

**EAST LYCOMING  
ELEMENTARY SCHOOLS**

**Ashkar ~ Ferrell ~ Renn**



**“Where Children Come First”**

**Parent/Student Handbook  
2017-2018**

Handbook & forms available at [www.elsd.org](http://www.elsd.org)

## EAST LYCOMING ELEMENTARY SCHOOLS

[www.elsd.org](http://www.elsd.org)

Joseph C. Ashkar School  
350 South Broad Street  
Hughesville, PA 17737  
(570) 584-5121

George A. Ferrell School  
34 Court Street  
Picture Rocks, PA 17762  
(570) 584-3341

Carl G. Renn School  
183 School Lane  
Lairdsville, PA 17742  
(570) 584-3070

**Sherry L. Cowburn and Jill R. Warg**  
**Elementary Principals**

### **East Lycoming School District's**

#### **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 Statement**

Every student-inspired, engaged, and learning.

#### **Belief Statements**

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 21<sup>st</sup> 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 decision.
- 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 a character education program 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:*

*Perserverance*

*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 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.

## ADMISSION GUIDELINES /IMMUNIZATIONS

All students are eligible to enter kindergarten if they have reached the age of five by September 1<sup>st</sup> 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 (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous shot given)\*\*
- Two doses of measles, mumps, rubella (German measles) \*\*\*
- Three doses of hepatitis B
- Two doses of varicella (chicken pox) vaccine or evidence of immunity

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

*\*\*A fourth dose is not necessary if the third dose was administered at age 4 years*

*\*\*\*Usually given as MMR*

### 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 must check in at the office and will be marked tardy. **No student should be dropped off prior to 7:30 AM.**

*Bus students transferring from one elementary building to another are responsible to be on time for the first bus. Parents will be responsible for transporting students to the second elementary building, if they are late.*

All students should report directly to the assigned areas in each building as soon as they arrive. No one is to leave the school property without permission from the office. Doing so will necessitate disciplinary action.

### LEAVING SCHOOL EARLY OR GOING HOME A DIFFERENT WAY

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 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.** 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 up to 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.

**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 and must include:**

- The student's 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. Parent/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. Many school districts

consider 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 assignment 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 web page, at least one week before the scheduled absence and make arrangements with the classroom teacher to get the assignments, which must be completed.

#### **F. Cumulative Lawful Absences**

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

#### **G. Attendance**

**When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence and will be considered to be truant.**

**The notice may include the offer of a School Attendance Improvement Conference.**

**If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.**

**The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.**

**The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.**

***Student is Habitually Truant –***

***Habitually Truant shall mean (6) six or more school days of unexcused absence.***

**When a student under fifteen (15) years of age is habitually truant, district staff:**

1. **Shall refer the student to:**
  - a. **A school-based or community-based attendance improvement program; or**
  - b. **The local children and youth agency.**
2. **May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.**

**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 done by the student at home and should be able to be completed primarily 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 occur, please contact your child’s teacher.

**Student Expectations**

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

### **Teacher Expectations**

- All homework assignments will be posted in the classroom and the school website
- Teacher will check their students for understanding of the assignment once 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.

## **SPECIALIZED SUBJECTS/SUPPLEMENTAL COMPUTER INSTRUCTION**

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

<b>ART</b>	Gr. K - 6	30 minutes/week
<b>MUSIC</b>	Gr. K - 6	30 minutes/week
<b>PHYSICAL EDUCATION</b>	Gr. K - 6	30 minutes, 2 times/week
<b>LIBRARY</b>	K - 6	30 minutes/week
<b>CHORUS (optional)</b>	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 technology generated instruction and practice. The instruction is in math and/or language arts. Our Grades K-6 students have access to a variety of technology learning tools.

### **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 has 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.**

## LUNCH PRICES

All students are expected to have a 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 a 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.

Lunch prices throughout the elementary schools are as follows:

Milk - \$.50                      Chocolate milk - \$.50                      Full lunch - \$2.00  
Breakfast is also offered at all three schools at a cost of \$.95.

