow our teachers to teach without interruption, please abide by the following guidelines:

- All visitors and parents are required to come to the main entrance and buzz to announce their arrival.
- Upon entering the school building, parents/visitors must report to the office to sign in and show photo identification (such as state driver's license or government photo identification card). All visitors receive a Visitor's Badge which is to be worn while on LLACS campus.
- Visitors may not go into a classroom without first signing in and being announced to the teacher.
- Emergencies or early dismissals must follow requirements for A, (B & C do not apply).
- No pets or animals are allowed in the building unless authorized by the

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CEO/Superintendent.

CRISIS PLAN:

The United States Department of Homeland Security has maintained alerts regarding the security of our country. At **Lincoln Leadership Academy Charter School**, the safety of our children continues to be one of our highest priorities.

As a result of 9/11, every school is required to create an **Emergency Crisis Plan** that can be used as a guide in the event of an emergency. During the school year, we will conduct Crisis Drills where the children and staff will practice the emergency plan.

In the event that national, state or local officials declare an emergency, and we are required to keep the children after regular school hours, we are asking parents to donate canned goods or non-perishable items and water that can be stored at the School. We have included the advisories issued by the American Red Cross for Neighborhoods and Families for your convenience.

In the event that telephone contact is interrupted, please follow the directives provided by Federal/State/Local Authorities in order to determine a plan of action.

If the authorities recommend that residents remain in their present locations, the students will remain in the school. However, if contact with the school is not possible, and it is recommended that residents return to their homes, **please pick your child up immediately.**

Please see our website, llacslv.com, and refer to the TV and Radio Stations listed below in order to obtain pertinent information in case of an emergency:

- WFMZ-TV CHANNEL69
- NBC 10
- WPVI-TV CHANNEL 6/Action News
- WAEB AM 790, FM (B104)
- WZZO-FM (95.1)
- WKAP 1470 AM

EMERGENCY PHONE NUMBERS

POLICE/FIRE: 911

Allentown Police Department: 610-437-8709

Allentown Health Bureau: 610-437-7760

Bethlehem Police Department: 610-865-7281

Bethlehem Health Bureau: 610-865-7083

Local FBI Office: 215-418-4000

Department of Education website: www.pde.state.pa.us

The Original School To College Pipeline®

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DISCIPLINE

Code of Conduct and Procedures

- It is primarily the parents' responsibility to teach and discipline their children.
- We believe that discipline is at the "heart" of education. As parents, teachers, and administrators, we are called to train and model positive behavior. Our goal is to help each child realize his/her potential by recognizing and learning from poor choices that lead to poor behavior.
- Character values will be taught through classroom instruction, school counselors and staff. This instruction is intended to help the student develop the necessary character that the leaders of tomorrow will need.
- The purposes of discipline are to teach, correct, encourage, build up, and train a child/student.
- The things that students say and do reflect what is in their hearts. If a correction is to happen, we must look to determine the "heart of the problem" for a solution.
- Home and school must work as a team. It is our desire to help guide and direct the hearts of our students.
- Discipline will be administered with love, patience, and consistency.
- **To reach these objectives, we must gain parental trust and work together. At LLACS, our discipline is designed to:**
 - Identify the source of a child's negative behavior by helping him/her to reflect on "heart issues" (what is going on inside that is causing negative behavior).
 - Work from the negative behavior back to the heart to address heart issues.
 - Take a corrective approach to restore and move the child back onto the path of obedience and safety.
 - Rescue the child from a path of danger by expressing love, (which includes consequences and produces growth).
 - Teach a student how to realize internal peace.

Teachable goals for students:

- To empower children to self-regulate their behavior as they acquire the procedures, skills and attitudes required to resolve conflicts positively.
- Always obey and submit to those in authority.
- Always walk quietly in the school building.
- Respect and protect school property.

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- Demonstrate self-control (proper, acceptable language and behavior).
- Walk in love and forgiveness with others.
- To empower children to self-regulate their behavior as they acquire the procedures, skills and attitudes required to resolve conflicts positively.

TAKE 5 School-wide Positive Behavior Program

The Take 5 program is designed to build a social culture and behavioral supports that are needed to create an effective learning environment for all students.

Take 5 Rules:

- 1. Be there, be ready.**
- 2. Be responsible.**
- 3. Be respectful.**
- 4. Follow Directions.**
- 5. Keep hands and feet to yourself.**

Take 5 Goals:

- Develop a positive and nurturing school climate
 - Increase social and emotional skills of students
 - Reduce problem behaviors
 - Expand social skills support for ALL students
1. Discipline is a training that shapes, strengthens, corrects and helps the student to conform to the image and character of a leader. Since the school setting is an extension of the home, the teachers assist the parents in training the child during the time the child is in school.
 2. Students will be taught respect and submission to authority. Students are to follow classroom and school-wide rules. **We believe that authority and discipline is to be exercised with a balance of respect and firmness.**
 3. Disciplinary measures will be fair, firm and consistent.
 4. The Discipline Covenant requires absolute cooperation between the parent and the school in order to best help a child learn and apply positive character values in his or her life.

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DISCIPLINE GUIDELINES:

IMPORTANT NOTICE:

To promote the health, safety and welfare of all students, random inspections (searches) will be conducted on a regular basis. Strip searches are strictly forbidden and are not allowed by our school board. Male-to-male searches and female-to-female searches will be permissible. If the school believes that a child is hiding contraband in or near an area of the body that is considered private (underwear), the school shall call the parent and request that the parent search the student. In the absence of a parent, the police may be called to conduct the search.

The following guidelines will be followed through the **Discipline Covenant**.

