



EAST LYCOMING ELEMENTARY SCHOOLS

Ashkar ~ Ferrell ~ Renn

**Elementary Handbook
2023-2024**

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Handbook & forms available at <http://www.elsd.org>

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Mission Statement

The East Lycoming School District, in partnership with its community, is committed to excellence. Our mission is to inspire and empower all students to reach academic success and live with integrity.

Vision Statements



Wellness Before Academics and Community Before Consequences

Learning of Every Student is My Responsibility

Effectiveness is Determined by Character, Relationships, and Competence.

Positive Transparent Communication Builds Trust and Determines the Outcome

Passion Drives Learning. Find Yours. Share It.

We believe in:

- Maintaining positive collaboration with parents, students, business leaders, staff, and community members in order to build healthy relationships.
- Preparing all students to maximize 21st century skills with relevant experiences.
- Providing educational programs that respect individual differences and diversity.
- Teaching students to become responsible, productive citizens in a global society.
- Achieving excellence through rigorous and relevant educational opportunities.
- Holding each individual accountable for his or her own decisions
- Helping each student identify his or her own strengths to reach full potential.
- Promoting passion for learning.
- Communicating high expectations to promote high achievement.
- Creating lifelong learners

SPARTAN P.R.I.D.E.

Character education is the process of helping students develop and practice core ethical values that our diverse society shares and holds important. Core characteristics of and character education programs could be, but are not limited to: respect, responsibility, trustworthiness, caring, integrity, honesty, perseverance, discipline, excellence, and citizenship. The core character traits that will guide our character education, called “**Spartan P.R.I.D.E.**,” are as follows: **P**erseverance, **R**espect, **I**ntegrity, **D**iscipline, and **E**xcellence.

Spartan P.R.I.D.E. Pledge:

I commit to Spartan Pride by practicing the following:

Perseverance

Respect

Integrity

Discipline

Excellence

Spartan PRIDE begins with ME!

STUDENT RESPONSIBILITIES

Student responsibilities are determined by the rules and regulations shared by the Pennsylvania State Board of Education. These responsibilities are:

- Regular school attendance, conscientious effort in classroom work, and compliance with the school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- Not to interfere with the education of his or her fellow students.
- It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- To express their ideas and opinions in a respectful manner.

To conform with the following:

- Attend school daily and be on time.
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to their education process.
- Assist the school staff in operating a safe school for all students who are enrolled.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Make up work for legal or excused absences.
- Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and the local school authorities.
- Report accurately and not use indecent or obscene language.

ARRIVAL TIME & LEAVING SCHOOL WITHOUT PERMISSION

Students are expected to arrive at the elementary school by 8:00 AM. If a child arrives after 8:15, he/she and the parent/guardian must check in at the office and will be marked tardy. **No student should be dropped off prior to 7:30 AM.** Appropriate supervision is not at the buildings. All students should report directly to the assigned areas in each building as soon as they arrive. Students must report to the cafeteria for breakfast starting at 7:30 AM. No one is to leave the school property without permission from the office. Doing so will necessitate disciplinary action. **Only school students are permitted to enter the building without prior approval.**

ADMISSION GUIDELINES /IMMUNIZATIONS

All students are eligible to enter kindergarten if they have reached the age of five by September 1st and have the following immunizations:

- Four doses of tetanus, diphtheria, and acellular pertussis (One dose on or after the fourth birthday)*

- Four doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- Two doses of measles, mumps, rubella ***
- Three doses of hepatitis B
- Two doses of varicella (chicken pox) vaccine or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable, DT or Td*

***A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.*

****Usually given as MMR*

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization).

LEAVING SCHOOL EARLY OR GOING HOME

Students may leave school early (prior to regular dismissal) for circumstances such as a doctor's appointment or a family emergency. **Leaving early for other reasons is strongly discouraged.**

If parents/guardians know that their child will need to leave early, they should send a note to the teacher/office that morning stating the time and reason. When picking up a student, parents/guardians are to report to the main office first. **The parent/guardian must sign-out any student who is leaving early at the office.** The secretary will then call the student to the office. The principal may conference with the parents if a child frequently leaves early.

For the protection of all students, a parent/guardian should send a note anytime a child is to ride a different bus or be picked up by an adult, other than the parent (including relatives). Please provide the school with a current copy of any court order, which lists special arrangements the school is expected to follow.

COMPULSORY ATTENDANCE AND TRUANCY ELIMINATION PLAN

ATTENDANCE

A. Compulsory Attendance Requirements

Compulsory school age refers to the period of a child's life from the time the child enters school until the age of seventeen or graduation. It is mandatory for all children of compulsory school age to attend school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught.

The Pennsylvania Supreme Court has ruled that "once a parent/guardian elects to enroll a child in a public kindergarten program offered by a school district...the child has 'entered school' and it is the duty of the parent or guardian to comply with Pennsylvania's compulsory school attendance laws".

B. Attendance Excuses

There will be days that children may not be able to attend school due to illness. If a parent wishes to pick up homework assignments at the end of the school day, he/she must call the office preferably in the morning before 10:00. For the convenience of our parents, answering machines, voice mail and e-mail have been installed in each of the elementary building offices. Parents/guardians may contact in the evening or before school opens to report an absence and/or request work. (Refer to Board Policy # 204 for complete policy)

Upon returning, the student must bring in a written excuse within three days, or the absence will be considered as "illegal". The excuse should be given to their homeroom teacher or office and must include:

- The students' name
- The dates of absence
- The reason for absence
- The signature of the parent

C. Categorizing Absences: What Is Unlawful Absence From School?

All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within **three calendar days of the absence** and should be informed that if they fail to provide a written excuse within three days of the absence they will be considered illegal.

D. Lawful Absence From School

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. ELSD considers illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval as the only lawful absences.

E. Family Excursions

Parents/guardians may apply to the elementary principal for an “excused absence” when taking a child from school for a trip or family vacation. The trip (vacation) may not exceed ten consecutive school days or twelve cumulative days per year for two or more trips. The student must make up missed assignments within one week after the last day of absence.

The parents/guardians are expected to complete the Family Vacation Request Form, which is available in each school office or on the ELSD web page, at least one week before the scheduled absence and make arrangements with the classroom teacher to get the assignments, which is expected to be completed.

F. Cumulative Lawful Absences

A maximum of ten days of cumulative lawful absences, verified by parental or doctor notification, may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician.