Students are provided with the opportunity to purchase snacks during lunch. **If parents/guardians do not wish to give their children this option please contact the cafeteria.**

### Parent Online

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

How do I enroll?

1. Go to [schoolcafe.com](http://schoolcafe.com) and click the "Register" button.
2. Create an account for yourself and add your student(s).
3. Make payments to student accounts and set up automatic payments. (optional)

If you have further questions, please visit [schoolcafe.com](http://schoolcafe.com) and select the FAQ link. If you need assistance with the enrollment process, please call Parent Online Customer Service at 855-729-2328.

## **CAFETERIA CHARGE POLICY**

- No snack items, beverages, breakfast, or extra food items may be charged.
- A maximum of a negative balance of \$15 will be permitted prior to providing students with an alternate lunch. Until then the child will receive a regular lunch.
- If charges are owed, students will be given a PB & J sandwich on wheat bread and ½ pint milk until the debt is paid.
- Unpaid debts will be reported to the parent/guardian through a letter sent home with your child. Upon notification, full payment is expected within 15 days. Charge notices will be sent home with students a minimum of once a month.
- Kindergarten milk debts are included on the charge notices. Milk payments will be deducted from accounts monthly.
- Charges incurred while in the process of changing free or reduced eligibility status will be the responsibility of the parent/guardian.
- At the end of the school year, all balances, both positive and negative, will be carried into the next school year. If unpaid meals are not paid in full by the end of the school year, the parent(s)/guardian(s) are responsible for the charges. The district will work closely with the parent(s)/guardian(s) to create a repayment plan. The district reserves the right to forward delinquent debt to the Magisterial Judge for repayment.

## **LIBRARY BOOKS/TEXTBOOKS RESPONSIBILITY**

Students are expected to keep their textbooks and library books in good condition. Parents, as legal guardian, 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.

## **HEALTH ROOM INFORMATION**

### **RECOMMENDATION FROM THE SCHOOL NURSE ON ATTENDANCE**

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

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 destroy/discard. 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,** children will need the following vaccinations:

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

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

*\*\*A fourth dose is not necessary if the third dose was administered at age 4 years*

*\*\*\*Usually given as MMR*

**Children ATTENDING 7<sup>th</sup> grade need the following:**

One dose of tetanus, diphtheria, acellular pertussis (Tdap) (If five years has elapsed since last tetanus immunization) on the first day of 7<sup>th</sup> grade

One does of meningococcal conjugate vaccine (MCV) on the first day of 7<sup>th</sup> grade

These requirements allow for medical reasons and religious beliefs. If you child is exempt from immunizations, he/she may be removed from school during an outbreak. 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.
4. For more information on head lice, visit our website at [www.eastlycoming.net](http://www.eastlycoming.net).

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

Uses of tobacco, alcohol, drugs (without a doctor's prescription), 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 iPads/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 busses, 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 and a weather drill 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 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 16 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 chaperone at all times.
4. Report any suspicious/inappropriate behaviors to adults in charge.

## **ITEMS NOT ALLOWED 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**

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.

- 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.

**GYM 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 to the bus stop 5 – 10 minutes prior to 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.

\*See attached New School Board Policy 810.2 Transportation Video/Audio Recording in the back of the handbook.

## **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.

## **EAST LYCOMING SCHOOL DISTRICT ELEMENTARY DISCIPLINE PROGRAM**

### **OUR GOALS**

1. Provide a safe learning environment conducive to learning.
2. Establish a UNIFORM discipline program - K-6, which emphasizes reinforcement of POSITIVE behavior and the re-teaching of expected behaviors, when necessary.
3. Have Expected Student Behaviors posted in every room.
4. Make students aware of the Expected Behaviors and our Disciplinary Program.
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.