Classroom Management Plan:

The teacher is required to provide a structured, safe and motivating classroom atmosphere which encourages the student's behavior to exemplify a character of integrity. She/he will enforce classroom discipline based on their classroom management plan that is consistent with the School-wide Take Five Plan. Expectations will be posted in every classroom and reviewed with children on a regular basis. Children will be expected to submit to authority and obey the first time to any instruction given by the teacher. Failure to do so may result in a **parent contact, loss of privileges, a written assignment, restitution, service project, and/or Administrative Referral.**

Steps one (1) through four (4) may be applied when the child has gone through the Classroom Management Plan:

1. An Administrative Referral will be completed and student will be referred to the CEO/Superintendent or designee for disciplinary action. A copy describing behavior and consequences will be sent to the parent(s)/guardian(s) to be reviewed and discussed with the student. A conference with the CEO/Superintendent or designee, teacher(s) and parent(s)/guardians may be requested.
2. If progress is not observed, stronger disciplinary measures may be used in an effort to effectively change behavior. Detentions will be assigned either during lunch/after school and or Saturday School. A conference with the parent(s)/guardian(s) may be requested with the teacher and CEO/Superintendent or designee. Contracts will be developed to modify and improve behavior and will be monitored and modified as needed.
3. Should the student continue to demonstrate an inappropriate behavior pattern, the CEO/Superintendent or designee will advise the parent(s)/guardian(s) that a suspension will be assigned for a designated period of time.

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4. If the student does not respond to any of the above measures, the CEO/Superintendent may refer the matter to the School Board for possible expulsion, and/or the parent may wish to withdraw the student.

SCHOOL-SPONSORED ACTIVITIES/EVENTS/BUS CONDUCT:

During special school sponsored events, students are expected to behave appropriately and follow the school rules. Students, who behave inappropriately, will be removed from any event or program immediately. They will not be allowed to participate with the other students.

Parent(s)/guardian(s) are encouraged to reinforce and remind their child of this policy prior to any school sponsored activity/event. Lincoln requires all students to conduct themselves in a manner that consistent with established standards for classroom behavior and the school.

Students are to obey all safety rules on the school bus. Students will be warned following a first referral due to disobedience. Upon a second referral, the student will be assigned a one (1) day suspension off the bus, second referral, two (2) day suspension; third referral will lead to a one (1) week suspension off the bus. Parents will be notified and copies will be mailed home. Continued misconduct will result in the student being suspended off the bus for the entire school year. Parents will be required to transport students to and from school.

Video/Audio Surveillance

The use of a video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

WITHDRAWAL OR EXPULSIONS PROCESS:

When a student has committed a serious violation of the school rules, or violates the laws of the Commonwealth of Pennsylvania, or has committed so many violations over the school year, LLACS may move to expel the student from School.

If a child is recommended for expulsion, he/she will be provided with a **Fair Hearing**. The parent

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may decide to withdraw the student INSTEAD of proceeding to an Expulsion Hearing (see next page for withdrawal).

Parents/guardians shall receive written Notice of Fair Hearing by First Class and Registered Mail, Return Receipt Requested, at least Ten (10) Days prior to the date the Fair Hearing is scheduled. The Notice will be sent by First Class mail and Certified Mail, Return Receipt Requested.

At the Hearing, the parent/guardian is entitled to question the witnesses and to receive copies of any document that will be offered into the record as evidence. The parent/guardian/parent may call witnesses, present evidence, and have the right to present their case (why the child should not be expelled).

The parent/guardian has the right to ask for copies of the student's discipline file before the Hearing Date.

The parent/guardian will be provided a translator at the request of the parent. The parent/guardian has the right to have the Hearing closed or open to the public.

The parent/guardian has the right to bring an attorney (parent's cost) of their choice or any person/advocate that the parent may choose to represent the student.

At the Hearing, LLACS will present the evidence that supports the recommendation for expulsion. The Board will act as the Finder of Fact (the Judge) and decide to expel the child, keep the child as a student with conditions, or mandate an alternative finding. The decision will be emailed/mailed to the parent within 2 days.

If the student is expelled, depending on the seriousness of the infraction(s), the Board may decide to expel the student forever, for one semester, or for one year. If the student is to be allowed to return at a certain point in time, the Board will provide in writing, a list of conditions that the student must complete in order to be considered for return. At the designated time, when the expulsion time has ended, the parent must submit a request in writing requesting that the student be reinstated. The parent must provide the necessary proof that the student met the conditions for Reinstatement at a meeting that shall be held with the CEO/Superintendent, the parent, student, and/or others invited to attend. The CEO/Superintendent shall notify the parents in writing of the decision within 5 business days.

Reinstatement will depend on space availability, whether the student complied with all of the conditions that the Board placed on the student at the time of expulsion, and the impact the return of the student may have on the student body.

Withdrawal:

When a student is to be recommended for expulsion for many continuous infractions, but has not violated any law of the Commonwealth of Pennsylvania, LLACS may decide in its discretion,

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to give the parent/guardian the option of withdrawing the student instead of proceeding to an Expulsion Hearing.

This means that the Parent/Guardian will **voluntarily** agree to sign the student out and seek to place the student in a different school.

If the parent/guardian voluntarily removes the student from LLACS, depending on the circumstances, the parents are welcome to reapply for entrance into Lincoln through the normal application process. Withdrawn students must turn in their Lincoln Student ID before leaving as well as all LLACS materials.

In the event that a Student is expelled or withdrawn, it is the parent/guardian's duty to provide the child an appropriate education as defined by law of the Pennsylvania Compulsory Attendance Act.

NOTICE and WARNING:

If a student violates any law of the Commonwealth of Pennsylvania, especially the ZERO TOLERANCE LAW (the student brings a weapon or drugs to school), LLACS will apply the law and the regulations of the Pennsylvania Department of Education equally and fairly to all students.

The parent/guardian and the Allentown Police Department will be notified.

Suspended, expelled, and/or former students:

Any student who is under suspension from LLACS, or has been expelled, and/or has officially withdrawn from LLACS, and is no longer a student of LLACS, is forbidden from participating in any school sponsored event or activities, and shall not be permitted to visit the school or the surrounding school property. If the student refuses to leave when asked, the school reserves the right to call the police department.

