

## Superintendent's Report

August 19, 2025

### **General District Update**

#### *New Teacher Induction:*

On Wednesday the district hosted a new teacher induction program for our new staff and their mentor teachers. The purpose of this program is to provide a smooth onboarding process for new teachers into the ELSD community and culture. We want them to feel welcome, supported, and valued partners in the mission of the school. Topics covered included, (1) mission and core values, (2) navigating district operations like payroll, HR, and absence management, (3) understanding their employment contract, (4) personal financial planning, and (5) their role in achieving our strategic goals.

These same teachers will begin their Foundations of Teaching program starting Friday with a cohort of new teachers from across Lycoming County. As important as recruitment is of great teachers, retention is equally important. Programs like this help ensure that new staff feel this is a place they want to be for their careers. I am appreciative of the entire Leadership Team and especially Mrs. Cotner, for making these types of programs a success for our staff.

#### *Ferrell 100 Year Celebration*

On September 26th Ferrell Elementary will celebrate its 100th Anniversary along with Picture Rocks which is celebrating its 150th Anniversary. Celebrations at Ferrell are still being finalized by Mrs. Barondeau and the PTAC, but will include opening of the time capsule behind the cornerstone, presentations from local historians, and other engaging history activities for students and staff. The building will also be open to the community from 10AM - 2PM on Saturday. More information will be shared with the community in the coming weeks, but please save the date to be part of this special celebration. As a former American History teacher, I am very eager to see what is in that capsule. 1925 - Calvin Coolidge, the Scopes Trial, bootlegging and Al Capone, The Phantom of the Opera, and The Great Gatsby were just a few notable events from that year.

### **Capital Projects:**

#### *Water Mitigation - HHS Campus*

Work on box culvert 1 at Boak Ave will be completed August 18 - August 22. At the end of the day on Friday, the culvert will be stoned and ready for traffic. From there Miller will transition to site grading and other project items across the campus. We are still coordinating with PPL on the replication of the power supply line to the Little League Fields and soccer stadium.

- Substantial Completion – Friday, October 10, 2025
- Final Completion – Friday, October 24, 2025

### *Ashkar Playground*

Playgrounds are complete and ready for students. I want to recognize the work of Mr. Alex Gomez and Mr. McCaffery to get this job done on time. As part of the water management project, Miller will create tapered grass edges against the outside of the playground border to help with any potential water issues and for student safety when playing.

### *Athletics*

Fencing around the tennis courts will be completed and ready for play on August 20th. Once that is complete and some minor issues around the track, these surfaces will be open to students. Just in time for the first football game on August 22nd.

### *Cafeteria Expansion - Fine Arts Classrooms*

Fine Arts' classrooms were turned over to the district on Thursday. There remains punch list items to finish in these spaces but teachers have access to begin moving back in. Furniture installation was moved back to Tuesday, August 19th to allow ELSD staff to finish final cleaning.

Getting the cafeteria to move in ready has been a challenge. Hepco will turn the space over to the district on Sunday, August 17th. Mr. McCaffery is trying to arrange stripping and waxing of the floor before furniture installation on Tuesday, August 19th. The existing cafeteria space will be ready, but there will be final pieces in both the original space and the new addition to complete. The best case I am hoping for is substantial completion by September 1st. I will keep the board updated as the project progresses.

### *Auditorium - Performance*

Illuminated Integration is completing final installation and testing of lights and sound systems. The stage is done and curtains are installed. The new retractable presentation screen will be installed August 19th so we are using a portable screen for in-service activities until then. They will return in mid-September to install the theatrical lighting as the final piece. Training for performance staff on the new systems will occur in late September.

### **Student Handbooks:**

Both the Elementary and Secondary student handbooks are on the agenda for approval. This is an annual process to ensure board review and approval of the general guidelines and processes used by principals to operate their buildings. Elementary and high school principals collaborate to ensure as much consistency as possible exists between their handbooks for the benefit of students and parents. As a reminder, you are approving them as they are today and with additional minimal changes that may need to occur during the year to ensure efficient district operations.

### **Personnel:**

#### *Miscellaneous Items*

There are several support personnel appointments and transfers on the agenda for approval. All of these are to fill existing vacancies maintaining our operational needs.

*Instrumental Music*

I am pleased to make the final faculty recommendation for the 2025-26 school term with Ms. Andria Mullan for instrumental music. Ms. Mullan has a Ph.D. in music education and 18 years of experience teaching music education in California. Along with Mr. Barckley, Ms. Weader, and Mrs. Carpenter, I am looking forward to the future of the Spartan Music program and the opportunities it affords our students.

*MOU - Compensation for Preparation Time*

The association has agreed to a simple resolution of missing preparation time for Mrs. Jaime Kile. Mrs. Kile is teaching an additional Spanish course this year and her preparation period needs to occur during Flex period. Since Flex is a few minutes shorter than a normal class period she needs to be compensated for the lost time. The MOU ensures this does not create a past practice between the Association and the District.

**Business and Financial:**

*Bleacher Sale - Donation to Lycoming County Fair*

Earlier this summer, the Lycoming County Fair approached the district regarding the bleachers that were being replaced. The Fair has offered to remove the bleachers, stairs, ramps, and footings for \$1.00. This will save the district \$18,000 in demolition cost. This is a great opportunity for both the fair and the district. The agreement is for the agreed upon terms of the sale, removal timeline, and hold harmless for the district.

*Other Items*

Other items presented for review and approval are for existing programs and services such as dental screenings for students, service coordination for the Student Assistance Program, School Outreach Services for Elementary and Secondary, and a special education program at Warrior Run used by the district.

Respectfully submitted,

Dr. Mark Stamm  
Superintendent of Schools



EAST LYCOMING  
**SCHOOL DISTRICT**

# **SCHOOL BOARD AGENDA**



**EVERY STUDENT: INSPIRED, ENGAGED, and LEARNING *Today, For Tomorrow***

**EAST LYCOMING SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
Tuesday, August 19, 2025  
High School Library - 7:00 p.m.**

**Public should enter through the Library Vestibule Doors  
The Finance Committee - 6:00 p.m. in the Library Conference Room**

**WELCOME AND CALL THE MEETING TO ORDER – MR. MAMRAK, PRESIDENT**

I. **AUDIENCE PARTICIPATION:** Comments from residents of the district regarding voted items on the agenda.

II. **REPORTS:**

**Superintendent Reports:**

- Superintendent Stamm

**Board Member Updates (as applicable):**

- Intermediate Unit #17 – Mr. Dudek
- Legislative Representation – Mr. Dudek
- LycoCTC – Mr. Mamrak

**Board Committee Meeting (Finance):** Mrs. Riegner

III. **EDUCATIONAL:**

1. **2025/2026 Student Handbooks:** (E-1)

**Resolved,** upon the recommendation of Superintendent Stamm to approve 2025/2026 Elementary and High School Student Handbooks.

**--resolution required**

IV. **PERSONNEL:**

(P-1)

1. **Instrumental Music K-12 Teacher (Temporary Professional Contract):**

**Resolved,** upon the recommendation of Superintendent Stamm and the interview committee to approve Ms. Andria Mullan as the Instrumental Music K-12 Teacher (Temporary Professional Contract) for the 2025/2026 school year. Ms. Mullan will be paid \$67,300, which represents level 7 (B) of the extracurricular salary agreement.

**--resolution required**

2. **Superintendent Annual Salary Increase:**

**Resolved,** on June 17<sup>th</sup> the Board of Directors completed their annual review of Dr. Mark Stamm, Superintendent. The board determined that the superintendent satisfactorily met his performance objectives and recommend a salary increase of 2.75%. Results of the evaluation will be posted to the district website as required by law.

**--resolution required**

3. **Full-time Instructional Aide:**

**Resolved,** upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Elizabeth Schwenk be approved as a

Full-time Instructional Aide at Renn Elementary. Ms. Schwenk will be paid \$14.59 per hour, plus co-pay benefits. **--resolution required**

4. **Part-time Instructional Aide:**

**Resolved**, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Stephanie Wolverton be approved as a Part-time Instructional Aide at the High School. Ms. Wolverton will be paid \$14.59 per hour, 6 hours per day. **--resolution required**

5. **Part-time Supervisory Aide:**

**Resolved**, upon the recommendation of Superintendent Stamm and Principal Coburn that Ms. Michelle Parker be approved as a Part-time Supervisory Aide at the High School. Ms. Parker will be paid \$14.09 per hour, 4 hours per day, pending receipt of required documents. **--resolution required**

6. **Transfer from Part-time Supervisory Aide to Part-time Secretary:**

**Resolved**, upon the recommendation of Superintendent Stamm and Principal Coburn that Ms. Courtney Jesser be approved to transfer from a Part-time Supervisory Aide to a Part-time Secretary at the High School. Ms. Jesser will be paid \$16.17 per hour, 6 hours per day. **--resolution required**

7. **Full-time Custodian:**

**Resolved**, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Mr. Scott Edwards be approved as a Full-time Custodian at the High School. Mr. Edwards will be paid \$15.16 per hour, plus co-pay benefits, pending receipt of required documents. **--resolution required**

8. **Head Cook at Renn Elementary:**

**Resolved**, upon the recommendation of Superintendent Stamm that Ms. Tasha Gordner be approved to transfer from an Assistant Head Cook at the High School to Head Cook at Renn Elementary. **--resolution required**

9. **Part-time Food Service Worker:**

**Resolved**, upon the recommendation of Superintendent Stamm that Ms. Abigail Wilson be approved as a Part-time Food Service Worker at the High School. Ms. Wilson will be paid \$14.09 per hour, 4.75 hours per day, pending receipt of required documents. **--resolution required**

10. **Memorandum of Understanding:**

**Resolved**, upon the recommendation of Superintendent Stamm that the Memorandum of Understanding between the East Lycoming School District and the East Lycoming Education Association be approved.

**--resolution required**

11. **Additions to the 2025/2026 Daily Substitute Teacher/Support Staff Listing:**

**Resolved**, to approve the following additions to the Elementary and Secondary 2025/2026 Daily Substitute Teacher Staff and Support Personnel Staff.

**--resolution required**

12. **Coaching for the 2025/2026 season:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Rodkey that Stacey Palandro be approved as the Assistant Cheerleading Football/Competitive Spirit Coach and Wrestling Cheerleading Coach be approved for the 2025/2026 season. Mrs. Palandro will be paid \$3,179.00, Level 5+ for Assistant Cheerleading and \$2,827.00, Level 5+ for Wrestling Cheerleading Coach. **--resolution required**

13. **Volunteer Coaches for the 2025/2026 season:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Rodkey that the following volunteer coaches be approved for the 2025/2026 season:

- P. Matthew Connors (Football)
- Marissa Egly (Cheerleading)
- Brett Garbrick (Track & Field)
- Nathaniel Hampton (Boys Wrestling)
- Peter Larsen (Boys Soccer)
- Greg Sullivan (Boys Wrestling)

**--resolution required**

14. **Event Staff:**

**Resolved**, upon the recommendation of Superintendent Stamm that Tracy Lunger and Carl Green be approved as Event Staff Workers.