Under Section 11.24, students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

G. Illegal Absences – Habitual Truancy

Habitual truancy negatively impacts a child’s school performance and increases the likelihood of juvenile delinquency. The School Code defines habitually **truant** as absence for more than three (3) school days or their equivalent following the first notice of truancy given after a child’s third unlawful absence. **Therefore, only three (3) unexcused or illegal absences are permitted per year.** The parents will be notified of the illegal absences by mail, email or phone. **Student(s) need a doctor's excuse after 10 days of legal or illegal absences. If a child of any age continues to be truant after the above actions have been taken, then citations will be**

filed with the local magisterial district judge citing the child's continued truancy. Every parent/guardian is subject to penalties, if requirements are not met. *According to the truancy law, the penalties for parents and their child is (1) up to \$300.00/day illegally absent, and (2) loss of license for 90 days for the child.*

Special Note: According to Pennsylvania School Code, students/parents have three (3) days following an absence to submit to the school in writing the reason for the absence. Any excuse forms not turned in within the 3-day requirement, automatically is an unexcused absence.

H. Parental Notification Concerning Absences

1. After a student has accumulated three unexcused absences
2. After a student has accumulated their fourth unexcused absence
3. After a student has accumulated their fifth unexcused absence requesting a meeting with the administration/Truancy Advisory Panel
4. After a student has accumulated their tenth absence, excused or unexcused, the student may be required to have a doctor's excuse for future absences to be excused.

TARDY

- Any student who arrives after 8:15 A.M. will be considered tardy. A student will be excused for doctor appointments and dental appointments.
- If your child accumulates **five** tardies during the school year, their teacher will contact you to see if they can assist with this problem.
- If your child accumulates **ten** tardies during the school year, the principal will contact you. A conference may be requested at that time.
- If this behavior continues your child may be assigned an after school "work session" to make up time missed. This does not apply to students who were late due to doctor, and/or dental appointments. You will be required to provide us with an excuse from your doctor for verification.

HOMEWORK

All homework assignments should be defined as an independent project and/or activity involving practice and/or review of a previously instructed concept or skill. Assignments are to be completed by the student at home and should be able to be without assistance. Homework

assignments should never last more than one hour. They are not meant to frustrate or overwhelm a child. If either of these things occurs, please contact your child's teacher.

Student Expectations

- Be responsible for taking and returning all necessary materials to and from school (books, papers, Chromebooks, etc.)
- To complete assignments and return on due date
- To complete assignments neatly and legibly
- Will put best effort forth to complete daily assignments accurately

Teacher Expectations

- All homework assignments will be posted in the classroom
- Teachers will check for understanding with their students at the time assignments are given
- Will give 3 days prior notice for most major tests
- All assignments will be checked and reviewed by the teacher
- Will notify parents after 3 missed assignments

Parent Expectations

- Will provide an established time every night
- Will provide a structured place with necessary materials
- Will check for completeness and neatness
- When requested, will sign assignment book and/or assignment sheet
- Will ask child nightly about assignments
- Will send a note to school when circumstances do not allow a child to finish homework

COMPLETION OF CLASSWORK/HOMEWORK ON TIME

It is each student's responsibility to fully complete classroom work and homework and return it to the teacher on the date and at the time designated.

Students who have been absent due to illness, will generally be given additional time to complete essential assignments.

Students are expected to make up all incomplete work as soon as possible. If a student has incomplete or missing assignments in a particular class, the teacher of that class will notify the parents/guardians.

LIBRARY BOOKS/TEXTBOOKS RESPONSIBILITY

Students are expected to keep their textbooks and library books in good condition. Parents, as legal guardians, are responsible for the school materials given to their child. Report cards will be held in June until all materials are returned or paid for in full.

SPECIALIZED SUBJECTS/SUPPLEMENTAL COMPUTER INSTRUCTION

Elementary students receive weekly instruction from certified specialists in the following subjects:

ART	Gr. K - 6	30 minutes/week
MUSIC	Gr. K - 6	30 minutes/week
PHYSICAL EDUCATION	Gr. K - 6	60 minutes/week
LIBRARY	Gr. K - 6	30 minutes/week
CHORUS (optional)	Gr. 5 & 6	30 minutes, 1 time/week

Participation in chorus requires the student's participation in two annual concerts and the rehearsals prior to the performances.

BAND (optional) Instrumental Gr. 5 & 6 students -1 time/week

Parents must sign the Hughesville Band Registration Form to admit their child into the program. Band students are required to attend all performances during the school year. Students must attend all band classes/rehearsals (1 per week). Students must also attend all weekly band lessons (1 per week) to prepare for band class. The elementary band program is also a training program providing the prerequisite skills that are needed to participate in the Hughesville High School Spartan Band. Band students receive a band grade on their report card along with a detailed evaluation record for each nine-week period.

COMPUTER

Each student receives, when appropriate, technology enhanced and guided instruction and practice. Students Grades Pre-K through Fifth, will not be one to one.

INTERNET

The Internet is used to support education by providing access to unique resources and the opportunity for collaborative work. In order for a child to use this resource, a contract signed by the student, parents, and teacher must be on file. Internet use is under the direct supervision of a teacher. Inappropriate use will result in disciplinary consequences and loss of privileges.

NUTRITION GUIDELINES

The East Lycoming School District Board of Education approved a Wellness Policy on Physical Activity and Nutrition. The nutrition guidelines for schools in regards to: Lunches, Fundraisers, Classroom Parties/Holiday Celebrations, and Rewards in the classroom are addressed in the policy. Nutrition, Inc., the district's contracted food service, is taking the necessary steps to ensure that school lunches and snacks sold meet the requirements. The PTA, PTAC, PTO, and school staff have been apprised of the acceptable standards of items for sale for fundraisers and rewards **during** school hours. We are looking for cooperation and assistance from families with the implementation of the section of Classroom Parties/Holiday Celebrations.

This section reads:

Classroom parties will offer minimal amounts of food (maximum 2-3 items) that contain added sugar as the first ingredient (see added sugar*) and provide the following:

- Fresh fruits and vegetables
- Water, 100% fruit juice or milk

(*Added sugar includes: brown sugar, corn sweetener, corn syrup, dextrose, fructose, fruit juice concentrate, glucose, high fructose corn syrup, honey, invert sugar, lactose, maltose, malt syrup, molasses, raw sugar, sucrose, sugar, syrup)

Birthday treats do not fall under party guidelines, but we strongly encourage parents to seek healthy choices.

NUTRITIONAL SNACK/MORNING BREAK

A snack time may be provided each day. Students are allowed to eat a nutritional snack at that time. Suggestions for healthy snacks include: fruit, raw vegetables, beef sticks, trail mix, seeds, and nuts, crackers with peanut butter or cheese, pretzels, popcorn, granola bars, pudding, or applesauce. **No candy, gum, or soda is allowed for snacks.**

ELSD NUTRITION CHARGE POLICY

All students are expected to have lunch every day. If a student comes to school without a lunch and does not have a note from their parent excusing him/her from lunch, it is expected that the child will charge the cost of the lunch so he/she will be able to eat that day.