Students who withdraw or are expelled are required to return their Lincoln Student ID before processing the withdrawal or expulsion forms.

RESTORATIVE JUSTICE

This Code of Conduct sets forth the initial policies of the Lincoln Leadership Academy Charter School and is applicable to students, faculty and staff, and visitors to the school site.

The founders would note that certain policies contained in this Code of Conduct stem from federal, state, or local laws, regulations, or guidelines, and thus LLACS has little or no flexibility in applying or enforcing these policies. The majority of policies contained in the Code will, however, reflect the founder's vision as to rules and policies necessary to establish an appropriate academic tone, focus, and environment at LLACS.

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The Code of Conduct will be key to creating an environment conducive to learning at the Academy. In the following pages, the Code clearly defines expectations and school discipline policies, while focusing on character virtues deemed by LLACS's Trustees to be keys to success in school and throughout life. Among these virtues are:

- Attentiveness / Respect
- Obedience / Peace
- Truthfulness / Kindness
- Justice / Equality
- Gratefulness / Joy
- Generosity / Goodness
- Orderliness / Self-Control
- Forgiveness / Patience
- Sincerity / Honesty
- Virtue / Gentleness / Compassion

The character virtues listed above will be the basis upon which we teach and gauge appropriate conduct. The school's curriculum will support character building through literature assignments and lessons learned from history. Students will be encouraged to model positive character virtues in their every action and thereby to develop personal habits that characterize a civil society. The founders believe that daily interactions between staff and students provide the best opportunities for encouraging appropriate behavior and promoting the development of good habits. Thus, staff will be expected to interact with students in a positive manner at all times. One way in which this will be developed is by implementing Restorative Practices into our school culture. Restorative practices are utilized primarily to build and maintain positive relationships among the school community including students, teachers/faculty, administration and parents.

A restorative approach can be used as both a prevention and intervention measure. Restorative practices can foster positive relationships and empower community members to take responsibility for the well-being of others; prevent or deal with conflict before it escalates; address underlying factors that lead young people to engage in inappropriate behavior and build resiliency; increase the pro-social skills of those who have harmed others; and provide wrong doers with the opportunity to be accountable to those they have harmed and enable them to repair the harm to the extent possible.

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When used as an intervention measure, taking a restorative approach to discipline changes the fundamental questions that are asked when a behavioral incident occurs. Instead of asking who is to blame and how those engaged in the misbehavior will be punished, a restorative approach asks five key questions: 1) What happened? 2) What were you thinking at the time? 3) What have you thought about since? 4) Who was affected by what you did? In what way? 5) What do you think you need to do to make things right?

Types of Restorative Practices

- **Informal practices:** This would include the use of affective statements, affective questions, and small impromptu conferences. Affective statements—This is where an individual corrects behavior by explaining how such behavior affects them. For example, “When you speak while others are speaking, I become frustrated because I cannot continue my lesson.” Affective questions—promotes natural consequences and a change in thinking. For example, what impact has this situation had on you and others? Small impromptu conferences—these are quick meetings where the restorative and/or affective questions can be asked of individuals involved in a conflict. The aim is to get each individual to explain their side, what they were thinking and how the matter can be resolved.
- **Circles:** Circles are effective as both a prevention and intervention strategy. Circles may be used as a regular practice in which a group of students (or faculty or students and faculty) participates. A circle can also be used in response to a particular issue that affects the community. The circle process can enable a group to build relationships and establish understanding and trust, create a sense of community, learn how to make decisions together, develop agreements for the mutual good, resolve difficult issues, etc.
- **Formal Conferences:** There are two basic types of formal conferences—restorative conferencing and family group decision making (FGDM). Restorative conferences are formal responses to wrongdoing where all those involved and affected by an incident come together with a trained facilitator to explore what happened, who was affected and what needs to be done to make things right. This often includes the friends and family members of those who were wronged as well as those who did the wrong. The purpose of the conference is for both parties to understand each other’s perspective and come to a mutual agreement which will repair the harm as much as it is able to be repaired. FGDM is an event where decisions need to be made about a young person. These meetings are characterized by a high level of family involvement and often include extended family and friends. The crucial component of this type of meeting is the “family alone time” where the facilitator leaves the room and the family and young person work out a plan together.

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CLASSIFICATION OF MISCONDUCT

In order to protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in three levels based upon place of occurrence, frequency of occurrence, and the disruptive effect the behavior has on the safety and orderliness of the learning environment.

LEVEL I INFRACTIONS:

Level I Infractions are to be addressed and resolved in the classroom by the teacher.

A. Level I Infractions: Class Regulations/Consequences

LLACS enforces school policy through a cumulative tiered system. *Level I infractions include behaviors which disrupt the learning environment and occur within the classroom.*

1. Each classroom teacher or team of teachers will provide or involve students in the development of a Class Management Plan that must be consistent with the school's **TAKE FIVE PLAN**. The plan will include a list of descriptions of expected positive and prohibited behaviors in class and the consequences for failing to follow or obey rules. The plan would be shared with parents.

A. Consequences implemented by the teacher in the Class Management Plan may include, but are not limited to:

- conference with student
- conference with parent
- conference with guidance staff
- student detentions (during lunch, after school, or Saturday School)

- student contract
- modified instructional programming
- specially-designed assignments
- denial of class privileges

B. This Class Management Plan will be reviewed in advance and approved by a building administrator.

C. Special Education students who exhibit behaviors that violate aspects of the Student Handbook will require a review of their Individualized Educational Plan (IEP) and the Code of Conduct. A Behavior Management Plan will be prepared by LLACS staff with the involvement and agreement of the parent/guardian. Special Education students identified as Seriously Emotionally Disturbed (SED) shall have

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an IEP that includes a Behavior Management Plan. This plan is developed at the initial IEP conference and is revised as needed.

2. The classroom teacher will be the first person to work with a student who violates the classroom regulations using the Class Management Plan or Behavioral Management Plan incorporated in the IEP or Academic Support Plan.