**--resolution required**

15. **Band Camp Staff:**

**Resolved**, upon the recommendation of Superintendent Stamm that Evan Statts be approved retro-actively as Band Camp Staff for the August Band Camp. Mr. Statts will be paid \$1,152.00, which represents level 2 of the extracurricular salary agreement. **--resolution required**

16. **Mentor List 2025/2026:**

**Resolved**, upon the recommendation of Superintendent Stamm and Mrs. Cotner that the 2025/2026 Mentor List be approved. **--resolution required**

V. **MINUTES:**

(1)

**Resolved**, to accept the minutes from the Board meeting and Athletic Committee meeting of July 22, 2025 as submitted. **--resolution required**

VI. **BUSINESS/FINANCIAL MATTERS:**

1. **Bills for Payment:**

(F-1)

**Resolved**, to accept bills for payment as listed and attached.

**--resolution required**

2. **Woodlands Bank-Authorized Signers for Trust Accounts:** (F-2)

**Resolved**, upon the recommendation of Superintendent Stamm and Business Manager Burke that the district approve and complete the authorized signers form requested of Woodlands Bank Trust Department. **--resolution required**

3. **Special Education Agreement - Warrior Run:** (F-3)

**Resolved**, upon the recommendation of Superintendent Stamm and

Special Education Director Paulhamus that the attached 2025/26 Agreement with Warrior Run be approved. **--resolution required**

4. **School Based Outreach Services Agreement:** (F-4)  
Resolved, upon the recommendation of Superintendent Stamm that the Agreement for School Based Outreach Services totalling \$70,000 (\$55,000 funded by PCCD Grant), for two positions in the 2025/2026 school year be approved. **--resolution required**
5. **Student Assistance Program Services Agreement:** (F-5)  
**Resolved,** upon the recommendation of Superintendent Stamm that the Agreement for Student Assistance Program Services be approved. **--resolution required**
6. **River Valley Health Dental School Program Agreement:** (F-6)  
**Resolved,** upon the recommendation of Superintendent Stamm that the River Valley Health Agreement Dental School Program be approved. **--resolution required**
7. **Donation, Indemnification and Hold Harmless Agreement:** (F-7)  
**Resolved,** upon the recommendation of Superintendent Stamm that the Donation, Indemnification and Hold Harmless Agreement be approved. **--resolution required**

VII. **INFORMATION:**

1. Resignations received and accepted by Superintendent Stamm:
  - Nathaniel Ziminski, Maintenance Worker, effective August 8, 2025.
  - Michele Burgett, Food Service, effective August 18, 2025.
  - Frank Loiacono, Maintenance Worker, effective August 4, 2025.
  - Erica Bennett, Secretary, effective August 4, 2025.
  - Elizabeth Schwenk, Custodian, effective July 25, 2025.
  - Amy Barto, Aide, effective August 5, 2025.
  - Brennan Ryder, Aide, effective August 11, 2025.
2. The following Professional Staff Member attained tenure: Morgan Bishop
3. Financial Highlights.
4. Condensed Board Summary.
5. Construction Fund Reports.

VIII. **AUDIENCE PARTICIPATION:**

Questions or comments from residents of the district regarding board discussion topics or other school-related matters.

IX. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Comments from individual Board Members.

X. **EXECUTIVE SESSION:**

**Resolved,** to convene for an Executive Session for legal advice.

XI. **ADJOURNMENT:**

**NEXT BOARD MEETING (WORK SESSION)  
TUESDAY, SEPTEMBER 16, 2025 @ 7:00 PM**



**Finance Committee Agenda**  
**August 19, 2025**  
**6:00PM - HHS Library Conference Room**

1. State & Federal Budget Implications
2. ELSD Construction Funds/Update of Projects
3. ELSD (Lyco CTC Project) Construction Funds
4. ELSD Storage (due to Lyco CTC Project)
5. Capital Projects (budgeted \$275,000)
6. Substitute Teacher Rate Discussion
7. Lycoming County Reassessment

Presentation is being held on August 25, 2025 at 6:00 at the Hughesville Public Library

<https://empower.tylertech.com/Lycoming-County-Pennsylvania.html>

8. New Committee Business
9. Adjournment

**Ashkar- Ferrell- Renn**  
**Elementary Handbook**  
**2025-2026**



Joseph C. Ashkar 340 Broad Street, Hughesville 17737 570-584-5121  
George A. Ferrell 34 Court Street, Picture Rocks, 17762 570-585-3341  
Carl G. Renn 183 School Lane, Lairdsville, 17742 570-585-3070

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

## **East Lycoming School District**

Every student, inspired, engaged, and learning today, for tomorrow.

### **Core Values**

We believe...

Wellness & Community: **Wellness** before academics and **Community** before consequences.

Learning: Every students' **Learning** is my responsibility.

Effectiveness: **Effectiveness** is determined by my character, relationships and competence.

Communication Positive transparent **Communication** builds trust and determines the outcome.

Passion: **Passion** drives learning; find yours and share it.

### **Spartan STRONG**

Spartan STRONG is our school wide PBIS program. Character education is the process of helping students develop and practice core ethical values that our diverse society shares and holds important. We show integrity. We are responsible. We empower. We are Spartan Strong!

### **School-Based Mental Health and Emotional Wellness**

To support mental health and emotional wellness, students 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.

The Student Handbook is divided into six main categories:

- A. General Information
- B. School Related Information
- C. Academic Related Information
- D. Attendance Related Information
- E. Discipline
- F. Policies

Most subjects are arranged in alphabetical order under these six main categories. This should aid in your convenience when looking for information concerning a subject. If during the school year a question should arise that you feel is not answered in this Student Handbook, you should contact your student's principal.

	Page
<b>General Information</b>	5
ELSD Calendar	5
Parent Tips for Consideration	6
<b>School Related Information</b>	6
Admission Guidelines/ Immunizations	6
Cell Phone Policy	7
Classroom Visitations	7
Computer Network Systems/ Internet Acceptable Use Policy	7
Dress and Appearance	8
ELSD Bus Conduct Policy	9
Emergency School Closing	10
Field Trips	10
Fire Drills & Safety Drills	11
Health Room Information	11
Inclement Weather Preparation	13
Library Books & Textbooks	13
Media Consent	13
Nutrition Guidelines	14
Parent Involvement	17
PBIS & Spartan Strong	17
Prohibited Items	18
School-Based Mental Health & Emotional Wellness	18
School Counseling Services	19
School Records	19
Searches & Surveillance on School Property	19
Special Services	19
Student Assistance Program	20
Student Recognition	21
Student Responsibilities	21
Student Welfare Issues	22
Technology	22
Volunteers	23
<b>Academic Related Information</b>	23
Classroom Assignments	23
Completion of Classwork & Homework After Absence	23
Highly Qualified Statement	23
Homework	24
Pennsylvania State Testing	24
Report Cards	25
Specialized Subjects	26
<b>Attendance Related Information</b>	26
Arrival Time & Leaving School Without Permission	26
Compulsory Attendance & Truancy Elimination Plan	26
Leaving School Early or Going Home	29
Tardy	29
<b>Discipline</b>	29
Bullying /Cyber Bullying	29
District/State of Pennsylvania Discipline Guideline	30
Severe Misbehavior	31

<b>Policies</b>	31
Integrated Pest Management Notification	31
Non-discrimination Policy	32
Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)	32
Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)	33
McKinney-Vento Homeless Education Program	35
<b>School Board Policies with link</b>	36
<b>ELSD District Contacts</b>	37

# General Information

EAST LYCOMING SCHOOL DISTRICT / 2025-2026 CALENDAR

	<b>July 2025</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>rr</td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	rr		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<b>January 2026</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p><b>Jan 1-2:</b> Schools Closed  <b>Jan 16:</b> MP2  <b>Jan 19:</b> Professional Day 8</p> <p>Student 19/99  Teacher 20/107</p>														
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<p><b>Aug 14:</b> Professional Day 1 (Remake)  <b>Aug 15-19:</b> Professional Days 2-4  <b>Aug 20:</b> First Student Day</p> <p>Student 8/8  Teacher 12/12</p>	<b>August 2025</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<b>February 2026</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	<p><b>Feb 13:</b> Weather Day (2)  <b>Feb 16:</b> Professional Day 9</p> <p>Student 18/117  Teacher 19/126</p>																					
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Rev: 1/21/25

## **Parent Tips for Consideration**

How can you have a positive impact on your student's school experience?

- Meet your student's teacher. Your support and frequent communication help build the home to school connection.
- Ask your child about school each day. If they say, "nothing", don't give up! Ask about specific activities or subjects.
- Become familiar with the school practices and procedures so that you know what is expected of your student. If you have questions or concerns, discuss them with the teacher.
- Help your student see the importance of good attendance.
- Consider an 'allowance' of TV/technology/gaming time, and watch quality shows with them.
- If your child says they 'hate' a particular subject or anything about school, find out why. Discuss this with the classroom teacher and/or the school counselor.

How can you have a positive impact on your student's schoolwork?

- Have a good place to study. This should offer plenty of room and be comfortable.
- When completing homework, students should not be disturbed unnecessarily.
- Set aside a designated time for homework. This develops the routine and discipline students need.
- Review spelling words and vocabulary words. Before bed and in the morning before school are great opportunities for memory work.
- When completing research or a report, help your student become familiar with a wide variety of available resources.
- Review your student's homework, provide support and expectations. Provide suggestions, but do not complete it for them.

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## **School Related Information**

### **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) *(usually given as DPT or DTaP or if medically advisable, DT or TD)*

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

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)

### **Assemblies**

Students are expected to behave appropriately, especially when attending assembly programs and field trips outside of the classroom setting. In order for everyone at the assembly to attend safely and to enjoy the event, students should:

1. Enter and exit quietly in order to hear directions
2. Pay attention when moving throughout the assembly
3. Follow all directions given by an adult in charge
4. Demonstrate appropriate audience participation such as clapping and cheering
5. Refrain from any form of disorderly behavior such as foot stomping, whistling, booing, pushing, or shoving.

### **Cell Phone Policy**

Elementary students are **not** permitted to use cellular phones or other personal electronic devices during the school day. Any student using these types of devices during school hours will have it confiscated and parents/guardians may be asked to come to the school to pick up the confiscated item. **Cell phones must be turned off and placed in the student's backpack from 7:45 A.M. until 3:15 P.M.** Smart watches, if used as a personal communication device, are also prohibited. **School personnel are not responsible for any lost or stolen electronic devices.**

\*\*The administration has the authority to make modifications to this policy. Please Refer to Board Policy #237 on the District's website, [www.elsd.org](http://www.elsd.org), for the entire policy.

### **Classroom Visitations**

Parents/ guardians are encouraged to visit our schools. All visitors must report to the office and sign in as a school visitor. Classroom visits do require advance scheduling with the building principal.

### **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 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 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>.*

### **Dress and Appearance**

Students are expected to maintain a neat, well-groomed appearance that supports a positive learning environment. Clothing or appearance that is distracting, offensive, or disruptive to the educational process is not permitted.