It is strongly recommended that students have a lunch which is low in sugar and fat. Further, bringing soda to school is strongly discouraged.

In order to establish a uniform practice concerning student charges for meals:

1. When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district will provide assistance to parents/guardians applying for free/reduced-price school meal benefits. Communications regarding money owed by a student for school meals shall be made to the student's parent/guardian, not the student.

2. No a la carte items can be purchased by any student:

- a. When there is a negative balance in the account.
- b. If there are insufficient funds to cover the items being purchased.
- c. Kindergarten milk debts will be deducted from accounts monthly.

3. Cafeteria accounts can be managed online at schoolcafe.com. Online, parent(s)/guardian(s) can view balances, receive email notifications and/or make deposits to their children's accounts.

SchoolCafe provides parents with the ability to prepay for meals, monitor student cafeteria purchases, receive email notifications for low account balances, set up automatic payments and place spending limits on purchases.

How do I enroll?

1. Go to www.schoolcafe.com.
2. Create an account and add your student(s).
3. Make payments to student accounts and set up for automatic payments (optional).

If you have further questions, please go to www.schoolcafe.com and select the FAQ link. If you need assistance with the enrollment process, please call Michele Hicklin at (570) 584-0194.

4. At the end of the school year, all balances, both positive and negative, will be carried into the next school year.

Collection of Unpaid Meal Charges

Parent(s)/Guardian(s) are responsible for unpaid meal charges. If unpaid meal charges are not paid in full, the charges are considered delinquent debt. The district will work closely with parent/guardian(s) to create a repayment plan. The district reserves the right to forward delinquent debt to an outside Collection Agency and/or District Magistrate for payment.

Collection of Non-Sufficient Funds (NSF Checks)

A written notice will be sent to the parent(s)/guardian(s) explaining a deduction from the student's account in the amount of the non-sufficient funds, plus additional fees. The notice will also include the parent(s)/guardian(s) responsibilities regarding non-sufficient funds and request that funds be deposited within 15 days. The notice will provide that if non-sufficient funds are not paid in full within 15 days of

the written notice, then the school district will forward the debt to the Magisterial District Court for payment, plus filing fees.

Your cooperation in this matter is greatly appreciated. Menus can be viewed at <http://eastlycoming.nutrislice.com>

IMPORTANT CLARIFICATION: The East Lycoming School District does participate in the National School Lunch Program for free and reduced priced meals. However, the **District does provide free Breakfast and Free Lunch for Free or Reduced** for eligible parents. Applicants can obtain the appropriate form request at <https://www.elsd.org/>. If your student wishes to have a snack you would need to provide funds in the student's account to allow them to make that purchase. If parents/guardians do not wish to give their children this option, please contact the cafeteria.

FREE AND REDUCED MEALS

Applications for free and reduced meals are completed online through School Cafe. Applications must be submitted before the end of September for review of qualification in the new school year. Students without free or reduced applications completed by October 5, 2023 will be placed on full paid status. **Charges incurred on full paid status are the responsibility of the parent/guardian.** Please contact the District Office at 570-584-2131 with questions regarding applications.

ELEMENTARY MEAL PRICES

Breakfast: *Free for all students*

Lunch: \$2.05 **Free and Reduced Lunch-Free**

Applicants can apply for Free or Reduced Lunch at <https://www.elsd.org/>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at, http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

HEALTH ROOM INFORMATION

RECOMMENDATION FROM THE SCHOOL NURSE ON ATTENDANCE

*BASED ON GUIDELINES FROM THE AMERICAN ACADEMY OF PEDIATRICS AND
PENNSYLVANIA DEPARTMENT OF HEALTH*

(Please refer to Board Policy 210 on www.elsd.org for the entire policy)

Keep your child home from school when:

- Their temperature is 100 degrees or more prior to school in the morning, or higher temperature associated with cold-like symptoms. They should be fever-free for at least 24 hours (without the use of fever reducing medication like Tylenol or Ibuprofen) before returning to school.
- They vomited the morning before school.
- They have persistent diarrhea or diarrhea not contained.
- They have red eye(s) accompanied with drainage or matting.
- They have been diagnosed with an infection (such as “pink eye”, strep throat, MRSA, impetigo). They should be on an antibiotic for at least 24 hours before returning to school.

MEDICATION POLICY

In accordance with the recommendation of the PA Department of Health, the student will be given medication only if there is a **DIRECT WRITTEN ORDER BY A PHYSICIAN.**

The student, a parent, a guardian, or responsible adult, who is acting on behalf of the student, should bring the medication and the properly completed form(s) to the nurse’s office. The school nurse or an individual designated by the building principal will give the medication to the student. All medication will be kept in a locked area (i.e. drawer, security box, or cabinet). At the end of the designated time period, which shall be set by the physician, all unused medication will be returned or destroyed.

The “Request To Administer Medication” form must be completed by the parent/guardian and **PHYSICIAN BEFORE** any prescription or non-prescription medication will be administered, this includes all asthma inhalers. The form is available at the nurse’s office and on the school website. It must contain the following information:

1. Name of student
2. Name of medication
3. Purpose of medication
4. Amount and time medication is to be given
5. Signature of parent/guardian and physician

Acetaminophen (Tylenol) and Caladryl Clear/Aveeno will only be given in accordance with the non-prescription medication protocol established by the school’s health care provider and written consent from the parent/guardian obtained from the student’s emergency card. Nurse discretion will be used to determine the need versus the risk of administering Acetaminophen.

The request to carry an inhaler must be specifically written on the prescription order form by the licensed prescriber and the self-administration of medication protocol must be completed.

All medication must be in the original pharmaceutically dispensed and properly labeled container (may not be written on by the parent/guardian). Medications sent in Tupperware/plastic containers, envelopes, or plastic bags will not be administered to the student.

Medication can only be given during school when failure to take such medication would jeopardize the health of the student. The **first dose** of any medication **must** be given at home. The parent/guardian will be responsible for the cutting of tablets.

Unused/Expired Medication:

1. Parent/guardian will be requested to pick up unused/expired medication
2. If the parent/guardian does not pick up the medication by the last day of the school year, the school nurse will need to destroy/discard the medication. A school district employee will witness this act if the medication to be discarded is a controlled substance.

A new order must be obtained each school year as a written order expires at the end of the school year in which the order was written.

IMMUNIZATIONS

Commonwealth of Pennsylvania

FOR ATTENDANCE IN ALL GRADES:

- Four doses of tetanus, diphtheria, and acellular pertussis (One dose on or after the fourth birthday)*
- Four doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- Two doses of measles, mumps, rubella ***
- Three doses of hepatitis B
- Two doses of varicella (chicken pox) vaccine or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable, DT or Td*

***A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.*

****Usually given as MMR*

Children ATTENDING 7th grade need the following:

- One dose of tetanus, diphtheria, acellular pertussis (Tdap)
(If five years has elapsed since last tetanus immunization)
- One dose of meningococcal conjugate vaccine (MCV)

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization).