3. A Student will be referred to an Administrator when the student refuses to follow the directions of a teacher or staff member.

LEVEL II INFRACTIONS:

A. LLACS enforces school policy through a cumulative point system. Students that refused to obey classroom teachers or other staff members that could not be resolved, and/or continued inappropriate behavior will be referred to an administrator and will be subject to receiving a consequence.

- Once a student is referred, the referral will be investigated, and the administration will determine the appropriate consequence(s), if any.
- A copy of each administrative referral will be mailed home to the parent/guardian. The student is given a copy of the detention or suspension date(s) that he/she must serve. A copy of the administrative referral is given to the Administrator or/designee. The Administrator/designee must call the home of the student and explain the infraction and inform parent/guardian of the consequence(s) given to the student.
- If the student receives three (3) suspensions from school, he/she will sign a behavioral contract with the Administrator, parent, teacher, counselor, and CEO/Superintendent in order to return to the school.
- If a student gets suspended a fourth time, the CEO/Superintendent may recommend expulsion or withdrawal.

B. Level II Infractions: School Regulations/Consequences

Level II infractions include behaviors which primarily occur in areas other than assigned instructional locations (outside the classrooms).

Examples of areas included in Level II infractions are negative behaviors that occur in the hallways, the gym, bathrooms, cafeteria, stairs, during arrival or dismissal, during school activities, assemblies, or on school property.

The school may define additional types of student misconduct to be included as Level II

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infractions and the consequences for those infractions.

1. Misconduct which meets the definition of a Level II infraction may be referred to an administrator for appropriate action within the guidelines established by the administration.
2. Continued class misconduct (Level I infractions) will be classified as a Level II infractions and may be referred to an administrator after the teacher has completed the Level I interventions outlined in the teacher's Class Management Plan.
3. Violations of student dress regulations are classified as Level II infractions. Student dress regulations are required to ensure safety or to avoid disruption of the educational process.
4. The possession, furnishing or selling of unauthorized items and or materials on school property is classified as a Level II infraction. Such items include but are not limited to electronic, entertainment, and/or communication devices. All such items will be confiscated, forwarded to an administrator, and returned only to a parent or guardian, at the end of the school year. Drugs and Alcohol are Level III infractions (see in Level III).
5. **DEFIANCE and INSUBORDINATION:** The definition of defiance and Insubordination is the willful failure or refusal to follow instructions or directions of an adult authority on school property or during school sponsored activities.
6. Students who continue to commit specific a Level II infraction will be considered to have committed the infraction of **INSUBORDINATION**, which becomes a Level III infraction, after a student receives 3 detentions for the same infraction.
7. A Student who has committed a combination of any five (5) Level II infractions will be considered to commit the infraction of **INSUBORDINATION**, which is a Level III infraction, after a student receives 5 detentions for those infractions.

After a student has committed five infractions from any combination of Level II categories, all further Level II infractions may be considered as the infraction of **INSUBORDINATION** by the building administrator.

The consequence for the Level III Infraction of **INSUBORDINATION** could lead up to a ten (10) day a suspension, Expulsion, or a Request to Withdraw.

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LEVEL II INFRACTION CHART

Behaviors that disrupt the learning environment, are defiant of school rules, and endanger the health and safety of others in the school or on the bus. Students may be required to provide a written statement of an incident as determined by administration.

DESCRIPTION OF INFRACTIONS

- 6 or more unexcused Latenesses to class
- 6 or more unexcused Latenesses to school
- Abuse of hall pass/loitering
- Bus violation
- Cafeteria violation
- Cheating/Plagiarism
- Class cutting
- Continuation of unmodified Level I behaviors
- Continuation of dress code policy violation
- Cutting Scheduled assignments (homeroom, lunch tutoring, etc.)
- Defacing school property
- Defiance/Disrespect in school or @ school-sponsored events
- Destruction of personal/school property including damage and/or loss of Chromebook or other devices (Citation/Restitution/Recovery Room)
- Dismissal misconduct
- Disruptive behavior in school or at school-sponsored events
- Forgery/Dishonesty/Plagiarism
- Harassment/Bullying
- Inappropriate display of affection in school or on school property
- Inappropriate touch sexual nature
- Inappropriate verbal comment sexual nature
- Inappropriate aggressive behaviors
- Instigating a fight or verbal altercation
- Lavatory misconduct
- Leaving school building/out of assigned area without permission at any time during the school day (Recovery Room)
- Unprepared for physical education
- Obscenity/Profanity (verbal/written/gesture)
- Physical Aggression
- Truancy (Recovery Room)
- Petty vandalism. Theft (citation/restitution/Recovery Room)
- Unexcused absence from administrative detention (Recovery Room)
- Unexcused absence from detention and/or teacher detention
- Unprepared for Recovery Room
- Violation of the technology contracts

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ALL LEVEL II OFFENSES ARE SUBJECT TO ADMINISTRATIVE REVIEW IN NO PARTICULAR ORDER:

- SATURDAY SCHOOL(s)
- 1-3 DAYS IN-SCHOOL SUSPENSION
- 3-6 DAYS IN-SCHOOL SUSPENSION

5TH OFFENSE IN LEVEL II MOVES DISCIPLINE TO LEVEL III, OUT-OF-SCHOOL SUSPENSION

4TH SUSPENSION WILL RESULT IN ONE OF THE FOLLOWING:

- FINAL WARNING LETTER
- CONDITIONAL STATUS
- RECOMMENDATION FOR EXPULSION

Administrative discretion may be applied for any infraction.
ISS & OSS NOTIFICATIONS ARE MADE BY TELEPHONE AND MAIL.

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LEVEL III INFRACTIONS:

REGULATIONS/CONSEQUENCES

Level III infractions include behaviors which cause an immediate danger or represent a willful, excessive disruption of the learning or school environment.

Level III infractions include prohibited behaviors during school, during school-sponsored activities on and off school property, and while students travel to and from school on school buses and/or public transportation (LANTA) as provided by school.