If a student's attire violates the dress code, they will be asked to:

- Cover the item,
- Turn their shirt inside out,
- Change into school-provided clothing, or
- Call a parent/guardian to bring a change of clothes.

Students who refuse to comply will be suspended from attending classes.

#### **Dress Code Guidelines:**

##### **General Appearance**

- Undergarments must not be visible.
- Shorts, dresses, and skirts must be an appropriate length for school.
- Face paint covering is not permitted.

##### **Prohibited Items**

- Hats, bandanas, head coverings, or sunglasses inside the building during the school day.
- Shoes with cleats inside the building.
- Coats inside the building under normal conditions.
- Gang-related clothing or accessories.
- Excessive jewelry, chains, or accessories.
- Clothing, costumes, or accessories that disrupt learning or pose a safety hazard.
- Clothing with profane language or that promotes drugs or alcohol.

## **Special Requirements**

Certain classes or activities (e.g., physical education) may require specific attire for safety or health reasons.

## **Enforcement**

The administration has final authority over the interpretation and enforcement of this policy and may establish additional rules as necessary.

### **East Lycoming School District School Bus Conduct Policy**

Bus riding is a privilege and should not be abused. It is suggested students arrive at their 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 the 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 outside the bus
12. Failure to respect the driver's authority
13. Other just causes

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

1. First offense: Warning
2. Second offense: One-day suspension from the bus
3. Third offense: Three-day suspension from the bus
4. Fourth offense: Five-day suspension from the bus
5. Fifth offense: Ten-day suspension from the bus
6. Sixth offense: Removal from the bus 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.**

### **Bus Policy Addendum**

A written request is required from a parent or guardian granting 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.

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

### **Emergency School Closing**

At the beginning of the school year, ensure that you have completed the emergency information card and returned to the school. This includes 'early dismissal' information on where to go if dismissed early and contact information for once they arrive.

On days when the school must close due to inclement weather or an emergency situation, announcements will be made through the district's text message notification system, by local television and radio, and on the school web and social media pages. In most cases, announcements of school delays or closures will begin around 5:30 AM.

### **Notification System**

Parents/Guardians in the East Lycoming School District are automatically enrolled into both the district emergency/informational phone message system and text messaging system. Phone numbers are used from Sapphire, our Student Information System. Parents/Guardians are encouraged to verify contact information by logging into the Sapphire Parent Portal and viewing demographic information. Please contact the school secretary to make any changes.

### **Field Trips**

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

With the safety of students being of paramount consideration, 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 respect the decision of parents/guardians when it comes to safety. 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 regarding students participating in any out-of-school trip.

**\*For the safety of all students, only approved chaperones may attend school trips. All approved chaperones must have the requested clearances on file with the school in order to attend the school trip. See page 23 for details.**

### **Field Trip Expectations**

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

## **Fire Drills & Safety Drills**

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

## **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](http://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 recommendations 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 complete.

**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 cutting the tablets.

**Unused/Expired Medication:**

1. Parent/guardian will be responsible to pick up unused/expired medications
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 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 (fourth dose on or after the fourth birthday and at least six 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 reasons, 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 respects 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, the 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.

### **Inclement Weather Preparation**

Most days students will go outside for recess. It is important that parents ensure their student dresses appropriately each day for the weather. On a very cold day, a warm coat, hat, and gloves are necessary. Other winter provisions, such as boots, a scarf, leggings, or sweat pants should be considered.

### **Library Books & Textbooks**

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

### **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 the 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.

### **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 this 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 for 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 **Classroom Parties/Holiday Celebrations**.

**This section reads:** Classroom parties will offer minimal amounts of food (maximum 2-3 items) that contain sugar as the first ingredient (see added sugar\*) and provided 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. Nutrition, Inc. has birthday and party treats available for purchase that follow PDE guidelines, please contact our Food Service Director or ask your building office for a flyer.**

### **Nutritional Snack**

A time may be provided each day where students are able to eat a nutritional snack. Suggestions for healthy snacks include: fruit, raw vegetables, beef sticks, trail mix, seeds, nuts, crackers with peanut butter or cheese, pretzels, popcorn, granola bars, pudding, or applesauce. **Candy, gum, and soda are not permitted for snacks.**

### **ELSD Nutrition Charge Policy**

All students are expected to eat 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 student 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.

Breakfast and lunch menus can be viewed at <http://eastlycoming.nutrislice.com>.

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

1. No a la carte items can be purchased by students:
  - a. When there is a negative balance in the account.
  - b. If there are insufficient funds to cover the items being purchased.
2. Cafeteria accounts can be managed online at [schoolcafe.com](http://schoolcafe.com). Online, parents/guardians can view balances, receive email notifications and/or make deposits to their student's account. *SchoolCafe* also allows for automatic payments, spending limits on purchases, and low balance notifications.

To enroll:

1. Go to [www.schoolcafe.com](http://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 questions, please go to [www.schoolcafe.com](http://www.schoolcafe.com) and select the FAQ link. If you need assistance with the enrollment process, please call our Food Service Director at (570) 584-0194.

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

### **Notifications for Low and Negative Balances**

#### **Low Balance**

The district will not notify parents of low account balances. *Schoolcafe* has the capability to provide these notifications to parents at a threshold level set by the families. At this time, this is a more convenient system for families and ensures the district is not sending unnecessary notices.

#### **Negative Balances**

During the school term, parents/guardians will be notified when a student's account balance is below \$0.00. These notifications will be sent weekly and will include the student name, a negative balance notification, and directions for registering for meal benefits and other assistance.

#### **Negative Balances Greater than \$45.00**

During the school term, parents/guardians will be notified by postal mail when their balances exceed a negative balance of \$45.00. The notification will state they will have 10 calendar days to satisfy the outstanding debt or the balance will be submitted to an agency for collection of funds. Payment of funds must be through the Food Service Department.

After June 1, the district will notify parents/guardians of all negative balances. Negative accounts of \$25.00 or more will be submitted to an agency for collection on June 30. Negative balances less than \$25.00 will be rolled forward to the next school term.

### Collection of Non-Sufficient Funds (NSF Checks)

A written notice will be sent to parents/guardians explaining a deduction from the student's account in the amount of the non-sufficient funds, plus any additional fees. The notice will also include the parents/guardians responsibilities regarding non-sufficient funds and request that funds be deposited within 15 days. Additionally, for any non-sufficient funds not paid in full within 15 days of the written notice, the school district will forward the debt to the Magisterial District Court for payment, plus filing fees.

### Free and Reduced Meals

Applications for free and reduced meals are completed online through *SchoolCafe* on the district website. Applications must be submitted prior to October 1st for review of the qualifications for the new school year. Applications received by October 1st 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 any questions regarding applications.

### **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 NOT provide free or reduced priced snacks.** There must be funds in the student's account in order to purchase a snack. If parents/guardians do not wish to allow a student to have the option to purchase a snack, please contact the Food Service Director at 570-584-0194.

### Elementary Meal Prices

Breakfast: FREE for all students

Lunch: \$2.05 for Paid status students, FREE for Free and Reduced status students

### **Funding and Non-discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program of USAD's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complain, a Complainant

should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1. Mail: U.S. Department of Agriculture, Office of Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2. Fax: (833) 256-1665 or (202) 690-7442; 3. email: [program.intake.usda.org](mailto:program.intake.usda.org).

This program is an equal opportunity provider.

### **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 student learning at home and school.

We support these efforts by:

1. Strengthening family-school partnerships through good communication and mutual responsibility for student learning.
2. Providing resources, training, and information to parents that is needed to help children learn, and provide teachers and principals the tools they need to engage with families.

### **PBIS & Spartan Strong**

Positive Behavior Intervention and Support (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports *all* students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. The core character traits that will guide our character education called, **Spartan Strong** are: **Empower**, **Responsible**, and **Integrity**.

- Empower yourself and others
- Responsible behavior in and around school
- Integrity involves choosing to do the right thing, even when no one is looking

#### **Our Goals**

- Provide a safe learning environment conducive to learning.
- Establish a uniform program- K-6, which emphasizes reinforcement of *positive* behavior and the re-teaching of expected behaviors, when necessary.
- Have expected student positive behaviors posted in every room.

- Develop a plan for communicating effectively and positively with parents.
- Require student involvement in the disciplinary process.

#### Expected Student Behaviors

- Follow *all* directions.
- Stay in assigned areas.
- Keep hands, feet, and objects to yourself.
- Use equipment and materials appropriately.
- Be respectful. (no fighting, bullying, teasing, talking back, or use of inappropriate language)
- Be present, on time, and prepared for all classes each day.

#### Prohibited Items

Our goal of the East Lycoming School District is to create and maintain a safe and effective learning environment.

The following items are **NOT** permitted for students to bring to school:

- Cameras, toys, electronic games
- Squirt guns and any water-holding device
- Glass containers
- Coffee or energy drinks
- Items for sale
- Skateboards, rollerblades, scooters, or look alike
- Collector cards (baseball, Pokemon, etc.)
- Knives, sharp objects, weapons, or look alike weapons
- Any item which interferes with instruction or causes a distraction

Use of alcohol, tobacco, illegal and non-prescribed drugs, weapons, and dangerous/potentially dangerous instruments, in any form, are prohibited on school property by School Board policy. Looks-alikes are also prohibited and are not to be brought into the school by students under any circumstances. **If a student is found possessing any of the above items, he/she may be suspended and other potential consequences, which may include expulsion.**

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, and redeemed only after a parent-student-principal conference. The school district is not responsible for personal items brought in by students.

#### School-Based Mental Health and Emotional Wellness

To support mental health and emotional wellness, students in grades PreK through 8th will participate 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.

### **School Counseling Services**

The elementary School Counselors, 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
- Crisis Management

### **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.

As detailed in the Federal Educational Rights and Privacy Act (FERPA), 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.

### **Searches & Surveillance on School Property**

Desks, books, and school issued Chromebooks are the property of the school and the school has the obligation to insure 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, in the presence of another professional employee, will conduct the search.

### **Special Services**

The goals of the district is to provide support to students, in their classrooms, in small groups, or individual settings so that they can meet grade level standards and show adequate progress in reading and math.

Through the use of Multi-Tiered System of Supports, MTSS, students are supported using a proactive and data-driven approach that provides help at tiered levels based on the individual needs of each student. All students receive Tier 1 through high-quality classroom instruction from their grade-level teacher. Some students may receive, in addition to Tier 1, support in Tier 2 through small group intervention within in their classroom. A few students, in addition to Tier 1 and Tier 2, may receive support in Tier 3 through more intensive small group instruction. Through ongoing progress monitoring, such as state and local assessments, individualized achievement testing, report cards,

teacher and parent input, and previous participation in intervention programs, instruction is adjusted and support is provided so every child can be successful.

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 days to discuss the testing results and if the services are needed.

A copy of the Gifted Education Policy can be found on the district webpage. 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, school counselor, Mrs. April Paulhamus(Director of Special Education) 570-584-5841, or Mrs. Cori Cotner (Director of Curriculum) 570-584-2131.

### **Student Assistance Program**

The East Lycoming District has established a Student Assistance Program to provide appropriate counseling and support services for 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 student 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 student 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 have access to 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 child's education and in the successful resolution of the problem.