### **THE DAILY PROCEDURE**

Teachers have routines, expectations and rules established for their classrooms regarding appropriate and expected behavior. Students need to follow those rules on a daily basis. Those individuals who choose not to comply with the established expectations may receive consequences. Positive communication between home and school is an important part of creating a safe learning environment conducive to learning for all students. **It is crucial that students arrive on time.**

# **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.

**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 web site, 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.

- **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/Cyber bullying (verbal, written, physical).
4. Cheating, stealing, trespassing, vandalism, or extortion (including computer hacking).
5. Use or possession of tobacco products or tobacco look-a-like products, matches, lighters for tobacco (automatic suspension 1-10 days and \$50 fine).
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\*).
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. We ask that all visitors report to the office to sign into the building. If possible, please call in advance. The secretary or other assistant will direct you to a classroom, teacher or use the intercom system to locate someone.

## VOLUNTEERS

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.

- Details for obtaining clearances can be found at [www.elsd.org](http://www.elsd.org)

## 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 8<sup>th</sup>, January 30<sup>th</sup>, April 5<sup>th</sup> and the last day of school. Parent/Teacher conferences are scheduled for November 9<sup>th</sup> & 10<sup>th</sup>, and February 19<sup>th</sup>.

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.

### **Student Photograph, Video, and Website 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.

## **ELEMENTARY GUIDANCE SERVICES**

The elementary school guidance counselor, Mrs. Jenny Krepshaw, can help you with a number of concerns. She is 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.
- Administering I.Q. tests.

## **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**

April 9-13, 2018	English Language Arts PSSA	Grades 3-6
April 16-20, 2018	Math PSSA	Grades 3-6
April 23-27, 2018	Science PSSA	Grade 4
April 30-May 4, 2018	PSSA Make-ups	Grades 3-6

### **STANFORD ACHIEVEMENT TEST**

Test is given to students in grade 2. These tests assess how well individual students compare to other students in the same grade who have taken the same test throughout the United States. Reading, math and language skills are tested. The test is administered in the spring.

### **TESTS OF THINKING & PROBLEM SOLVING**

In the spring, all students in grade 2 are given the Otis-Lennon Intelligence Test.

### **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 **45 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 Krephaw, Guidance Counselor, Mrs. Jennifer McHale, School Psychologist, 570-584-5111, Mrs. April Roberts, Director of Special Education 570- 584-5841, or 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.

## **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.

## **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 complaint and 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.

**EMERGENCY SCHOOL  
CLOSING**

At the beginning of the school year, please give your child “early dismissal” information. This should include 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 by the radio, on the school web page, through our One Call Now automated phone system, and television stations listed below. In most cases, the announcements will start shortly after 6:00 a.m.

**RADIO  
STATIONS**

**WHOT                      WFXX                      WKSJ                      WILQ/WLY**  
**WWPA                      WHLM                      WHGL**

**TELEVISION  
STATIONS**

**WNEP – Channel 16                      WBRE – Channel 28                      WYOU – Channel 22**

The district will be utilizing a parent communication tool. **One Call Now** will provide you with important information such as school closing, dismissals, dates and upcoming events. Please keep emergency contact information up-to-date in the school office.

## **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 providing 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 within 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 arrangement 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 of 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 Michael McClain, Supervisor of Buildings and Grounds/IPM Coordinator at 349 Cemetery Street, Hughesville, PA 17737.

## IMPORTANT PHONE NUMBERS

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.

Mr. Michael Pawlik, Superintendent of Schools e-mail: <a href="mailto:mpawlik@elsd.org">mpawlik@elsd.org</a>	570-584-2131
Mrs. Cori Cotner, Director of Curriculum e-mail: <a href="mailto:ccotner@elsd.org">ccotner@elsd.org</a>	570-584-2131
Mrs. Susan Sauer, Business	570-584-2131
Mr. David Maciejewski, Business & Transportation	570-584-2131
Mrs. Sherry L. Cowburn, Principal, Ashkar e-mail: <a href="mailto:scowburn@elsd.org">scowburn@elsd.org</a>	570-584-5121
Mrs. Jill R. Warg Principal, Ferrell & Renn e-mail: <a href="mailto:jwarg@elsd.org">jwarg@elsd.org</a>	570-584-3341 570-584-3070
Mr. Tom Coburn, Principal, Junior High Principal e-mail: <a href="mailto:tcoburn@elsd.org">tcoburn@elsd.org</a>	570-584-5111
Mr. Ron Lorson, Principal, Senior High Principal e-mail: <a href="mailto:rlorson@elsd.org">rlorson@elsd.org</a>	570-584-5111
Mrs. Jenny Krepshaw, Guidance Counselor	570-584-5121
Mrs. Jennifer McHale, 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
Mrs. Desiree Doebler, School Nurse – Renn	570-584-3070
Ms. Kari Snyder, Cafeteria Director	570-584-0194
Mrs. Rikki Riegner; PTA Co-President, Ashkar	570-584-5164
Mrs. Stephanie Budman , PTA Co-President, Ashkar	570-584-6474
Mrs. Marsha Whitmoyer, PTO President, Renn	570-584-3070
Mrs. Jennifer Rupert, PTAC President, Ferrell	570-337-5517