Level III infractions will be consistent throughout the school. All Level III infractions must be referred to an administrator as quickly as possible.

Level III infractions also apply to unacceptable use of computers.

Please note that the following behaviors require **INTENT** and may result in the referral to the **local police**. Intentional behavior requires intent (for someone to first think about what they are going to do, AND then doing it. Excuses like, "I was only playing," "I did not mean it," "I blanked out or blacked out," "I did not know what I was doing," or, "Yes, I meant to do it, but did not realize what could happen to the person," are not acceptable excuses for their behaviors.

1. Level III infractions include but are not limited to the following types of behaviors:

a. Activating False Fire Alarms: In addition to the school penalty imposed, students may also be persecuted under Section 4905 of the Pennsylvania Penal Code which includes a penalty of up to Five (5) years of imprisonment.

b. Destruction of School and/or Personal Property: Willful behavior, which results in the destruction or damage of Lincoln property, or the property of any student, employee, or visitor of the school. When it is determined that students are responsible for the destruction of school or personal property, the full cost of materials and labor to repair or replace the damaged property will be the responsibility of the parent/guardian of the student causing the destruction.

c. Disrespect: Willful behavior, which without reasonable cause is designed to lessen the reputation, honor, or public opinion of any individual. Any use of profanity and/or obscenity specifically directed at an employee or another student will be categorized as disrespect.

d. Endangerment: Willful, improper behavior, which may cause injury or harm to another individual or create an environment where injury or harm would be likely to occur. Should injury or harm to an individual actually occur, the behavior will be considered an assault.

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e. Extortion: Willful behavior, which causes any individual to relinquish a personal possession or individual right as a result of threat or fear of violence or personal injury.

f. Fighting: Fighting occurs when two or more students engage in the act of striking, hitting, kicking or coming into physical contact with one another. Students who hit each other will face the same consequences, regardless of who started the event. Self-defense is not an excuse for hitting back when a fight takes place in school, on school property, at school events outside of school, the school bus, or even when students are dropped off at their home stop. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as face possible criminal charges.

g. Physical Assault: Any student, who purposefully and willfully assaults another person, and causes physical harm or injury to the individual, commits an assault. A student may defend himself by avoiding or blocking or holding the other student if it is reasonably possible. A student who strikes back is deemed to willingly engage in a "fight." "Hitting back" is fighting, not self-defense. In addition to the school penalty imposed, the student may be liable for the payment of damages as well as face possible criminal charges.

h. Profanity/Obscenity: Any behavior, which visually and/or verbally presents ideas, which is considered offensive to and/or inappropriate for maintaining an effective school environment.

i. Theft/Larceny: The taking of property that belongs to LLACS, an employee, a student, or school visitor, intending to keep the property without permission, and depriving the rightful owner of the property, commits theft/larceny. In addition to the school penalty imposed, the student will be liable for restitution and possibly face criminal charges.

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j. Threats/Harassment

- Intentional behavior that results in trouble, anxiety or torment to another individual for no beneficial purpose. This includes but is not limited to expressions of intent, actual or attempts, to injure or harm an individual or their property.
- Depending upon the actual or apparent nature and intent of the threat, the disciplinary action sequence may be modified in order to protect the health, safety, and welfare of the school community. The modification may include disciplinary action up to and including expulsion from school.
- Students who express, in any manner, and statements which indicate a planned intent to injure or harm another individual will, after consultation with Administration, be referred to proper state or local authorities should the student behavior appear to violate local, state, or federal law.
- Students who make threats to injure or harm others may be subject to search of their person, personal belongings, or vehicles, as well as lockers.
- Students who engage in behavior as described above may be subject to civil and criminal charges in addition to school consequences.

k. Excessive Displays of Public Affection

Any of the following public displays of affection while on the school premises, the school bus, or school sponsored activities is prohibited:

- Kissing
- Inappropriate hugging, touching, rubbing, or body contact
- Fondling
- Sitting on another student's lap

Parents will be contacted and disciplinary action will be taken.

l. Hazing: This rule is meant to be consistent with PA Act 31, sections 5352, 5353, 5354

Hazing is considered any to be an individual act or group act of harassment of another individual or group by making fun of, ridicule, criticism or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. It is a form of intimidation and/or harassment. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic and activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) activities sponsored by LLACS. Students participating in hazing practices will be subject to disciplinary action at the discretion of the CEO/Superintendent/or designee, who will determine the severity of the

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discipline action to be taken including detention, suspension and/or removal from the team or school activity. Student leaders (team captains, club officer, etc.) are expected to discourage and report hazing

to their coach, teacher, and/or CEO/Superintendent/or designee. Hazing is a Class 3 misdemeanor and shall be reported to the police.

m. Bullying/Harassment:

The LLACS Anti-Bullying policy is consistent with PA Law H1067 (2008) and is hereby incorporated as one and the same.

Bullying includes an intentional electronic act (phone text messaging, phone calls, IM messages, or the use of computer social networks), written, (in any form), verbal (includes gossiping), or physical act, (including chokeholds, play fighting (Jugando de Mano), or series of acts directed at another student or students which occurs in a school setting.

“School Setting” is defined as the school, school grounds, in school vehicles, at the school bus stop, and any activity supervised or sanctioned by the school.

The act or acts, must be severe, persistent, or pervasive and have the effect of substantially interfering with the student’s education, creating a threatening environment, or substantially disrupting the orderly operation of the school.

Creating and maintaining a safe and welcoming environment for all students is a high priority for LLACS. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards.

Bullying is a form of intimidation and/or harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It has the effect of insulting or demeaning a student or group of students in such a way as to cause disruption of the orderly operation of the school. Bullying includes extortion of money or possessions, exclusion from peer groups within school, name-calling and derogatory statements, including any discriminatory statements prohibited by and consistent with LLACS nondiscrimination and harassment policies.

The LLACS bullying policy will be posted in every room and posted on the LLACS website.