### **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 & Intellectual Disabilities: 1-800-525-7938
- YWCA Wise Options (Abuse & Sexual Assault) (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
- Safe-2-Say: 1-844-SAF2SAY
- Suicide Crisis line: call or text 988 / Chat [988lifeline.org](https://988lifeline.org)
- CCR (Center for Community Resources): 1 844-707-3224/ Text #63288 / Chat [ccrinfo.org](https://ccrinfo.org)

### **Student Recognition**

Students will be recognized for outstanding academic achievement and citizenship during the school year. Each month a "Spartan Strong" student will be highlighted with their achievements as they demonstrated strong academic abilities and positive character traits.

### **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.

### 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 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.

### Technology

#### Chromebooks

Students in grades 3-6, when appropriate, receive technology enhanced and guided instruction using district issued Chromebooks. Chromebooks are used to ensure students are knowledgeable in using technology appropriately and to assist in their educational instruction when necessary. Students in grades PK-2 do not utilize Chromebooks as we strive to provide face-to-face interactions between teachers and peers.

#### Internet

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

### Volunteers

We welcome and appreciate all volunteers. To volunteer you may use the district website “volunteer tab” to access a volunteer application or contact the building office. Volunteers are required to obtain Act 151, Act 34, Act 24, and FBI Waiver. *Details for obtaining clearances can be found at:* <https://www.elsd.org/volunteers> Please be certain to sign-in at the office and log your hours when volunteering.

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## **Academic Related Information**

### **Classroom Assignments**

The development of classroom assignments is a multi-tiered process that involves evaluation of individual student data as well as input from classroom teachers, specialists, school counselors, and the building principal. We strive to maintain a balance between gender, ability, personalities and the needs of all students. Please know that we value your involvement but request for specific teachers is not part of this academic and social process.

### **Completion of Classwork & Homework After Absence**

It is each student’s responsibility to fully complete classroom work and homework assignments, and return it to the teacher on the date and 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 3 or more incomplete or missing assignments in a particular class, the teacher will notify parents/guardians.

### **Highly Qualified Statement**

You have a right to know information about your child’s teachers. This includes:

- Whether the state of Pennsylvania has licensed or qualified the teachers for the grades and subjects they teach.
- Whether the teacher is teaching under an emergency permit or other professional 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 those 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.

### **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 completed without assistance. Homework assignments should require greater than one hour to complete. **Assignments are not meant to frustrate or overwhelm a student. If you find this to occur, please stop working on the assignment for the evening and contact your child's teacher the following morning.**

#### Student Expectations for Homework

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

#### Teacher Expectations for Homework

- Homework assignments will be posted in the classroom.
- Provide a 3 day prior notice for most major tests.
- Assignments are to be checked and reviewed by the teacher.
- Notify parents after 3 missed assignments.

#### Parent Expectations for Homework

- Provide an established time nightly for homework and/or studying.
- Provide a structured location with any necessary materials.
- Check for completeness and neatness.
- When requested, sign the assignment book and/or assignment sheet.
- Ask your child nightly about assignments.
- Send a note to school when circumstances do not allow a child to finish homework.

### **Pennsylvania State 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)**

- April 20- April 24 - English Language Arts - Grades 3-6
- April 27- May 1 - Mathematics- Grade 3-6 & Science -Only Grade 5

### **Report Cards**

Report Cards are issued to all students four times a year. Notifications to parents will be sent through normal district communications in advance.

Parent/ Teacher conferences are scheduled for November 24 and November 25, 2025.

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. For grades K-5 subject headings will be assessed using a four-point rubric scale.

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

Math Checklists are provided to families each quarter showing skills that should be mastered.

- M=Meeting Expectations
- N=Not Meeting Expectations
- N/A= Not Assessed

For grade 6, percentage grades will be given in three areas: English Language Arts, Mathematics, and Social Sciences. Upon completion of each marking period, students will receive a percentage score.

- 100%-95%
- 94%-85%
- 84%-75%
- 74%-70%
- 69% and below

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

### **Specialized Subjects**

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

ART	Grades K-6	30 minutes/week
MUSIC	Grades K-6	30 minutes/week
LIBRARY	Grades K-6	30 minutes/week
PHYSICAL EDUCATION	Grades K-6	60 minutes/week
BAND *	Grades 5-6	1 group rehearsal/week, lesson/week
CHORUS*	Grades 5-6	30 minutes/week

\*Participation in Band and Chorus is optional, but does require attendance at two annual concerts and the rehearsals prior to the performances. For Band, parents must sign the Hughesville Band Registration Form to admit their child into the program. The elementary band program is a training program providing the prerequisite skills that are needed to participate in the Hughesville High School Spartan Band.

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## **Attendance Related Information**

### **Arrival Time and Leaving School Without Permission**

Students are expected to arrive at the elementary school by 8:15 A.M. If a child arrives after 8:15 A.M., he/she and the parent/guardian must check in at the office and will be marked tardy. 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 action. *Only school students are permitted to enter the building without prior approval.*

School opens at the following times:	Ashkar Elementary	7:30
	Ferrell Elementary	7:15
	Renn Elementary	7:15

### **Compulsory Attendance and Truancy Elimination Plan**

#### **Attendance**

##### **Compulsory Attendance Requirements**

Compulsory school age refers to the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age. 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”

When a student has been absent for 3 days without an excuse, the student is considered truant. At this point, the district will do two things: 1. notify the parent/guardian (in writing), with whom the child resides, within 10 school days of the unlawful absences and 2. Notify the school district's caseworker of the unlawful absence notification. This notification may include an offer of a Student Attendance Improvement Conference. The purpose of the Student Attendance Improvement Conference is to identify the reason(s) for a student's truancy and to develop the plans necessary to improve the student's future attendance. The plan is known as the Students Attendance Improvement Plan (SAIP). After development, the SAIP will be retained in the students file and copies shall be given to the parent/guardian, the student and to appropriate school personnel. Please see information below for additional information regarding unexcused absences.

### 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 A.M.. For the convenience of our parents, answering machines, voicemail and email 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 student’s name, the dates of absence, the reason for absence, and the signature of the parent.*

### 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.

### 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.*

### 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.

#### 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 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.

#### 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 school days or their equivalent following the first notice of truancy given after a child’s third unlawful absence. *Therefore, only three unexcused or illegal absences are permitted per year.* The parents will be notified of the illegal absences by mail, email, or phone.

Students 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 the Pennsylvania School Code, students/ parents have three 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.

- 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 administrator/ Truancy Advisory Panel.
  4. After a student has accumulated their tenth absence, excused or unexcused, the student will be required to submit an excuse from a medical professional for future absences to be excused.

## 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 of a student 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.

## Tardy

Any student who arrives after 8:15 A.M. will be considered tardy. After 9:00 AM, the absence will be a half-day absence. 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 in 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, the principal may contact the parents/guardian to schedule an after school "work session" to make up for missed time. 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.

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## **Discipline**

### 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 has a zero-tolerance policy on 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.

**School Setting** means in the school, on school grounds, in school vehicles, or at any sponsored, supervised or sanctioned event by the school.

### Authority

The school prohibits all forms of bullying by district students. All students are encouraged to promptly report bullying to a staff member. Bullying reports are investigated and handled appropriately with all parties involved.

### 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:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfer to another school building, classroom or school bus
- Exclusion from school-sponsored activities
- Detention
- Suspension
- Expulsion
- Counseling / Therapy outside school
- Referral to law enforcement officials

(Refer to Board Policy 249 at [www.elsd.org](http://www.elsd.org) 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 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.

### **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 suspensions, or out-of-school suspensions, from 1-10 days. ***The building principal has the final decision regarding disciplinary action for severe misbehavior.***

#### **Examples of Severe Misbehavior**

- Verbal or physical abuse of a peer or staff member
- Fighting / physical aggression
- Bullying/ Cyber Bullying (verbal, physical, written)
- Cheating, stealing, trespassing, vandalism, or extortion (including computer hacking)
- 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)
- Sexually inappropriate comments, gestures, or materials including deliberate profanity vulgarity, obscene language
- Disrespectful, insubordinate, and/or defiant behaviors towards a staff member
- Possession/use/selling/furnishing of a controlled substance, or a look-alike, including alcohol, or paraphernalia (automatic suspension 1-10 days and SAP referral- will be recommended to the Board of Education for expulsion and referred to a law enforcement agency or other appropriate authorities.
- Possession of a weapon or look-alike weapon as currently defined by PA Code and/or Federal law (automatic suspension 1-10 days).

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## **Policies**

### **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 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 Bryan McCaffery, Director of Buildings and Grounds at (570) 312-0513.

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.

East year the district will prepare a new notification registry.

### **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

### **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 educational 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 to 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 the 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 both 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 the student’s parent;
  2. Mental or psychological problems of the student or the 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 students 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 collecting, 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 of age or emancipated 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 the school year and after any substantive changes. The East Lycoming School District will also directly notify, such as through the 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

## McKinney-Vento Homeless Act

The Education for Homeless Children and Youth (EHCY) program is authorized under the 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 Acts (ESSA). 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, enrollments, 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 & Educational Rights**

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

1. 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 1 and other educational programs and other comparable services including transportation.

2. 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 situation.

**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.**

**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.

**School Board Policies**

**[Welcome - Policy Manual BoardDocs® PL](#)**

## ELSD DISTRICT CONTACTS

Dr. Mark Stamm, Superintendent of Schools	570-584-2131
Mrs. Cori Cotner, Director of Curriculum	570-584-2131
Mrs. Heather Burke, Business Manager & Transportation Director	570-584-2131
Mrs. Valerie Ochs, Assistant Business Manager	570-584-2131
Ms. Brittany Decker, Principal, Ashkar	570-584-5121
Mrs. Laura Barondeau Principal, Ferrell	570-584-3341
Renn	570-584-3070
Mr. Rick Reichner, Principal, Junior High Principal	570-584-5111
Mr. Tom Coburn, Principal, Senior High Principal	570-584-5111
Ms. Jessica Schuster, Ashkar School Counselor	570-584-5121
Mrs. Marisa Sponhouse, School Counselor, Renn	570-584-3070
Ferrell	570-584-3341
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. Kristin Harer, School Nurse – Renn	570-584-3070
Mrs. Jesse Golla, Cafeteria Director	570-584-0194
Mrs. Nichole Brown, PTA President, Ashkar	570-584-0207
Mrs. Mandy Kitzmiller, PTO President, Renn	570-584-6542
Mrs. Erin Shellinski, PTAC President, 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,

As we begin the 2025-2026 school year, we would like to welcome you and your students back to the East Lycoming School District. The staff of Ashkar, Ferrell and Renn Elementary schools have been working hard in preparation. We are looking forward to providing another exciting year full of high-quality learning experiences. We also look forward to working with you, our parents and guardians, to fully maximize educational potential.

Our student handbook outlines the policies and procedures for the elementary schools of the East Lycoming School District. Please review this handbook with your child(ren). Should you have any questions or concerns, do not hesitate to reach out regarding our elementary program.