PEDICULOSIS (HEAD LICE AND/OR NITS)

Head lice are tiny wingless parasitic insects that can live on the head and scalp of people, especially children. They are about the same size as a sesame seed. The nits or eggs are very tiny; half the size of a pinhead and very difficult to see. The nits vary in color from yellowish-brown to pearly white and are teardrop shaped. Head lice are usually transmitted through close, personal contact. Lice respect no one and no one is immune from them; no matter how clean.

1. Any student suspected of head lice or nits will have his/her head inspected by the school nurse. The parent/guardian or authorized party will be contacted, if the student needs to be taken home. An exclusion letter and instruction for the treatment will be given to the parent/guardian at the time of exclusion. The exclusion letter must be completed prior to the child returning to school.
2. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will notify the nurse and return to the school with the student. The nurse will inspect the hair in the presence of the parent/guardian and determine if the child may be permitted to resume school activity. If the child is not able to return, procedure for re-entry will be repeated. Please note that absences more than 48 hours after the exclusion will require a doctor excuse.
3. There **will not** be a general notification when lice are found within a classroom.

ALCOHOL, TOBACCO, OTHER DRUGS, DANGEROUS INSTRUMENTS, AND LOOK-ALIKES

Uses of tobacco, alcohol, drugs (without a doctor's prescription), weapons, and dangerous/potentially dangerous instruments, in any form, are prohibited on school property by School Board Policy. Look-alikes are also prohibited. These are not to be brought into school by students under any circumstances. **If a student is found possessing any of the above items, he/she may be suspended and will possibly have to face other consequences, which may include but are not limited to consequences listed under the Severe Misbehavior Section of the handbook.**

SEARCHES AND SURVEILLANCE ON SCHOOL PROPERTY

Desks, books, school issued Chromebooks and lockers are the property of the school and the school has the obligation to insure that they are used properly. A search may be conducted, with reasonable cause, at any time to protect the health, welfare, and safety of the children and the educational process. The principal or his/her designee will conduct searches.

A search of a student's personal property (i.e. book bag, articles of clothing, etc.) may be conducted, with reasonable cause, to protect the health, welfare, and safety of the children and the educational process. The principal or his/her designee, in the presence of another

professional employee, will conduct these. Students may be subject to recorded surveillance throughout the day. Tape recorders, cameras, and video/audio recorders may be used to monitor activities on buses, in classrooms, hallways, the cafeteria, and in other locations on school property, with administrative approval. Students may be subject to disciplinary action, based on the recorded information, after a thorough investigation and conference.

FIRE DRILLS/SAFETY DRILLS

For the safety of all students, fire drills are conducted monthly, minimum of two yearly intruder drills, and weather drills annually. During all such drills, students are to follow directions and move from the classroom quickly and in an orderly manner.

FIELD TRIPS

The East Lycoming School District is excited to offer many opportunities for its students to participate in field trips throughout the school year. Educational opportunities outside the classroom walls are viewed as a crucial component of all students' education.

With the safety of students being a paramount concern for any school district, we reserve the right to cancel trips based on reasonable information that may cause undue harm to students. With every trip there is a certain element of risk. However, no matter what the situation, every effort will be made to ensure the safety of our students.

Parents can opt their child out of participating in an out-of-school trip. We completely understand and respect the decision of any parent/guardian when it comes to the safety of children. For those students who do not participate in field trips, an appropriate educational activity will be provided by school personnel. The building principal has the final decision on children participating in any out-of-school trip.

***Parents accompanying students on school-sponsored trips are required to obtain correct clearances. See page 23 for details.**

ASSEMBLIES

Students are expected to always be on their best behavior, especially when attending assembly programs and field trips outside the regular classroom. There are often many people at the event

and it is important that everyone follow the directions being given so everyone can safely enjoy the program.

Students should:

1. Enter and leave quietly in order to hear directions.
2. Pay attention to where they are going as they move along.
3. Follow all directions given by any adult in charge.
4. Demonstrate appropriate audience participation such as clapping and cheering.
5. Not participate in any form of disorderly behavior such as foot stomping, whistling, booing, pushing, or shoving.

FIELD TRIP EXPECTATIONS

1. Follow bus rules.
2. Listen and show respect to presenters, tour guides, chaperones, or other adults.
3. Stay with chaperones at all times.
4. Report any suspicious/inappropriate behaviors to adults in charge.

ITEMS PROHIBITED IN SCHOOL

Our goal is for the school to remain a safe and effective learning environment. Unless there is special permission from a teacher or school personnel, the following items are **NOT** to be brought in by students:

- cameras, toys, and electronic games
- squirt guns and any water-holding device
- glass containers (use plastic)
- items for sale
- skateboards, roller blades, scooters, or look a likes
- collector cards (baseball, Pokemon, etc.)
- knives, sharp objects, weapons, or look-alikes
- any item which interferes with instruction or causes a distraction

All cell phones must remain out of sight and turned off during school hours. Violation of this rule will result in the cell phone being confiscated and held in the office. Students are not permitted to use cell phones for the purpose of taking or showing pictures. If a student is found taking or showing pictures in the school, he/she will be referred to the principal. The cell phone will only be returned to the parent/guardian.

Students who violate this policy may receive a disciplinary consequence. If a student repeatedly violates this section, the items in question may be confiscated, sent to the principal's office, and redeemed only after a parent-student-principal conference. The school district is not responsible for personal items brought in by students.

DRESS CODE

(Refer to Board Policy 221 at www.elsd.org for complete policy)

Students are expected to keep themselves well-groomed and neatly dressed. Any clothing, which might be distracting to the learning process or offensive to other students or teachers, will not be permitted. **CLOTHING WHICH PROMOTES ACTIVITIES THAT OUR YOUNG STUDENTS SHOULD NOT BE ENGAGING IN IS**

ALSO NOT ALLOWED, (i.e. T-shirts which advertise various types of alcohol, cigarette products, drugs, violence, weapons, disrespect, or inappropriate use of language).

Students wearing such clothing will be asked to cover it up, turn their shirt inside out, change into other emergency clothing available at school, or call their parents for different clothing.

Students unable or refusing to do one of the above will spend the day in the office.

- Clothing or face covering that states profanities or advertised drugs or alcohol is prohibited. Students may be required to wear certain types of clothing while participating in physical education class. Students may not wear items posing harm to the health and/or safety of student(s).
- Under garments should not be seen.
- No exposed stomach.
- Shorts, dresses, and skirts need to be appropriate length for school.
- No hats or sunglasses may be worn in the buildings.
- No shoes with cleats may be worn in the buildings.
- Under normal conditions, coats should not be worn in class.