Students, both victims of bullying and students who engage in bullying, will be removed from the classroom until the alleged incident has been defused and

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contained.

Every Level III Infraction will be addressed accordingly.

Depending on the severity of the infraction, students may be provided with individual counseling, group counseling, or both.

Parents will be notified within 24 hours of the incident and the proper consequences will be applied to each incident, which may include, some form of detention, in-school, out-of school suspensions, voluntary withdrawal, Expulsion and/or reported to the police.

LLACS shall provide In-service training on bullying to the entire staff during the course of the school year.

LLACS will provide materials to teachers and create a DVD depicting acts of bullying for use in the assemblies and/or classrooms.

n. Choke Holds and/or Horseplay

A Choke hold is defined as the wrapping of an arm by one student around the neck of another and squeezing the neck of the student until the student either "taps out" to be released, or begins to become dizzy, and/or lose consciousness. This "Game" is absolutely prohibited in school and/or school grounds and/or school sponsored activities. Choke holds are extremely dangerous and have been known to cause serious injury and even death.

In the event that one student places another in a choke hold, the student applying the chokehold shall be in violation of our Code of Conduct. The offense shall be treated as grounds for immediate suspension and or expulsion and referred to the local police as a crime.

Horseplay, and/or slap boxing (**Jugando de Mano**) will not be tolerated. Horseplay, and/or slap boxing, is defined as an activity where two or more students engage in either "play boxing with open hands," and/or engaging in physical contact that includes pushing each other, jumping on another's back, punching or hitting one another, or any other aggressive behavior that could make another student angry, and the activity leads to a serious confrontation, fight or injury to another person.

In the event that students engage in this type of behavior, it will be deemed a violation of the Code of Conduct, and on a case by case basis, a student(s) will face possible suspension, expulsion, and/or referral to the local police.

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o. SEXUAL HARASSMENT/MOLESTATION

LLACS prohibits sexual harassment/molestation of its students, parents, employees, supervisors, suppliers, or any other individuals. LLACS will not tolerate verbal or physical conduct of a sexual nature which is unwanted and uninvited, which harasses, disrupts, or interferes with another person's person, which creates an intimidating, offensive, or hostile environment. Sexual harassment and molestation are illegal.

We follow the following guidelines for sexual harassment complaints:

- All harassment/molestation complaints must be reported as soon as possible to the Director of Student Services, or the CEO/Superintendent.
- Harassment/molestation complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the utmost possible extent. The investigation will be objective and complete.
- No student, parent or employee will suffer reprisals for reporting sexual harassment or any other unlawful conduct.
- Upon investigation, if he alleged incident of sexual harassment/harassment has been determined to have taken place, prompt and effective remedial action will result.
- Any harassment/molestation complaint found to be frivolous, malicious, or based upon false information will result in disciplinary action and/or expulsion.

p. SEXTING

Any student who engages in the sending of sexually explicit photos, images, "sexting" text messages, or emails by using a cell phone or other mobile device, or any by other means (computers, Chromebooks, I-pads, etc.,) will result in disciplinary action, expulsion, withdrawal, and referral to the local police department.

q. GANGS, BEHAVIOR, SIGNS, GANG PARAPHERNALIA

Any student who engages in behavior that indicates that he/she is A gang member, and/or tries to recruit others, or bullies, menaces others, wears gang colors, signs or symbols, and otherwise engages in behavior that harasses or intimidates others will face possible suspension, expulsion and/or possible criminal charges.

r. DRUGS AND ALCOHOL

LLACS IS AND WILL REMAIN A DRUG-FREE SCHOOL. Any student who is

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in the possession of illegal drugs, including prescription drugs or over-the-counter drugs, of any kind, alcohol products, for personal use, or to give free or sell to another student, either on the school campus, school buses, or school sponsored events will face possible suspension, expulsion and/or possible criminal charges.

r. TOBACCO/VAPING

Any student who is in the possession of any form of tobacco, tobacco products and/or liquids that can be used to smoke in a pipe, or be “vaped” **and/or the use of “VAPE” pens or pipes**, either on the school campus, school buses, or school sponsored events will face possible suspension, expulsion and/or possible criminal charges.

2. Level III infractions resulting in personal injury to any person or substantial damage to property, or which otherwise results in actual harm to the health, safety, or welfare of the school community may be immediately referred by the building administrator and/or referred to the Board for consideration of referral for an expulsion hearing.
3. Students who repeat Level III infractions will be referred to the Board of Directors for an expulsion hearing. Repeat offenders will be defined as either:
 - a. Students who have exceeded 5-10 days of suspension during the current school year for a specific Level III infraction.
 - b. Students who have exceeded five (5) separate suspensions during the current school year for any combination of infractions.

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LEVEL III INFRACTIONS CHART

DESCRIPTION OF INFRACTIONS

- Bullying, Hazing
- Possession/Use of Prescription Medication (Refer to Drug/Alcohol)
- Possession/Use of illegal Drugs, Paraphernalia, "Hooka Pens," Vape Pipes, Pipes (Refer to Drug/Alcohol)
- Cafeteria misconduct (Throwing Food)
- Continuation of unmodified Levels I and II misbehaviors
- Dress Code violations
- Disruptive/Defiant behavior in ISS
- Defiance/Insubordination in school or at school-sponsored events
- Gross Misconduct/Disorderly Conduct in school or at school-sponsored events
- Harassment/Threats to students/school employees) Level III
- Profanity/toward student or adult
- Obscenity @ an adult (verbal/written/gesture)
- Activating Fire Alarm
- Physical altercation
- Destruction of School and/or personal property
- Fighting with injury/without injury
- Gambling/Extortion
- Endangerment
- Profanity Obscenity/Child
- Theft
- Trespassing on School property/buildings
- Tobacco Use, E-Cigarette, Vaping of oils or marijuana
- Unexcused absence from Recovery
- Room or refusal to serve Recovery Room
- Risking a catastrophe (bomb threats, false fire alarms, arson, dangerous chemicals, etc.)
- Possession/Use/Transfer of weapons/look-alike weapons (i.e. paint guns/baton, Billy club/tools/multi-tools, etc.) fireworks/explosives, look-alike explosives, chemicals/mace
- Serious Vandalism/Theft/Burglary
- Possession/Sale of stolen school property and/or property of district personnel
- Tobacco/Drugs/Alcohol/Controlled Substance/Drug
- Paraphernalia, Under the Influence-Possessing/Using/Receiving/Buying/Selling /Supplying
- Or the intent to commit any of the above (Refer to D/A)
- Pornography, Indecent Exposure