Effective school-family communication is important to us, and we encourage you to maintain open dialogue with your child's teacher. Please contact staff when in need of assistance or when you have information that may be helpful to us. Working together, as educational partners, will ensure a successful school year.

We look forward to an exciting and successful school year.

Sincerely,

Mrs. Brittany Decker  
Ashkar Elementary Principal

Mrs. Laura Barondeau  
Renn & Ferrell Elementary Principal



Hughesville Junior-Senior High School  
Student/Parent Handbook

2025-26

Revised 7/16/25

## East Lycoming School District

### Core Values

We believe...

Wellness & Community: **Wellness** before academics and **Community** before consequences.

Learning: Every students' **Learning** is my responsibility.

Effectiveness: **Effectiveness** is determined by my character, relationships and competence.

Communication Positive transparent **Communication** builds trust and determines the outcome.

Passion: **Passion** drives learning; find yours and share it.

### Spartan STRONG

Spartan STRONG is our school wide PBIS program. Character education is the process of helping students develop and practice core ethical values that our diverse society shares and holds important. We show integrity. We are responsible. We empower. We are Spartan Strong!

### Hughesville High School Alma Mater

We all love the Hughesville High School

It's the best we agree and to our dear Alma Mater Pledge our loyalty.

Loyal e'er we'll be to Hughesville

Keep her memory bright

For our dear old Alma Mater

And the Green and White

### 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.

The Student Handbook is divided into seven main categories:

- A. General Information
- B. School Related Information
- C. Academic Related Information
- D. Extra-curricular Related Information
- E. Attendance Related Information
- F. Discipline
- G. Policies

Most subjects are arranged in alphabetical order under these eight main categories. This should aid in your convenience when looking for information concerning a subject. If during the school year a question should arise that you feel is not answered in this Student Handbook, you should contact the high school administration.

	Page
<b>General Information</b>	5
Bell Schedules	5
ELSD Calendar	6
<b>Student Attendance Information</b>	7
Attendance Policy	7
Illegal Absences – Truancy	7
Absences and Excuses	8
Part Day Absences	8
Tardy	8
College Visitations	8
Family Excursions	8
Arrival Procedures	9
<b>Student / Academic Related Information</b>	9
Academic Integrity / Cheating	9
Class Make-up Work	9
Class Rank	9
Dual Enrollment Courses	9
High School Progressions/Graduation Requirements	9
Honor Roll	10
PA System of School Assessment (PSSA)	10
Keystone Exams	10
Report Cards	10
Schedule Changes	11
Senior End-of-School Term	11
Student Evaluations / Progress Reports	11
Withdrawal from School	11
<b>Extra-Curricular Related Information</b>	12
Academic Requirement	12
Sports Programs	12
Band and Chorus Lessons	12
Athletic Spirit Groups	12
Attendance at Athletic Events	13
<b>Student Discipline Information</b>	13
Expected Faculty Behaviors	13
Notification – Video/Audio Monitoring	13
Student Discipline Records	14
Purpose of Discipline	14
Time Out Room	14
Discipline Code	14
Exclusion from School	17
Exclusion from Classes	18
<b>School Related Information</b>	19
Assemblies	19
Backpacks / Book Bags	19
Breakfast	19
Bus Transportation	19
Building Usage	20
Cafeteria / ELSD Lunch Charge Policy	20
Care of Property	22
Car Registration / Parking Regulations / Car Visit	22
Cellular Phones and other Personal Electronic Devices	22
Classes and Clubs	23
Computer Usage	23

Dances	23
Dismissal from Classes / Hallway Procedures	24
Distribution of Literature	24
Dress and Appearance	24
Eating / Drinking in the School Building	24
Emergency School Closings	24
Field Trips	25
Fire Drills	25
Guidance (Counseling Services)	25
Harassment	26
ID Cards	26
In the Building Before/After School Hours	26
Locker Keys/Locks and Gym Lockers	26
Locker Search	26
Money / Student Debts	26
Missing Classes	27
National Anthem and Pledge of Allegiance	27
Nursing Services	27
Passes	30
Physical Education Requirements	30
Possession of Tobacco	31
Possession of Weapons	31
Security Cameras	32
Special Services/Special Education	32
Student Assistance Program	33
Visitors	34
Telephone Messages	34
Textbooks	34
Working Papers	34
<b>Policies</b>	34
Notification of Rights under The Family Educational Rights and Privacy Act (FERPA)	34
Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)	35
Non-discrimination Policy	36
Title IX sex discrimination Policy	36
McKinney-Vento Homeless Education Program	36
<b>Additional required notifications with link</b>	38

## GENERAL INFORMATION

### BELL SCHEDULES

#### NORMAL SCHEDULE

Homerooms Open 7:50  
 Students in Homeroom 8:07  
 Late to School Bell 8:10  
 AM Announcements  
 1 8:10 to 8:59  
 2 9:02 to 9:46  
 3 9:49 to 10:33

	A Lunch		B Lunch		C Lunch
	Lunch 10:36 to 11:06	A4	10:36 to 11:20	A4	10:36 to 11:20
	4B 11:09 to 11:53	Lunch	11:23 to 11:53	B5	11:23 to 12:07
	5C 11:56 to 12:40	5C	11:56 to 12:40	Lunch	12:10 to 12:40
6	12:43 to 1:27				
7	1:30 to 2:14				
8	2:16 to 2:56				
	PM Announcements				
	Dismissal				

#### TWO-HOUR DELAY SCHEDULE

Homerooms Open 9:50  
 Students in Homeroom 10:07  
 Late to School Bell 10:10  
 AM Announcements  
 1 10:10 to 10:43  
 2 10:46 to 11:15  
 3 11:18 to 11:47

	A Lunch		B Lunch		C Lunch
	Lunch 11:50 to 12:20	A4	11:50 to 12:19	A4	11:50 to 12:19
	4B 12:23 to 12:52	Lunch	12:22 to 12:52	B5	12:23 to 12:52
	5C 12:55 to 1:24	5C	12:55 to 1:24	Lunch	12:54 to 1:24
6	1:27 to 1:56				
7	1:59 to 2:28				
8	2:30 to 2:56				
	PM Announcements				
	Dismissal				

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24	25	26	27	28	29	30																																																																																																													
<p>Student Day</p> <p>Professional Day - No Students</p> <p>Student Half-Day - 11 AM</p> <p>Weather Day</p> <p>Schools Closed</p>	<p><b>Board Approval: 1st Reading</b></p> <p><b>February 25, 2025</b></p>	<p><b>Board Approval: 2nd Reading</b></p> <p><b>March 25, 2025</b></p>	<p><b>Total Days</b></p> <p><b>180 Student Days</b></p> <p><b>189 Teacher Days</b></p> <p><b>9 Professional Days</b></p> <p><b>5 Weather Days</b></p> <p>Instructional Hours 990 / 900</p>																																																																																																																

## **Student Attendance Information**

### **Attendance Policy**

When a student has been absent for 3 days without an excuse, the student is considered **truant**. At this point, the district will do two things:

1. Notify the parent/guardian (in writing), with whom the child resides, within 10 school days of the unlawful absences and
2. Notify the school district's caseworker of the unlawful absence notification.

This notification may include an offer of a Student Attendance Improvement Conference. The purpose of the Student Attendance Improvement Conference is to identify the reason(s) for a student's truancy and to develop the plans necessary to improve the student's future attendance. The plan is known as the Students Attendance Improvement Plan (SAIP). After development, the SAIP will be retained in the students file and copies shall be given to the parent/guardian, the student and to appropriate school personnel. Please see information below for additional information regarding unexcused absences.

### **Illegal Absences- Important Numbers**

\* It is important to note that a student is permitted **ONLY 3 unexcused** days throughout the entire school year. All other absences need to be accompanied by an excuse from a parent/guardian or a medical professional. The excuses must be submitted to the school within 3 days of the absence otherwise the absence will be unexcused.

\* **Parental excuses may not exceed 10 days.** After 10 days of parental excuses, ALL additional absences will require an excuse from a medical professional.

\*Parents will be notified in writing after **3 unexcused absences**

\* Parents will be notified in writing after **4 unexcused absences** and be contacted via phone by the school district's caseworker.

\*After a student has accumulated their **10<sup>th</sup> total absence** (excused or unexcused) the parent/guardian will be notified in writing and the student will be required to submit an excuse from a medical professional for all additional absences.

\*After the SAIP meeting is complete and additional absences occur, the district may file charges with the district magistrate. The parent and or student are then subject to fines and penalties at the judge's discretion. Please see below for additional information regarding possible court actions.

### **Habitually Truant**

1. Habitually truancy is defined as a student who accumulates 6 or more unexcused absences. When a student is **UNDER 15 YEARS OF AGE** and is habitually truant the following MAY occur:

- A. The student shall be referred to a school or community-based attendance improvement program.
- B. The student may be referred to the local children and youth agency.
- C. The district may file a citation with the local district magistrate against the parent/ guardians only.

2. When a student is habitually truant and is **15 YEARS OF AGE AND OLDER** the following MAY occur:

- A. The student shall be referred to a school or community-based attendance improvement program.
- B. The district may file a citation with the local district magistrate against the parent/guardian AND THE STUDENT.
- C. The district may also refer a student in this age group to the local children and youth and youth agency if additional absences occur or if a student or parent refuses to participate in the SAIP.

### **Absences and Excuses**

The high school office will provide absentee excuse blanks for all students. These forms may be used whenever a student is absent. Students who have been absent from school must present a written excuse signed by a parent or guardian to the high school office on the day of return to school or within three (3) school days after returning to school. The reason for the absence should be clearly stated on the excuse. Any excuse forms not turned in within the 3-day requirement, is automatically an unexcused/unlawful absence. The office should be notified if a student will be absent for an extended period of time. Random phone calls may be made to homes for students that are absent. (Refer to Board policy #204 for complete policy)

### **Part-Day Absences**

Students will not be excused to leave during school hours unless:

An excuse properly signed by a parent or legal guardian is presented to the office. This excuse must include date, time of early dismissal, and the reason, and it must be presented before Period 1 on the day the student wishes to leave early. Parents who call the school for an early dismissal during the day may be required to pick their child up in the office. Excuses that conform to the legal reasons stated in the PA School Code, will be honored. The student must sign out at the high school office before leaving and must sign back in upon returning. Early dismissal forms must have an authorized return signature (doctor, lawyer) before the excuse can be determined legal. Students arriving after 9:00 AM or leaving early before 2:00 PM will be marked absent for a half day.

\*\*\*Students involved in extracurricular activities must follow the attendance requirements in the Extra-Curricular Handbook for Students and Parents.

### **Tardy**

Students arriving at school late but arriving before 9:00 AM are tardy. An early dismissal will result when a student leaves after 2:00 PM.

### **College Visitations**

College visitations during school time should be arranged through the guidance office prior to the

visit. A note from the college or postsecondary institution on their letterhead can be used to certify attendance and must be returned to the guidance office.

### **Family Excursions**

The school district shall consider an extended family excursion or vacation, which requires the absence of children from school, as a lawful absence if the trip meets the criteria set forth in the Family Excursion or Vacation Request Form. Parents should plan extended vacations in advance in order for their child to obtain all homework assignments covered during the absence. The child is responsible for obtaining assignments prior to the absence and turning in all class work missed within three-(3) days of returning to school. Family excursion forms must be submitted and approved prior to the absence.