For the safety of your child please be sure their footwear is appropriate for school. The administration will have the final interpretation and enforcement of the dress code. It may establish specific rules as needed.

PHYSICAL EDUCATION CLASS: Students participate in gym two times per week. Students should come to school prepared for gym class.

EAST LYCOMING SCHOOL DISTRICT

SCHOOL BUS CONDUCT POLICY

Bus riding is a privilege and should not be abused. It is suggested students arrive at the bus stop 5–10 minutes prior to the designated time of pick-up. All students are expected to follow the general school rules when riding a bus:

1. Follow all directions.
2. Stay in your seat.
3. Keep hands, feet, and objects to yourself.
4. Be respectful. No fighting, teasing, talking back, or inappropriate language.

The East Lycoming School District will exercise the option to remove a student from riding a school bus to and from school for any of the following reasons:

1. Constantly distracting the driver's attention.
2. Fighting or annoying another student.
3. Refusing to remain seated.
4. Throwing any object while on the bus.
5. Willfully destroying any part of the bus.
6. Using tobacco products on the bus.
7. Eating or drinking on the bus.
8. Persistent littering on the bus.
9. Using obscene language.
10. Damaging emergency equipment.
11. Arms and hands extended from the bus.
12. Failure to respect the driver's authority.
13. Other just causes. (Description)

The offenses for which a student is denied bus privileges will be handled as follows:

1. First offense: Warning letter
2. Second offense: One-day suspension
3. Third offense: Three-day suspension
4. Fourth offense: Five-Day suspension
5. Fifth offense: Ten-day suspension
6. Sixth offense: Suspension for the remainder of the school year

- **Students may jump steps depending on the severity of the offense.**
- **Building Principals have the final decision as to the progression of discipline.**

EAST LYCOMING SCHOOL DISTRICT BUS POLICY ADDENDUM

A written request is required from a parent or guardian giving permission for a student to get off the bus at any location other than their assigned bus stop. The written request should be given to the school secretary in the morning. School administrators may grant exceptions only.

Students may only leave the bus to ride with a parent or family member if permission to do so is granted by a school administrator. If the bus is in route, the driver may grant permission. (Refer to Board Policy 810.2 Transportation Video/Audio Recording for complete policy)

DISTRICT/STATE OF PENNSYLVANIA DISCIPLINE GUIDELINE

The East Lycoming School District Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school, as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania. In accordance with the statute, every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his school, during the time they are in

attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

ELEMENTARY STUDENT POSITIVE BEHAVIORS PROGRAM

OUR GOALS

1. Provide a safe learning environment conducive to learning.
2. Establish a UNIFORM program - K-6, which emphasizes reinforcement of POSITIVE behavior and the re-teaching of expected behaviors, when necessary.
3. Have Expected Student Positive Behaviors posted in every room.
4. Make students aware of the Expected Behaviors.
5. Develop a plan for communicating effectively and positively with parents.
6. Require student involvement in the disciplinary process.

EXPECTED STUDENT BEHAVIORS

1. Follow ALL directions.
2. Stay in assigned areas.
3. Keep hands, feet, and objects to yourself.
4. Use equipment and materials appropriately.
5. Be respectful. (No fighting, bullying, teasing, talking back, or use of inappropriate language.)
6. Be present, on time, and prepared for ALL classes each day.

BULLYING/CYBER BULLYING

PURPOSE

The Board recognizes that the bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

DEFINITIONS

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following

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

Bullying, as defined in this policy, includes cyber bullying.

Unlawful Harassment will not be tolerated. Students shall be responsible to respect the rights of their fellow students and ensure an environment free from harassment. (Refer to Board Policy 249 at www.elsd.org for complete policy)

School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

AUTHORITY

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report.

- 1. Board's Bullying Policy.**
- 2. Report of bullying incidents.**
- 3. Information on the development and implementation of any bullying**

prevention, intervention, or education programs.

GUIDELINES

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

EDUCATION

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

CONSEQUENCES FOR VIOLATION

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- 1. Counseling within the school**
- 2. Parental conference**
- 3. Loss of school privileges**
- 4. Transfer to another school building, classroom or school bus**
- 5. Exclusion from school-sponsored activities**
- 6. Detention**
- 7. Suspension**
- 8. Expulsion**
- 9. Counseling/Therapy outside of school**
- 10. Referral to law enforcement officials**

SEVERE MISBEHAVIOR

There are several instances of severe misbehavior that the principal will be contacted immediately. Some of the cases are listed below. If a child is involved in any serious misbehavior, the principal may confer with the teacher, student, and parent/guardian. Consequences may include, but not be limited to, the use of detention, loss of special activities or field trips, in-school suspension, or out-of-school suspension, from 1-10 days.

- The Building Principal has the final decision regarding disciplinary action for severe misbehavior.**

EXAMPLES OF SEVERE MISBEHAVIORS

- 1. Verbal or physical abuse of a peer or staff member.**
- 2. Fighting/Physical Aggression**
- 3. Bullying/Cyberbullying (verbal, physical, written)**
- 4. Cheating, stealing, trespassing, vandalism, or extortion (including computer hacking)**
- 5. Use or possession of tobacco products or tobacco look-a-like products, matches, lighter for tobacco (automatic suspension 1-10 days and referral to SAP)**
- 6. Sexually inappropriate comments, gestures, or materials including deliberate profanity, vulgarity, obscene language.**
- 7. Disrespectful, insubordinate, and/or defiant behaviors towards a staff member.**
- 8. Possession/use/selling/furnishing of a controlled substance, or a look-alike, including alcohol, or paraphernalia (automatic suspension 1-10 days and SAP referral.***
- 9. Possession of a weapon or look-alike weapon as currently defined by PA Code and/or Federal law (automatic suspension 1-10 days)**

***Will be recommended to the Board of Education for expulsion and referred to a law enforcement agency or other appropriate authorities.**

CLASSROOM VISITATIONS

Parents/guardians and community members are encouraged to visit our schools. All visitors report to the office prior to signing into the building. Please contact or call in advance. The secretary or other assistant will direct you to a classroom, teacher or use the intercom system to locate someone.

VOLUNTEERS/FIELD TRIP CHAPERONES

We welcome and appreciate all volunteers. To volunteer, you may use East Lycoming website Volunteer Tab to access a volunteer application or contact the building principal. Please be certain to sign-in at the office and log your hours when volunteering. Volunteers are required to obtain Act 151, Act 34, Act 24, and FBI Waiver.

Parents are required to obtain current clearances to be considered as a chaperone on school sponsored trips.