## SECRETARIES

Ms. Kay Barkley, Ashkar	570-584-5121
TDB, Ashkar	570-584-5121
Mrs. Nicole Hill, Ashkar	570-584-5121
Mrs. Cindy Benedict, 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

# EAST LYCOMING SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: TRANSPORTATION -  
VIDEO/AUDIO RECORDING

ADOPTED: JULY 15, 2014

REVISED:

810.2. TRANSPORTATION - VIDEO/AUDIO RECORDING	
<p>1. Purpose</p>	<p>The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.</p>
<p>2. Definition</p> <p>75 Pa. C.S.A. Sec. 102</p>	<p><b>School bus</b> means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.</p> <p><b>School vehicle</b> means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.</p>
<p>3. Authority</p> <p>18 Pa. C.S.A. Sec. 5704</p>	<p>The Board authorizes the use of video and audio recording on school buses and school vehicles.</p> <p>The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose.</p>
<p>4. Delegation of Responsibility</p> <p>18 Pa. C.S.A. Sec. 5704</p>	<p>The Board directs the Superintendent or designee to ensure that:</p> <ol style="list-style-type: none"> <li>1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording.</li> <li>2. Parents/Guardians and students are annually informed, by letter mailed to the students' home addresses, of the policy authorizing video and audio recording on school buses and school vehicles.</li> </ol>

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<p>5. Guidelines Pol. 113.4, 216</p>	<p>The district shall comply with the provisions of federal and state law and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p> <p>Wiretap and Electronic Surveillance Act – 18. Pa. C.S.A. Sec. 5704</p> <p>Vehicle Code – 75 Pa. C.S.A. Sec. 102</p> <p>Board Policy – 113.4, 216, 218, 805.1, 810</p>
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**East Lycoming School District  
SCHOOL CALENDAR**



**2017-2018**

**JULY (2017)**

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**AUGUST (2017)**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**SEPTEMBER (2017)**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**OCTOBER (2017)**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**NOVEMBER (2017)**

M	T	W	T	F
	1	2	3	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**DECEMBER (2017)**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**JANUARY (2018)**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**FEBRUARY (2018)**

M	T	W	T	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

**MARCH (2018)**

M	T	W	T	F
				1
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**APRIL (2018)**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**MAY (2018)**

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**JUNE (2018)**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29



1/2 Days for Students in A.M.  
Student First and Last School Days  
End of Marking Period  
No School



Teacher In-Service Days & Act 80 Days- No School for Students  
(8/1-8/18 (Flex), 8/21, 8/22, 8/23, 10/9 (Act 80), \*1/15, 2/19, \*4/3)  
Make-Up Days (1/28, 2/19, 3/29, 4/3, 5/25)  
(if needed, additional days may be added within the calendar or at the end of the school year)  
( ) Denotes number of student days each month  
[ ] Denotes number of staff days each month  
\* Denotes changes to Teacher In-Service Days if using Make-Up Day

APPROVED 3/28/17

Dear Parents/Guardians,

Welcome to the 2017-2018 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 sit with your child and review this information. We are sure it will answer some of the questions you may have 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. Sherry L. Cowburn  
Ashkar Principal

Mrs. Jill R. Warg  
Ferrell/Renn Principal