### **Arrival Procedures**

Homerooms are open at 7:50AM. Students arriving prior to 7:50AM must report to the cafeteria. The cafeteria is open for breakfast starting at 7:30AM. If not eating breakfast, it is recommended that students arrive no earlier than 7:45AM. Upon arrival, students need to report to the cafeteria or directly to their homerooms. Students are not permitted to walk the halls. All students arriving after 8:10AM must sign in at the office before attending homeroom or classes and will be considered late.

## **Student/Academic Related Information**

### **Academic Integrity / Cheating**

Any student found to be cheating or plagiarizing will 1.) be informed of the seriousness of the violation 2.) parents/guardians will be notified 3.) there may be possible discipline as outlined in the discipline section of the student handbook 4.) student may receive a zero or failing grade for the assignment 5.) National Honor Society Advisor will be notified if applicable

### **Class Make-Up Work**

All teachers will ensure that students absent from class will have the opportunity to make up any work that was missed. Any student missing class because he/she cut the class or skipped school will be required to do any make-up work, but not at full credit. When a student is absent for any excused reason, he or she will be given one school day for each excused day absent, up to 4 days, in order to make up assignments.

### **Class Rank**

Class rank will be reported for grade 9 at the end of the year, grade 10 at the end of each semester and grade 11 and 12 at the end of each quarter in accordance with the current procedures for grades 9-12. Numerical grades will be used in determining the averages. The school will attempt to acquire numerical grades for transfer students, but the ultimate responsibility for obtaining these grades will be that of the student, his/her parents or guardian. When letter grades for the transfer student are obtained, the school will use these grades converted to numerical grades. If the transcript bears the key to the letter grades, the school will use the midpoint grade from the transcript. If no key is given, the school will use the midpoint of our scale. Satisfactory, Unsatisfactory, Pass and Fail grades will not be used in class standing computations. In order to be valedictorian or salutatorian of the class, the student must have completed three academic years at Hughesville High School.

### **Dual Enrollment Courses**

Dual enrollment courses are offered through several Colleges and Universities. The school will provide the information needed to enroll in a dual enrollment course, but it is up to the parent/student to make sure the college's procedures are followed, courses are transferable to the college of choice, and are responsible for all financial obligations associated with taking the course. Refer to the Program of Studies for further information.

### **High School Progressions/Graduation Requirements**

**Grade 8** - To be considered an 8th grader, a student may not fail 2 or more core courses for the year

(English, Math, Social Studies, Science).

**Grade 9** - To be considered a 9th grader, a student must not fail 2 or more core courses for the year (English, Math, Social Studies, Science) or the same course in 7th and 8th grade.

**Grade 10** – To be considered a 10th grader, a student at the end of 9th grade must have earned at least six credits, not be deficient more than 1/2 (one-half) credit in any major subject required for graduation.

**Grade 11** - To be considered an 11th grader, a student at the end of 10th grade must have earned at least 12 credits, not be deficient in more than one credit in any major subject required for graduation.

**Grade 12** - To be considered a senior, a student by the end of the 11th grade must have earned at least 18 credits, must not be two or more credits deficient in a major subject required for graduation.

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

To be **eligible for graduation**, by the end of the senior year, a student must have successfully completed a minimum of **25 credits** consisting of:

English: 4 credits, at least 1 each year grades 9-12

Mathematics: 4 credits, at least 1 each year grades 9-12

Science: 4 credits, at least 1 each year grades 9-12

Social Studies: 4 credits, at least 1 each year grades 9-12

Health and Physical Education: 1.5 credits (requirement modified for CTE students, must have at least .5 credits)

Elective Courses

Every Senior must schedule at least one of each of the core courses during their senior year

Spartan Academy - Academic Pathway

Students enrolled in the Academic Pathway of Spartan Academy must fulfill the same graduation requirements as a student physically attending HHS.

Spartan Academy - Workforce Preparation Pathway

The online Workforce Preparation Pathway is a streamlined educational program focused on acquiring the essential skills for success in work and life. Students who enroll in this pathway before the first day of the second semester of their junior year, are required to complete at least the minimum state graduation credits requirements as listed below (21 Total Credits). All other applicable state requirements for graduation also apply.

- 4 English
- 3 Science, 3 Math, and 3 Social Studies
- 2 Arts / Humanities
- 1 Physical Education
- 5 Elective Courses / CTE

### **Honor Roll**

Hughesville High School has an Honor Roll, which is reported at the end of each grading period.

Criteria for the Honor Roll is as follows:

- (1) No subject marks lower than 80%.
- (2) An overall average of 90% (un-weighted) in all subjects graded by percent.
- (3) A P(Pass) in all classes using a P(Pass) or F(Fail) grading.

### **Pennsylvania System of School Assessment (PSSA Tests) / Keystone Exams**

The PSSA and Keystone Exams are designed to provide information about the quality of schools to parents, school districts, and the general public. Students in the Junior- Senior High may participate in the tests throughout the year. The results are important to all students because the scores are tied in with graduation requirements.

### **Report Cards**

In all instances, it is the intention of the teacher to have any grade given to be a true reflection of the student's academic effort and not a reflection of her/his behavior, etc. Interpretation of the numerical grades is as follows:

100-95	Excellent
94-85	Above Average
84-75	Average
74-70	Below Average
69-0	Failing

Physical Education / Junior High “Specials” marks are:

P (Pass)

F (Fail)

Report cards will be posted on the Parent/Student Portal every nine (9) weeks, four (4) times a year. The final grade on the report card will reflect the average of the semester grades (2), or the quarterly grades (4), and the final exam averages.

Report cards will be posted on the following dates:

- October 28, 2025
- January 21, 2026
- April 1, 2026
- June 9, 2026

If a parent and/or student would like a paper copy of the report card you are to contact the high school office with your request and a copy will be given to the student.

### **Schedule Changes**

Schedules mailed during the summer should be considered final and binding upon the student. However, in limited situations, students may request a course change or drop within the first week of school. Not all requests will necessarily be granted. Any student requests after the first six days of school, which result in a course being dropped, could be noted on the student's report card and final transcript as a W (Withdraw). Specific procedures for course changes are outlined within the Program of Studies, grade 9 -12 Booklet. There will be no dropping of courses between the end of the fourth marking period and finals. All course changes, regardless of the time when they take place, are subject to review by the counselor, faculty member, parent and administration. No high school student will be permitted more than eight (8) class periods per day.

### **Senior End-of-School Term**

The East Lycoming School Board has adopted the following policy statements for the 'end-of- the-year' procedures for senior students: Any senior student with an estimated 75% or lower will be sent a progress report by the teacher during the middle of the fourth marking period. Phone calls by teachers will also be made to the parents of these students. Upon completion of the year those senior students who are failing will immediately be notified by a phone call to the parents and by a registered letter sent to the home. The School Board further stipulates that all members of the current graduating class who are enrolled and regularly attending may participate if eligible in Baccalaureate and Commencement services and other events that might be considered a part of the end of the year or graduation activities. Graduation requirements must be attempted in order to participate in the graduation ceremony. (Refer to Board Policy 217 for complete policy)

Special Note: Commencement Dress Code - Business casual attire is required- acceptable options

include dress pants, collared shirts, blouses, dresses, skirts and dress shoes. Jeans, shorts, flip-flops, and work boots are not permitted. Students who violate this dress code may be prohibited from participating in the graduation ceremony.

### **Student Evaluations / Progress Reports**

It is the intention of the high school staff and administration to keep students and parents informed of academic performance. Grades can be accessed using the on-line grading system. Parents may contact the guidance office for additional progress reports.

### **Withdrawal from School**

1. No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification

2. Transferring to another school.

All student obligations will be taken care of before signing out. In the case of transfer to another school district, your records will be forwarded upon the request from the new school.

## **Extra-Curricular Activities Related Information**

### **Academic Requirements**

A student athlete must meet the following academic requirements:

- A student athlete must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- Every student athlete is required to do satisfactory school work. The following regulations govern academic eligibility: Grades are available to the athletic director weekly during the season.
- Grade averages are based on the student's cumulative average to date during the marking period. Coaches are notified weekly about ineligible students who are averaging a 70% or lower and students who are averaging a 75% or lower in any course.
- Failing two (2) or more courses or one course with a credit value of 2.0 or greater will eliminate a student athlete from participation in games for the following week from (Sunday through Saturday). The purpose of the weekly ineligible period is to give students time to improve their grades. A student remains ineligible for the entire week.
- Students who have an average of a 75% or lower may be subject to athletic discipline from the coaching staff.
- Students in academic difficulty are encouraged to seek help by contacting their teachers and guidance counselors. Students on the Academic Attention list may receive athletic discipline from their coaches.
- Any student athlete failing two (2) or more courses at the end of a marking period or one course with a credit value of 2.0 or greater is ineligible for twenty (20) school days starting the day report cards are distributed. The same rule applies for students at the end of a school year. In that case, the ineligibility starts on the first day of school. Students passing summer school courses may become eligible at the start of the new school year.

### **Sports Programs**

Senior High School: Varsity programs in football, girls/boys soccer, girls/boys basketball, girls/boys wrestling, girls/boys track, girls/boys cross country, girls/boys tennis, baseball, softball, volleyball and cheerleading are available to all students in grades 9, 10, 11 and 12. Junior High programs are offered for softball, cheerleading, football, girls/boys basketball, volleyball, girls/boys cross country, girls/boys soccer and girls/boys wrestling. In order for any student to participate in a sporting event or to practice, s/he must be in school the entire day. Student-Athlete Attendance: If a student misses a portion of a day, he/she may participate in games or practice the same day only if a doctor's excuse is presented the day of the absence. Parents may submit for consideration an exception to be granted to the Athletic Director and/or Principal for their approval.

\*\*\*Students involved in athletics must follow all the requirements/policies in the Extra- Curricular Handbook for Students and Parents.

### **Band and Chorus Lessons**

Students being pulled out of classes for band and/or chorus lessons must have at least a 75% average in that class to be allowed to go to the lesson/practice.

Students involved in band must follow all the attendance requirements as athletes in order to participate.

### **Athletic Spirit Groups**

The ideals of good sportsmanship, ethical behavior and integrity permeate in our culture. The values of good citizenship and high behavioral standards apply equally to all activities. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Our Student Body at athletic events shall:

- Lead desired crowd response using only positive cheers, signs and praise without demeaning or antagonizing opponents or opposing team's fans.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.
- Realizing a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by officials.
- Respect other fans, coaches, and participants.

### **Attendance at Athletic Events**

General admission prices are established by the Board upon the recommendation of the Athletic Director annually. Tickets are available for individual events, sports, and season passes. ELSD students are admitted free to all regular season events with their current student ID or pass. The success of our sports program depends largely upon the conduct of the spectators. Unsportsmanlike conduct, therefore, cannot be tolerated from the players or the spectators. Students directed to leave an athletic event will be disciplined under the discipline code.