- Details for obtaining clearances can be found at <http://www.elsd.org/o/district/page/classroom-volunteers>

REPORT CARDS

Report cards are issued to all students four times a year. **Report cards will go home this year on the following schedule: November 3rd, February 2nd, April 5th, and June 6th. Parent/Teacher conferences are scheduled for November 20th and November 21st.**

The district's elementary report card as well as specialist report cards (P.E. (1-6), Library (3-6), Art (1-6), Music (1-6)), reflects the district's commitment to a standards based instructional system. Subject headings will be assessed using a four- point rubric scale.

- 4 = Advanced
- 3 = Proficient
- 2 = Basic
- 1 = Below Basic

Work Habits on the elementary report card will also be assessed in each area to provide more detailed information with the following grading scale used:

- √ = Consistently meets grade level expectations
- = Below grade level expectations

Specialist report cards for grades 1-6 use the following grading scale.

- + = Consistently exceeds grade level expectations
- √ = Consistently meets grade level expectations
- = Below grade level expectations

Math checklists come home each quarter showing skills that should be mastered.

M= Meeting Expectations

N = Not Meeting Expectations

N/A = Not Assessed

STUDENT RECOGNITION

Students will be recognized for outstanding academic achievement and citizenship during the school year. A “Positive Behavior Program” and “Second Step” programs throughout the district.

MEDIA CONSENT

Photographs and video images of students in the East Lycoming School District are routinely taken for the purpose of celebrating student achievement and sharing educational programs with the community. They are submitted to area newspapers, used in district publications and/or posted on websites associated with the district.

A media consent form is sent home for your child’s photo/video image to be shared with the community by the school district. Please make sure this form is on file at the school with your wishes indicated.

We ask that parents respect the wishes of other parents and do not electronically post or publish photos of children without their parent’s permission.

COMPUTER NETWORK SYSTEM/ INTERNET ACCEPTABLE USE POLICY

The East Lycoming School District (“District”) has established the East Lycoming School District Technology Network (“System”). The System provides opportunities for communication: (1) within the school district; (2) outside the school district among educational and non-educational entities; and (3) through worldwide resources such as the internet.

The System includes but is not limited to any District-owned, leased or licensed or user-owned personal hardware, software, or other technology used on school district premises or at school district events, or connected to the school district network, containing

school district programs or school district student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer.

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information sources. With this educational opportunity also comes responsibility. It is important that you and your child read and discuss this Acceptable Use Policy. Failure to follow the rules may result in the loss of the privilege to use the System. Additional disciplinary actions ranging from censure to revocation of access privileges to suspension, expulsion, restitution, fines, and payment for damages may also result from rules violations. We believe that the benefits for students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

The East Lycoming School District Acceptable Use Policy is located at <http://www.elsd.org>.

ELEMENTARY GUIDANCE SERVICES

The elementary school guidance counselor, Mrs. Jessica Schuster and Mrs. Marisa Sponhouse, can help you with a number of concerns. They are responsible for many activities including:

- Proactive whole class lessons.
- Working with small groups building social skills.
- Counseling of individual students on a short-term basis.
- Referring students to outside agencies.

School-Based Mental Health and Emotional Wellness

To support mental health and emotional wellness, students in Grades 7 & 8 will begin participating in Second Step; a weekly program that teaches goal setting, peer relationship skills, bullying prevention, and other topics around emotional wellness and mental health. In addition, students will participate in assessments that help school counselors monitor their unique needs and implement specific programs to support individuals and groups. Funding for these programs is provided through state and federal grants.

TESTING

Several different and varied tests are utilized each year to determine how effectively students are learning. Parents (guardians) may review the assessment by making arrangements with the school assessment coordinator once the assessment arrives at the school. No copies of the assessment or notes about assessment items will be permitted to leave the school and confidentiality agreements must be signed. Parents may review the results with the school guidance counselor by calling the office to set up an appointment for a conference.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA's)

April 22nd-26th, 2024	English Language Arts PSSA	Grades 3-6
April 29th-May 10th, 2024	Math, Science, & Make-ups PSSA	Grades 3-6 (Math) Grade 4 Only (Science)

SCHOOL RECORDS

Parents should keep all student emergency cards and health record information up to date. They should notify the office as soon as there is any change in phone numbers, addresses, the emergency contact person, child's medical status, or e-mail address.

Parents and/or legal guardians have the right to see their child's permanent record. This record contains grades and achievement test scores. To make arrangements to see this record, please contact the elementary principal.

SPECIAL SERVICES

Some parents/guardians and teachers may feel that their child/student needs more assistance or enrichment activities than can be provided within the regular classroom. The parent or teacher may request further evaluation of the students' learning needs. This is called a multidisciplinary evaluation, or MDE. The school psychologist will request further information and work with the student and parents to assess the student's strengths, weaknesses, and learning strategies. Academic, intellectual, or behavioral testing may be used (only with written parent permission) to further determine student needs once written parent consent is received. A meeting will be scheduled within 60 school days to discuss the testing results and if the services are needed.

East Lycoming School District has several Intervention Programs. They include:

- Title I Reading**
- Intervention Tutorials**
- Parent/Guardian Training Workshops**

The goals of the programs are to provide assistance to students, Pre-K-6 grades, in small groups or individual settings so that they can meet grade level standards and show adequate progress in reading and math, to assist students by teaching strategies for meeting success with testing required by the state, and to provide parents/guardians with a number of resources to be used at home. For a student to be eligible for these services, several factors are considered: state and local assessments, individualized achievement testing, report cards, teacher and parent input, and previous participation in intervention programs.

A copy of the Gifted Education Policy can be found on the district web page. If you do not have Internet access, please contact the school office for a copy.

For additional information or to request assistance for your child/student, contact either your child's Elementary Principal, Mrs. Jenny Krepshaw; Guidance Counselor, Ms. Amy Showers; Guidance Counselor, Mr. Mark Nevil; School Psychologist, 570-584-5111, Mrs. April Paulhamus, Director of Special Education 570- 584-5841, or Mrs. Cori Cotner, Director of Curriculum, 570-584-2131.

STUDENT WELFARE ISSUES

If a teacher or a member of the support staff suspects a child has been abused (either from physical evidence or a verbal report from the child), that person is mandated by law to report this suspicion to Child Line. The initial report may be verbal, but it will be documented in writing. A team decision, involving the principal, counselor and/or the nurse, will be reached with regard to reporting the information to our school-out-reach coordinator, Children and Youth Services, parents/guardians, and/or other agencies.

PARENT QUESTIONS AND CONCERNS

In order to provide information regarding personnel, programs, or the operations of the district in a speedy and efficient manner, parents should follow Public Complaint Policy 906 which states:

Level 1

A matter specifically directed towards or with a teacher, aide, or bus driver shall be addressed, initially, to the concerned staff member.

Level 2

If the matter is not satisfactorily resolved at the first level, it shall be discussed with the building Principal. A conference with the person making the complaint and the staff member may follow.