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- An act that constitutes a hazard to self or others
- Assaults against students, staff, visitors
- Terroristic Threats
- Felony Arrest-committed against school
- Physical Assault/Fighting
- Harassment/Stalking/Threats to students and LLACS employees
- Continuation of OSS suspension
- Continuation of unmodified Levels I,II,III misbehaviors
- Technology Violation-Inappropriate/Unauthorized use of computers, internet or social networks
- Homicide
- Continued Insubordination
- Threats to Students, Acts of Bullying/Hazing
- Sexual Offense
- Sexting
- Rioting (18 Pa. Con. Stat. § 5903.)
- Racial/Ethnic Intimidation

DESCRIPTION OF CONSEQUENCES

ALL LEVEL III OFFENSES ARE SUBJECT TO ADMINISTRATIVE REVIEW IN NO PARTICULAR ORDER:

- 1-3 DAYS OUT-OF SCHOOL SUSPENSION
- 3-5 DAYS OUT-OF-SCHOOL SUSPENSION
- 6-10 DAYS OUT-OF-SCHOOL SUSPENSIONS

5TH OFFENSE IN LEVEL III MOVES DISCIPLINE TO FINAL WARNING LETTER

ALL LEVEL III OFFENSES ARE SUBJECT TO POLICE REVIEW AND POSSIBLE CITATION/ARREST

“Disorderly conduct is defined as intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, and serves no legitimate purpose.”

Students who are suspended out of school are not permitted on school grounds or to attend/participate in extra-curricular activities.

Administrative discretion may be applied for any infraction.

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Student/Parent Complaint Procedure

When a student believes that s/he is a victim of hazing, bullying or any form of sexual harassment, the student shall report the incident orally or in writing, to a staff person, the CEO/Superintendent, or the LLACS Director of Student Services immediately. The Director of Student Services will investigate each incident and treat bullying as a Level III Infraction.

All school employees are required to report alleged violations of this policy to the CEO/Superintendent/or designee. An employee shall be subject to disciplinary procedures consistent with the current contractual agreement, as applicable, and LLACS school-wide policy for failure to report.

The CEO/Superintendent or designee will investigate the incident and maintain a confidential record in the discipline file of both the victim and bully. The CEO/Superintendent or designee will contact the parent/guardian of both the bully and the victim and inform them of the incident.

Victims and their parents/guardians shall be made aware of appropriate counseling, agency services and safety plan developments.

Parents/Guardians

Parents and Guardians must not hesitate when a child tells them that they are a victim of bullying and/or any type of the offenses listed above.

The health, safety and welfare of all students is extremely important to our school. Sometimes students or parents do not want to "snitch" or complain, but remember, unless you complain and bring a problem to the school's attention, or ability to help your child will be very limited without information from you or your child.

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PERMISSION TO MEDICATE FORM

(Medications, Drugs and Prescribed Medicines):

Parents are not permitted to send prescribed medicine or over-the-counter medicine to school with their children. A parent must fill out a **Permission to Medicate Form** for students who will need to take prescribed medicines. Lincoln must receive and approve this form before we can give a child medicine. We will require written medical instructions from a Doctor, health professional and the parent.

The School nurse will be provided with the medicines and the prescriptions. The only individuals who are authorized to give children their medicines shall be the parent, Nurse, the CEO or someone who is assigned by the CEO.

Over-the-counter medications such as Tylenol, Aspirin and Aleve, or cough medicines will require a signed note by the parent giving the school permission to give the child the amount that is required.

Students cannot take prescribed medicine or over-the-counter Medicines without following this process, or share any type of medicine with any other student.

Sharing or giving medicine to another student: A student who shares, (distributes), any type of legal medication with another student will face consequences for distributing a substance to another student who does not have a prescription for that medicine. **The consequence would be the same as a student who distributes illegal substances at the school, school grounds, or at school-sponsored activities (See Level III Infractions page 49).**

TOBACCO USE:

In order to promote the health, safety and welfare of all children, ALL Tobacco products, (Cigarettes, E-Cigarettes, smoked in pipes, vaped, or in any other form, is prohibited in school, on school grounds, in school buses, and school-sponsored activities. Tobacco cannot be smoked, vaped, or used by any other means.

A student who shares, (distributes), any type of tobacco product with another student will face consequences for distributing a substance that is forbidden at Lincoln. **The consequence would be the same as a student who distributes illegal substances at the school, school grounds, or at school-sponsored activities (See Level III Infractions page 49). Tobacco products will be confiscated and will not be returned.**

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PEDICULOSIS (LICE) CONTROL IN SCHOOL

The control of lice outbreaks is directly related to the staff, student and family education. Lice do not spread disease and are not considered a public health issue. Lice are small parasites that require warmth and blood to live. They cannot fly or hop. They are not easily spread and generally require head-to-head contact. Lice cannot crawl on a smooth surface and cannot live without a host. Nits are the eggs laid by the adult female louse, usually at the base of the hair shaft near the scalp. A first time lice infestation usually is 30 days old when first diagnosed as it takes that long for itching and other symptoms to occur. Personal hygiene or cleanliness at home or in school has nothing to do with getting head lice.

The Center for Disease Control, the American Association of Pediatrics and the National Association of School Nurses do not support excluding children from school for lice or nits. The school nurses remain to be the best screeners and educators for lice infestations. Evidenced-based practice has been considered to effectively come up with the policy and procedure for addressing head lice infestation in the school setting.