## **Student Discipline Information**

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. Every teacher, 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. This authority is the responsibility of the total school community and this authority should be used to develop an atmosphere throughout the school community that is conducive to teaching, learning, and living. Everyone in the educational process has the right to expect that the environment be safe, pleasant and well organized. The climate should be one of security and consistency through the establishment of reasonable rules and guidelines. These rules and guidelines should emphasize that the student conform to reasonable standards of socially acceptable behavior, respect the rights and person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, and obey constituted authority and respond to those who hold that authority.

### **Expected Faculty Behaviors**

- Clearly communicate class rules and expectations.
- Expect and reinforce appropriate behavior.
- Enforce the rules and expectations consistently and fairly.
- Communicate with parents about inappropriate behaviors on an as needed basis.

### **Notification – Video & Audio Monitoring / Student Discipline Records**

Students may be subject to video/audio monitoring in classrooms, cafeteria, on school property and on school buses.

A discipline record will be maintained from grade 7 through graduation in compliance with Act 26. Section 1304-A.

A. Prior to admission to any school entity, the parent, guardian, or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall be maintained as part of the student's disciplinary record.

B. Any willful false statement made under this Section shall be a misdemeanor of the third degree. Section 1305-B - Whenever a pupil transfers to another school entity, a certified copy of the student's disciplinary record shall be transmitted to the school entity to which the pupil has transferred.

### **Purpose of Discipline**

Discipline is not in and itself punishment. It is utilized to educate in the matter of self- control and interaction with others to reduce disruption and thereby increase the child's learning time.

### **Time Out Room**

Anytime a student's behavior is disruptive to the learning environment that the teacher is unable to continue, the student may be sent to a TIME-OUT room for the remainder of the period. A time out room may be the office or a neighboring classroom. Students would then be dealt with through the discipline code.

### **Discipline Code**

The East Lycoming School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania. Discipline should, as a minimum, have three objectives in mind:

- To provide the optimum environment in which to deliver instructional services.
- To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
- To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The administration and faculty have the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well-being of students and staff.

### **A. Offenses**

The administration and faculty have the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well-being of students and staff. The following are possible examples for the categorization of offenses into levels.

#### **Level I**

- Late to school
- Late to class
- Horseplay or disruptive behavior in class (minor)
- Loud, boisterous noise

- Running/misbehavior in classrooms, hall, cafeteria, locker rooms, etc.
- Throwing objects (pencils, erasers, etc.)
- Public display of affection
- Violation of classroom procedures/policies established by the teacher
- Violation of school-wide procedures/policies
- Disrespectful language or gesture (minor)
- Wearing/Carrying hats in the school building
- In an unassigned area of the building

**Level I offenses shall be handled in the following order:**

- The teacher conferences privately with the student, or
- The teacher contacts the parent by phone or email, or
- The teacher sets up a conference with the principal, student, and parents.
- Assigning detention(s) or out-of-school suspension(s)

**Level II**

- Repeated Level I infractions
- Cheating or lying
- Cutting class
- Truancy / Skipping School (minor)
- Gambling
- Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
- Acting in an insubordinate manner
- Aggressive behavior towards a student
- Failure to complete assigned detention
- Falsification of records, excuses, passes, etc.
- Leaving school grounds without permission
- Obscene language or gestures
- Littering

**Level II offenses shall be handled in the following manner:**

- Notification of parents or guardian by staff member, or
- Long term time-out assigned by administration, or
- Assigned detention(s) or out-of-school suspension(s).

**Level III**

- Repeated Level I and/or Level II Infractions
- Possession of tobacco or vaping products
- Possession of alcohol
- Fighting
- Disrespect and/or defiance of a member of the staff / visitor to our school
- Assault and/or battery on another student or school personnel
- Profanities / aggressive behavior / defiance towards a staff member
- Extortion
- Indecent exposure
- Intimidation: threat to student(s) and/or school personnel
- Threatening the safety and well-being of the members of this school
- Theft/possession/sale of another's property
- Vandalism (consequences include restrictions)
- Violation of the vehicle code
- Arson or false alarms
- Bomb threats
- Possession and/or use of firecrackers or explosives
- Possessing deadly or offensive weapons
- Controlled substance/illegal substance possession and/or use(drugs, look alike drugs, and alcohol)
- Harassment
- Possession or distribution of pornographic materials

- Forgery (major)
- Truancy (major)
- Commission of any other act punishable under the Pennsylvania Crimes Code

**Level III offenses will be handled the following manner, depending on the offense and the severity of the offense:**

- Notification of parents or guardian by administration
- Referral to SAP team for alcohol/controlled substance abuse offense
- Notification of law enforcement officials
- Out-of-school suspension
- Referral to SRO for possession of tobacco
- Expulsion hearing

### **B. Detention**

Detention is maintained for certain infractions of the rules. Bus students and students holding jobs are not excused from detention. The parents or guardian must assume the responsibility of transportation to their home on the specified date(s). Failure of the parents or guardian to assume this responsibility will necessitate the suspension of the student.

The following regulations apply:

- Detention begins at 3:00 and will end no later than 4:00.
- Students will not be permitted to eat during detention.
- Students will not be permitted to use their phone during detention.
- Students in detention are not permitted to talk or study together.
- All students will be given a minimum of one-day advance notice of detention assignment.
- Any student, who does not report for detention on the night assigned or is not permitted in detention because of any of the above stated regulations, may be called to the office the following morning for additional action and possible suspension.
- Any student who, during the school year, serves a total of ten or more nights in detention will be called to the office for additional action and possible suspension.

### **C. Suspension from School**

A student may be suspended from school for any conduct not approved by the faculty and administration. Any student who has been suspended from school must correct their inappropriate behaviors when they re-enter the school. If corrective behaviors are not made, the case may be given to the School Board. In this event, the Board may permanently expel the student. Students may make up work missed as a result of suspension from school by the administration for disciplinary reasons. Students suspended from school may not be on school property during the suspension period. Automatic Out-of-School Suspensions (OSS) are listed as follows:

**\*\*Note:** The Principal has the discretion to assign up to 10 days of suspension for the first offense.

See Section "D. Suspension from School"

**\*\*Students** who have obtained multiple suspensions may be presented to the Board of Education for an expulsion hearing.

**\*\*Students** who have obtained multiple suspensions may be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities including dances, class celebrations and the commencement.

The following infractions may result in the student receiving one (1) to ten (10) days OSS based on the severity of the infraction:

- Possession of tobacco or vaping products as per the board policy
- Misuse of the internet (loss of internet privileges)
- Profanity stated towards a staff member
- Aggressive behavior towards a staff member
- Aggressive Physical Behavior
- Fighting

- Substantiated threats
- Assault
- Extortion
- Any behavior that becomes chronic, threatens the safety and well-being of the members of the school, or disrupts the educational process.
- Theft, Possession, or Sale of stolen property
- Sexual Harassment/Harassment
- Indecent exposure

The following infractions may result in the student receiving ten (10) days OSS and possible expulsion:

- Assault on school personnel
- School Vandalism
- Possession of alcohol, drugs or look alike drugs
- Possession of a weapon/look-alike weapon as currently defined in PA Code, PA and Federal Law. Arson
- Bomb Threat
- Setting off a false fire alarm

#### **Alternate Method of Serving Out of School Suspension:**

Any student that has been suspended out of school may serve that suspension in the regular classroom setting if his/her parent accompanies that student. Parent requests may be denied by the administration.

#### **D. Bus Misbehavior**

Due to the serious safety issues involved with misconduct on the buses, referrals made by the bus drivers may lead to a suspension from school transportation. The administration has the authority to make modifications to bus discipline due to circumstances that maintain the safety, welfare, and well-being of students and staff. Videotapes may be requested for review by administration.

#### **E. Extracurricular Activity Misbehavior**

Student fans attending athletic events will be held to the same high standards as our athletes. Students who are asked to leave an athletic event due to misbehavior or swearing will be suspended from attending athletic events for a minimum of one event and are subject to the school's discipline policy. Students asked to leave an athletic event for the second time will be suspended from athletic events for the rest of that season. The third offense will result in suspension from all athletic events for 180 school days.

#### **Administrative Authority:**

**The administration has the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well-being of students and staff. The administration has the responsibility to maintain an educational environment.**

#### **Exclusion from School**

Exclusion from school may take the form of suspension or expulsion.

- Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
- Suspensions may be given by the principal or person in charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8 (c) relating to hearings.

- Suspensions may not be made to run consecutively beyond the ten-(10) school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
- Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8, relating to hearings.
- During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his assigned class except as set forth in subsection(d).
- If it is determined after an informal hearing that a student's presence in her/his assigned class would constitute a threat to the health, safety, morals or welfare of others, or be disruptive to the educational process, and/or it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided with an education.
- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
- If the parents or guardian are unable to provide for the required education, within thirty (30) days they must submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district's receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph three (3) or do both.
- If the approved educational program is not in compliance with the district policy, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA. C. S.6301-6308), to ensure that the child will receive a proper education, see 12.1 (b), relating to free education and attendance.

### **Exclusion from classes - S12.8**

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire school board is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:

- (1) Notification of the charges shall be sent to the student's parent or guardian by certified mail.
- (2) Sufficient notice of the time and place of the hearing must be given.
  - The hearing shall be held in private unless the student requests a public hearing.
  - The student has the right to be represented by counsel.
  - The student has the right to be presented with the names of witnesses against the student, and copies of any written statements and affidavits of those witnesses.
  - The student has the right to request that any such witnesses appear in person and answer questions or are cross-examined.
  - The student has the right to testify and present witnesses on her/his own behalf.
  - A record must be kept of the hearing, either by a stenographer or by tape recorder.
  - The student is entitled, at the student's expense, to a copy of the transcript.
  - The proceeding must be held with all reasonable speed. Where the student disagrees with the

results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief of the appropriate Federal District Court.

- The purpose of the informal hearing is to enable the student to meet with the
- appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- The informal hearing is meant to encourage the student's parent or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- The following due process requirements are to be observed in regard to the informal hearing: Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at a hearing.
- A student has the right to speak and produce witnesses on his own behalf
- The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

### **School Related Information**

#### **Assemblies**

All teachers should escort their students to the auditorium or the gymnasium in a quiet and orderly fashion. Each teacher should make sure his/her students are seated in the proper area and remain with their students. No bags, food, or drinks should be taken to any assembly. Attending assemblies is a privilege and any disruptive behavior by any student will not be tolerated. Any behavior that is not acceptable in a classroom will not be acceptable during an assembly. Any student removed from an assembly for improper behavior will be detained in the office for the remainder of the assembly. Removal a second time from an assembly will result in the student's privilege of attending assemblies being revoked. That student will spend the time for all future assemblies in a Time Out Room. A detention or suspension for each offense could be assigned.

#### **Backpacks / Book Bags**

Students are permitted to bring backpacks to school and store them in the homeroom. The use of backpacks/book bags during the school day may be restricted by the administration. Bags larger than the typical backpack size, or pull bags, are not to be used during the school day.

#### **Breakfast**

The cafeteria serves breakfast from 7:30 to 8:05am daily. Breakfast is a service provided by the District to ensure students have a healthy start to their day. Free and reduced service is available.