Level 3

If a satisfactory solution is not achieved by discussion with the building Principal, a conference with the Superintendent may follow.

Level 4

Should the matter still not be resolved at the Superintendent level, it may require board action.

CLASSROOM ASSIGNMENTS

The development of classroom assignments is a multi-tiered process that is very involved. We strive to maintain a balance between gender, ability, personalities and the needs of all students. Please know that we value your involvement but parent requests will not be honored due to the complexity of classroom assignments.

NON-DISCRIMINATION POLICY

The East Lycoming School District does not discriminate on the basis of age, sex, handicap, race, religion, creed, national origin, veteran status or political affiliation. Inquiries concerning Title VI, IX, Section 504, and the American Disabilities Act should be directed to the District Office, 349 Cemetery Street, Hughesville, PA 17737-1099, phone: (570-584-2131).

PARENT TIPS FOR CONSIDERATION

How can you have a positive effect on your child's schoolwork?

- **Come to school and meet your child's teacher. You are welcome.**
Parents'/guardian's support and frequent communication help children learn.
- **Ask your child what happened in school each day. If your child says "nothing", don't give up. Ask questions about specific activities.**
- **Become familiar with school practices so that you will know what's expected of your child. If you have questions or concerns, discuss them with his/her teacher.**
- **Help your child see the importance of good school attendance.**
- **Consider giving your child an "allowance" of TV/technology time and watch quality shows with them. Then discuss these programs.**
 - **If your child announces that he or she "hates" a certain subject or anything about his/her school experience, find out why. After discussion with your child, talk to the teacher or guidance counselor.**

How can you have a positive effect on your child's schoolwork?

- **Make sure that your child has a good place in which to study. It should offer plenty of room and be comfortable.**
- **When your child is doing homework, make sure he/she is not disturbed unnecessarily.**
- **Set aside the same time each day for homework. This helps develop the discipline most children need.**
- **Review spelling words and other memory work with your child, perhaps once before going to bed and again in the morning.**
- **When your child is writing a school report, help your child get acquainted with the wide range of available sources.**
- **Go over your child's homework, expressing both your expectations and support. Make suggestions, but don't do the homework for the child.**

INCLEMENT WEATHER PREPARATION

Most days the students will go outside on the playground for a period of time. It is important that parents dress their children appropriately each day. On a very cold day, a warm coat, hat, and gloves are necessary. Other winter provisions, such as boots, a scarf, leggings, leg warmers, or sweat pants (especially for girls wearing a dress), should be considered.

EMERGENCY SCHOOL CLOSING

At the beginning of the school year, please give your child “early dismissal” information. This should be where to go if dismissed early, and how to reach you after they get to their destination.

On days when the schools must be closed due to inclement weather or an emergency situation, announcements will be made through the ELSD app, by local television and radio stations, and on the school web page. In most cases, the announcements will start shortly after 6:00 am.

Notification System:

Parents/Guardians of children in the East Lycoming School District are automatically enrolled into both the district emergency/informational phone messaging system and texting system. Phone numbers are automatically uploaded every evening through the district student information system. Parents/Guardians can verify the contact numbers listed for your child/ren by logging into the Sapphire Parent Portal and viewing your demographic information. Please contact the office of your child’s building to make any changes.

ELSD App

To keep parents up to date with district information, we have expanded how we communicate with our families and now offer an "ELSD App," which can be downloaded onto smartphones. Through the ELSD app, you can select to receive notifications of events specific to the building in which your child/ren attend. The new communication system will also automatically send emergency notifications, such as school delays and closings, to all of the numbers listed as contacts for your child in our student information system. Parents and Guardians will no longer need to register to receive alerts. Please log into your child's student information portal to review the contact numbers that are listed. If you would like to add or delete any numbers, please contact the building principal of your child. We are hopeful our new app will provide a convenient way to keep abreast of district news.

EAST LYCOMING PARENT INVOLVEMENT

School district staff shall use family-school-community partnerships to strengthen schools and improve student achievement by increasing opportunities for families to be involved in their children's learning at school and at home.

We support these efforts:

1. Strengthening family-school partnerships through good communication and mutual responsibility for children's learning.
2. Providing before and after school learning activities for children.
3. Giving parents the resources, training and information they need to help children learn and provide teachers and principals the tools they need to engage families.

HIGHLY QUALIFIED STATEMENT

On January 8, 2002, President Bush signed into law the "No Child Left Behind Act" (NCLB). NCLB is designed to improve student achievement by increasing federal involvement in public education both at the state and local level. NCLB will require

significant changes to schools that receive Title I funding. Your child's school receives Title I funding and is covered under NCLB.

NCLB requires:

- **Increased accountability for states, school districts, and individual schools**
- **Greater choice for parents, especially those in low performing schools**
- **Greater flexibility for states and local education agencies in the use of federal dollars**

Under NCLB, parents have a right to know the professional qualifications of their children's teacher(s). This letter is to inform you of your right to know for the following information about each of your child's classroom teachers:

- **Whether the State of Pennsylvania has licensed or qualified the teachers for the grades and subjects he or she teaches.**
- **Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.**
- **The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.**
- **Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.**

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school's principal. For general information about NCLB, please contact Mr. Michael Pawlik at 570-584-2131.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records with 45 days of the day the school receives a request for access.**

Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and

notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. **(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA are:**

**Family Policy Compliance Office
U.S. Department of Education**

400 Maryland Avenue, SW
Washington, DC 20202-5920

**Notification of Rights
Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents;
- or
8. Income, other than as required by law to determine program eligibility.

* *Receive notice and an opportunity to opt a student out of-*

- a. Any other protected information survey, regardless of funding;
- b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

- c. **Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.**

Inspect, upon request and before administration or use -

- 1) **Protected information surveys of students;**
- 2) **Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and**
- 3) **Instructional material used as part of the educational curriculum.**

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The East Lycoming School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Lycoming School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The East Lycoming School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The East Lycoming School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- **Collection, disclosure, or use of personal information for marketing, sales or other distribution.**
- **Administration of any protected information survey not funded in whole or in part by ED.**
- **Any non-emergency, invasive physical examination or screening as described above.**

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education**

400 Maryland Avenue, SW
Washington, DC 20202-5920

INTEGRATED PEST MANAGEMENT NOTIFICATION

The East Lycoming School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing to the individual and address listed below.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Tim George, Supervisor of Buildings and Grounds/IPM Coordinator at 349 Cemetery Street, Hughesville, PA 17737.

Student Assistance Program

The East Lycoming School District has established a Student Assistance Program to provide appropriate counseling and support services for the students experiencing problems with drugs, alcohol, and other dangerous substances, as well as issues relating to student mental health. The Student Assistance Program is designed to identify issues, including alcohol and other drugs, which pose a barrier to students' learning and school achievement. Student Assistance is not a treatment program but rather a systematic process whereby effective professional techniques are used to mobilize school resources in order to eliminate barriers to students' learning and school achievement.