Upon receiving a complaint about lice or upon suspecting a lice infestation, the school nurse will carefully examine the scalp of the child in question and maintain confidentiality.

- Gloves do not need to be worn.
- Hair bands and clips may need to be removed
- Pediculosis sticks may be used to assist in separating the hair
- The examiner will look carefully for active/moving lice, nymphs (immature lice) and nits no farther than a ¼ inch from the scalp. These findings would indicate an active infestation.

If an active infestation is found, every effort will be made to send the child home for treatment.

- Contacts (close friends, siblings) will be screened if an active case is found.
- It is not necessary or advised to screen the entire class or school.
- Parents will be given a printed copy of lice treatment instructions and educational material on head lice.
- Parents or guardian will be encouraged to contact the child's health care provider.
- Students with an active infestation will be permitted to return to school the morning after they have been treated.
- Parents must provide proof of treatment. Such as a box top or store receipt.
- Students will not be excluded from school.

The presence of nits (lice eggs) more than ¼ inch from the scalp will not be considered an active infestation and does not require exclusion or treatment. Parents will be notified and will be given instructions on nit removal. Treatment of head lice should never be initiated unless there is a clear diagnosis of head lice.

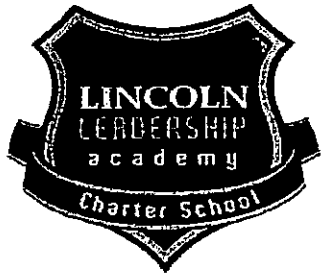
Lincoln Leadership Academy Charter School

* If the diagnosis is made solely on the presence of eggs, health personnel must determine whether the eggs are hatched or un-hatched. The presence of only hatched eggs (lice not observed and empty egg shells) indicates past infestation and does not constitute grounds for treatment, re-treatment or in the case of children suspension from or refused admission to school. On the other hand, the presence of un-hatched eggs indicates an active infestation that requires treatment. Since head lice attach their eggs to the hair shaft very close to the scalp, un-hatched eggs will normally be within 1/4 inch of the scalp's surface; hatched eggs will be 1/2 inch or more from the scalp.

* Commonwealth of Pennsylvania Department of Health:

Guidelines for a School Based Program for Control of Lice Infestation and Other Related Condition.

- Printed lice information will be available for parents/guardians. Information may be sent home with all students in specific grade or grades after consulting with administration.
- Follow up care will be made available to the families.
- The staff will be provided with detailed lice education material and /or short educational presentation by the school nurse.
- Families will be advised to properly wash and dry clothing, bedding and other personal items.
- Parents will be instructed not to over treat the student and to only follow the product instructions.
- The school nurse may use other outlets such as a Health Room Update letter, to educate families.



*Lincoln Leadership
Academy Charter
School's*

*Responsibilities, Rights, and
Resources For Homeless Children*

Responsibilities

Lincoln Leadership Academy Charter School is committed to do what is in the best interest of homeless children and youth. Lincoln Leadership Academy Charter School will maintain a stable educational environment for children who are experiencing homelessness.

Definition of Homelessness

According to the McKinney-Vento Homeless Assistance Act, students are considered homeless if they lack a fixed, regular, and adequate nighttime residence, even if the residence is temporary. Students who live under the following circumstances are considered homeless:

- Living with friends or relatives (doubling up) due to loss of housing, economic hardship, or similar reason
- Living in cars, parks, public spaces, abandoned buildings, buses, or train stations
- Unaccompanied youth who may be living in a shelter, inadequate housing, or denied housing by family
- Living in motels, hotels, or trailer parks used to house homeless families
- Living in an emergency shelter or transitional shelter
- Living in camping grounds

Where will my child go to school?

You have the right to decide whether it is best to:

- Keep your child at Lincoln Leadership if your child attended Lincoln Leadership before becoming homeless (school of origin); or
- attend the school serving your temporary nighttime location.

Parents/guardians should consider what is in the best interest of your child. For example

- special needs of your child
- continuity of instruction
- length of stay in your temporary nighttime location
- time and distance to transport your child to and from school

Your child has a right to continue his or her education at Lincoln Leadership Academy Charter School should your child become homeless at any point of his or her educational career at Lincoln.

If your child attended a different school (school of origin) before becoming homeless, Lincoln Leadership will communicate with the other school district regarding enrollment and transportation.

What do you need to enroll my child in school?

According to Charter School law, your child may be required to enter a random drawing if Lincoln Leadership has more applicants than seats available for your child's grade. As a Charter School, your child will be required to fill out a pre-enrollment Inquiry form.

If your child is accepted, you will be required to provide and/or fill out the following:

- School records
- Birth certificate
- Immunization records
- Home Description Form

If you do not have these documents, please inform the Enrollment Secretary and ask for help.

Your child will be automatically eligible to receive breakfast and Lunch. Additionally, the Lincoln will provide you with information about other programs that may be available to your child.

How will my child get to school?

Transportation will be provided or arranged for homeless students attending Lincoln Leadership (school of origin) or the school serving their temporary nighttime location, except for walkers. School staff will assist in arranging transportation, which is provided by the sending schools days. If your child misses school due to lack of transportation, the absence will be excused. If a homeless student becomes permanently housed during the school year, he or she will continue to receive transportation until the end of that school year.

Resources

The Lincoln Leadership homeless liaison, Enrollment Secretary, or other school staff can help you do the following:

- Locate and obtain school records
- Obtain required immunizations
- Seek additional services such as special education, tutoring, and school supplies
- Transportation
- Seek support from appropriate governmental and community agencies such as the Department of Health and Human Services
- File an appeal over any disagreements regarding which school would be in your child's best interest
- Basic Education Circular (BEC) on Homelessness

Important Information

Lincoln Leadership
Academy Charter School
Homeless Liaison
484-860-3300 ext. 110
tmorales@llacslv.com

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Regional Coordinator
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