When the problem is beyond the scope of the school, the student and the family will be provided with information so they may access services within the community. The Student Assistance team members do not diagnose, treat, or determine appropriate services. The District encourages involvement of parents in all phases of the Student Assistance Program so as to underscore the parent's role and responsibility in the decision-making process affecting their children's education and in the successful resolution of student problems.

**Student Assistance Emergency Phone Numbers – To Get Help Call: Any Emergency 911
Helpline 1-800-326-9577**

Lycoming County Children Human Services (570)326-7895

Crisis Intervention & Emergency (570)326-7895

Mental Health & Mental Retardation 1-800-525-7938

YWCA Wise Options (Abuse & Sexual Assaults) (570)323-8167

Alcohol & Drug 24-hour Helpline 1-800-562-1240

Alcoholics' Anonymous (570)327-2860 (Alateen) 1-800-356-9996

Narcotics Anonymous (570)327-2678

Shepherd of the Streets (570)322-6538

Diakon Family Life Services (570)322-7873

Behavioral Health Center (570)320-7525

Childline (Abuse) 1-800-932-0313

West Branch Drug & Alcohol (570)323-8543

MCKINNEY-VENTO HOMELESS

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act).

The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State 38 academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725 (2); 42 U.S.C. 11435 (2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

“Doubled up” – Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances.

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Unaccompanied Youth – Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed.

Advocate for and support students and families through school and home visits.

Set clear expectations for student behavior, attendance and academic performance.

Assist students/families access with community services.

Assist students/families with access to tutoring, special education and English language learner resources.

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at 570-584-2131.

Book

Policy Manual

Section

200 Pupils

Title**Tobacco and Vaping Products****Code****222****Status****Active****Legal****[1. 18 Pa. C.S.A. 6305](#)****[2. 18 Pa. C.S.A. 6306.1](#)****3. Pol. 210****4. Pol. 227****[5. 20 U.S.C. 7973](#)****[6. 22 PA Code 10.2](#)****[7. 22 PA Code 10.25](#)****8. Pol. 805.1****[9. 24 P.S. 1303-A](#)****[10. 22 PA Code 10.22](#)****[11. 24 P.S. 1302.1-A](#)****12. Pol. 218****[13. 20 U.S.C. 1400 et seq](#)****[14. 22 PA Code 10.23](#)****15. Pol. 103.1****16. Pol. 113.1****17. Pol. 113.2****[24 P.S. 510](#)**

[20 U.S.C. 7114](#)

[20 U.S.C. 7118](#)

[20 U.S.C. 7971 et seq](#)

[34 CFR Part 300](#)

[Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts](#)

Adopted

April 28, 2020

Last Revised

March 10, 2020

Tobacco Use

(Please refer to Board Policy 222 at www.elsd.org for full policy.)

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

- 1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed,**

absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.

- 2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.**
- 3. Any product containing, made or derived from either:**
 - 1. Tobacco, whether in its natural or synthetic form; or**
 - 2. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.**
- 4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.**

The term tobacco product does not include the following:

- 1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]**
- 2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[4]**

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned,

leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Office for Safe Schools Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.

Law Enforcement Incident Report -

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by

students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

ELSD DISTRICT CONTACTS

Listed below are the names, titles, and phone numbers of some people who you may want to contact at various times during the school year.

Dr. Mark Stamm, Superintendent of Schools	570-584-2131
e-mail: mstamm@elsd.org	
Mrs. Cori Cotner, Director of Curriculum	570-584-213
e-mail: ccotner@elsd.org	
Mrs. Heather Burke, Business Manager & Transportation Director	570-584-2131
e-mail: hburke@elsd.org	
Mrs. Valerie Ochs, Assistant Business Manager	570-584-2131
e-mail: vochs@elsd.org	
Mrs. Jill Warg Principal, Ashkar	570-584-5121
e-mail: jwarg@elsd.org	
Mrs. Laura Barondeau Principal, Ferrell & Renn	570-584-3341
e-mail: lbarondeau@elsd.org	570-584-3070

Mr. Rick Reichner, Principal, Junior High Principal	570-584-5111
e-mail: rreichner@elsd.org	
Mr. Tom Coburn, Principal, Senior High Principal	570-584-5111
e-mail: tcoburn@elsd.org	
Ms. Jessica Schuster, Ashkar School Counselor	570-584-5121
e-mail: jschuster@elsd.org	
Mrs. Marisa Sponhouse, Renn and Ferrell School Counselor	570-584-3070
e-mail: msponhouse@elsd.org	570-584-3341
Mr. Mark Nevill, School Psychologist	570-584-5841
Mrs. April Paulhamus, Director of Special Education	570-584-5841
Mrs. Denise Gorini, School-Outreach Coordinator	570-584-5111
Mrs. Paula Green, School Nurse - Ashkar	570-584-6447
Mrs. Valerie Arthur, School Nurse - Ferrell	570-584-3341
School Nurse – Renn	570-584-3070
Mrs. Michele Hicklin, Cafeteria Director	570-584-0194
Mrs. Nichole Brown, PTA President, Ashkar	570-584-0207
Mrs. Mandy Kitzmiller, PTO President, Renn	570-584-6542
Mrs. Stephanie Doebler, PTAC Presidents, Ferrell	570-584-3341

SECRETARIES

Ms. Kay Barkley, Ashkar	570-584-5121
Mrs. Devan Messner, Ashkar	570-584-5121
Mrs. Sharon Remsnyder, Ashkar	570-584-5121
Mrs. Beth Ritter, Renn	570-584-3070
Mrs. Valerie Arthur, Ferrell	570-584-3341

FAX NUMBERS

Ashkar Elementary	570-584-6391
Ferrell Elementary	570-584-5467
Renn Elementary	570-584-5393

Dear Parents/Guardians,

Welcome to the 2023-2024 school year in the East Lycoming School District. We are looking forward to providing a very positive experience for your children with the best education opportunities available. With parents and teachers working together, we feel our children can maximize their potential and accomplish great things.

Our student handbook outlines our policies and procedures. Please review this information with your child(ren). At any point during the year, please do not hesitate to contact our offices should you have questions or concerns regarding our elementary program.

Effective communication between families and school is extremely important, and we encourage you to maintain an open dialogue with your child's teacher. Please contact staff whenever you need information, or if you have information that is helpful to us. Working together as partners will ensure a successful school year.

We look forward to an exciting school year.

Sincerely,

**Mrs. Jill R. Warg
Ashkar Elementary Principal**

**Mrs. Laura Barondeau
Renn and Ferrell Elementary Principal**