#### **Bus Transportation**

Bus riding is a privilege and should not be abused. Students may be refused transportation on any school bus for any of the following reasons:

- Constantly distracting the driver's attention.
- Fighting or annoying another student.
- Refusing to remain seated.
- Throwing any object while on the bus.
- Willfully destroying any part of the bus.
- Using tobacco or vaping products on the bus.
- Persistent littering of a bus.
- Eating or drinking on the bus.
- Using obscene language.
- Damaging emergency equipment.
- Arms and hands extended from the bus.
- Failure to respect the driver's authority.

- Other just causes (Description).

When a student has been refused bus transportation, it is the parent's responsibility to arrange for transportation to and from the high school. It was also determined that a student at all times must return home on the bus which brought her/him to school.

**Transportation-Video/Audio recording** (refer to Board policy 810.2 for complete policy)

**BUS POLICY - ADDENDUM**

Permission for a student to get off her/his assigned bus at any stop other than her/his assigned stop shall require a written request from a parent or guardian. This written request must be given to the office in advance of dismissal and must be presented in person. **EXCEPTIONS MAY BE GRANTED BY SCHOOL ADMINISTRATORS ONLY.**

No student may leave a bus to ride with another driver. Students may leave the bus to ride with a parent or family member if permission is granted by a school administrator, or if the bus is en route, by the bus driver. Exceptions may be granted by school administrators. Requests to ride with parent(s) should be submitted twenty-four (24) hours in advance, when possible, and presented in person.

**Building Usage**

All activities in the school are to be approved by the grade level Principal and must be under the direct supervision of a faculty member. This rule applies to clubs, athletic teams, play rehearsal, and any other events of this nature. Activities should be scheduled well in advance. Teachers will be responsible for this scheduling, not the student. At no time are students allowed in the building without supervision.

**Cafeteria**

A breakfast and luncheon service is provided for students at Hughesville High School. The cost of this service is contingent upon current food and preparation costs, so it may vary from year to year. One should not expect to charge a breakfast or a lunch payment. Assigned periods for students to go to lunch are scheduled. Students will report to the cafeteria during the time indicated and under the supervision of your current teacher unless properly excused. Students will be expected to remain for the duration of the lunch period. The supervisor or the bell may dismiss students from lunch. When reporting, students will be directed to a serving line or, if not buying lunch, to a seating area. There will be no cutting-in line during this time. Violators will be held responsible by the supervisors. Students are responsible for the cleanliness of the cafeteria. Failure to meet this responsibility may mean that violators will serve on cleanup details at the close of the school day. Supervisory staff will direct this responsibility when necessary. Though this is recognized as a time of relaxation and let down from the more formal time of day, it is not a time for extremes in noise or behavior. Continued disruption will mean loss of cafeteria privileges. Students may play non-gambling card games.

Basic Cafeteria Rules:

1. Show respect at all Times
2. Walk
3. Clean Up After Yourself
4. All Food and Beverage must stay in the cafeteria unless cleared by a staff member for a special event

**ELSD Lunch Charge Policy**

**East Lycoming School District**

Administrative Regulations

Policy 808 Food Service

*Low / Negative Meal Accounts*

The following guidelines will be used for the notification and disposition of low and negative meal accounts for students and employees.

## Notifications for Low and Negative Balances

### *Low Balance*

The district will not notify parents of low account balances. *SchoolCafe* has the capability to provide these notifications to parents at a threshold level set by families. At this time, this is a more convenient system for families and ensures the district is not sending unnecessary notices.

### *Negative Balances*

During the school term, parents/guardians will be notified when a student's account balance is below \$0.00. These notifications will be sent weekly on Thursday at 5:00PM. The notice will include the students name, a negative balance notification, and directions for registering for meal benefits or other assistance.

The message will state:

*This message is to inform you that your student, <name> has a negative lunch account balance. Please add money to their school meal account.*

Through <https://www.schoolcafe.com/> you can monitor meal purchases, add money, schedule low balance notifications, and apply for free/reduced meal benefits.

*Please be aware that negative balances greater than \$45.00 will be submitted to a collection agency after 10 calendar days. If necessary, contact the ELSD Food Service Provider at 570-584-0194 for more information.*

### **Negative Balances > \$45.00**

During the school term, parents/guardians will be notified by postal mail when their balances exceed a negative \$45.00. The notification will state they have 10 calendar days to satisfy the outstanding debt or the balance will be submitted to an agency for collection of funds. Payment of funds must be through the Food Service department.

After June 1, the district will notify parents/guardians of all negative balances. Negative accounts of \$25.00 or more will be submitted to a collection agency on June 30. Negative balances less than \$25.00 will be rolled forward to the next school term. Revised 08292023

### Graduating Students:

For positive lunch balances, please contact the ELSD Food Service Provider at 570-584-0194 or [nutrition@elsd.org](mailto:nutrition@elsd.org) directly to process a check or donate funds.

### **FREE AND REDUCED MEALS**

Applications for free and reduced meals will be distributed to all students. Contact your school office for additional applications. As a reminder, if your children received free or reduced meals last year, their eligibility status will be honored for 30 days. All applications must be submitted before the end of September. Students without free or reduced applications completed by October 1, 2025 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.

**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 not provide free or reduced-price snacks** for students. 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.

### **MEAL PRICES**

High School Breakfast: Free for all students

High School Lunch: \$2.15 for paid status students, Free for reduced and free status students

### **Funding and Non-discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a [Form AD-3027](#), USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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: (833) 256-1665 or (202) 690-7442; 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **Care of Property**

Students are responsible at all times for their chrome book, books and other instructional materials issued to them. All books are to be covered and identified with the student's and the teacher's name in the book. Lost items should be reported to teachers immediately. Students will pay for items not recovered before the close of the school year. Students are responsible for the abuse to the desks and/or lockers, which they occupy from class period to class period as well as in the homeroom.

### **Car Registration / Parking Regulations / Car Visits**

Juniors and Seniors are eligible to apply for a parking permit to park on school property. Approved applicants will receive a parking permit, which must be clearly displayed and visible on the vehicle at all times while on school property. By applying for a parking permit, students agree to abide by all terms and conditions outlined in the permit application. Failure to follow these terms may result in disciplinary action and/or revocation of parking privileges. The number of permits administered may be limited by the administration. Students are required to park only in designated student parking areas. Access to vehicles during the school day is not permitted unless direct permission is granted by the high school office. Parking privileges may be revoked due to inappropriate behavior. Any vehicle parked on school property may be searched if deemed necessary by school administration.

### **Cellular Phones, Personal Laptop Computers, Personal Listening Devices, I-Pods and I-Pads, and other Electronic Devices.**

Although cell phones and the other devices listed above have become an part of our society, they have potential to become a disruption to the educational process and can interfere with the academic integrity of classes. Therefore, cell phones, headphones, earbuds and other personal electronic devices may not be used during class or academic time. Any unapproved use of a cell phone (including texting), headphones, earbuds and other personal electronic devices during academic time may result in disciplinary action and/or confiscation of the device.

- Students are not permitted to use cell phones for the purpose of taking pictures.
- If a student is found taking pictures in school, whether appropriate or inappropriate, he/she will be referred to the proper administrator. The content of the picture(s) taken will determine the severity of the punishment, which may include out-of-school suspension, expulsion, and legal action against the student.
- The use of electronic devices in locker rooms, bathrooms, health suites and other changing areas is prohibited.

7<sup>th</sup> and 8<sup>th</sup> Grade Students are **not** permitted to use cellular phones or other personal electronic devices during the school day. Any student using these type of devices during school hours will have it confiscated and parents/guardians may be asked to come to the school to pick up the confiscated item. For students in 7<sup>th</sup> and 8<sup>th</sup> grade, **cell phones must be silenced and placed in the student's locked locker from 7:55 A.M. until 2:56 P.M.**

**SMART watches if used as a personal communication device, are also prohibited.**

- First Offense: Teacher/Staff confiscates phone and turns it in to the office. Student will be able to pick up the device at the end of the day. Parent contact will be made notifying of the first offense.
- Second Offense: Teacher/staff confiscates phone and turns it in to the office. Parents are notified and parent/guardian must pick up the phone. Students will be issued a lunch detention for the second offense
- Third Offense: Teacher/staff confiscates phone and turns it in to the office. Parents are notified, and parents/guardians must pick it up from the office. Students will be issued an after school detention for the third offense
- Any further offenses will result in progressive discipline and loss of additional privileges may be necessary.

In case of emergency, students may ask permission from the principal to use their cell phone to make a call or text.

**School personnel are not responsible for any lost or stolen electronic devices.**

\*\*The administration has the authority to make modifications to this policy. Please Refer to Board Policy #237 on the District's website, [www.elsd.org](http://www.elsd.org), for the entire policy.

### **Classes and Clubs**

Your advisor or sponsor is responsible for club or activity funds. Each club or class will have a treasurer who, under advisor's guidance, will take care of all monies. Money should be turned over to the high school secretary as soon as possible for safekeeping. Money should not be left in the homeroom overnight. All money-raising activities REQUIRE PRIOR APPROVAL by the administration using a REQUEST TO CONDUCT FUNDRAISING ACTIVITY form. This includes dances and sales.

### **Computer Usage**

Please refer to the ELSD's Acceptable Use Policy #238 found under policies at [www.elsd.org](http://www.elsd.org) for the

entire policy.

### **Dances**

All students are subject to school policy, and violations may result in disciplinary action

- Dances are to be open to students of Hughesville High School and pre-approved guests when permitted.
- Any person, once admitted, is expected to remain at the dance. Should s/he choose to leave, s/he may not re-enter.
- Security Police will be assisting the sponsors of the dance in keeping the parking lot free of occupied cars and loitering, as well as assisting in the building
- Students and/or others thought to have been drinking will be denied admission. No alcoholic beverages will be permitted in the Hughesville High School campus. Any violation will be reported to the police.
- The use of tobacco at a school sponsored dance, on or off school property, is prohibited.
- Adequate parent/teacher chaperones will be provided for each dance.
- VIOLATORS OF ANY OF THE ABOVE REGULATIONS WILL BE ASKED TO LEAVE THE DANCE. Students misbehaving will be referred to the HHS Discipline Policies.

### **Dismissal from Classes / Hallway procedures**

Dismissal from classes is the responsibility of the teacher in charge and should be an orderly process. During hall passage, students should keep to the right, move at a normal pace, keep the noise level at a minimum and exercise consideration for fellow students. If a teacher keeps a student late from a class, the student must obtain a class admission slip from the teacher before going to the next class. Students must have a hall pass whenever out of a classroom unless it is between classes or if the student is with a teacher.

### **Distribution of Literature**

No pamphlets, posters, flyers or literature of any kind may be distributed or posted in Hughesville High School without the direct approval of the administration.

### **Dress and Appearance**

(Refer to Board Policy 221 at [www.elsd.org](http://www.elsd.org) for complete policy)

Students are expected to maintain a neat, well-groomed appearance that supports a positive learning environment. Clothing or appearance that is distracting, offensive, or disruptive to the educational process is not permitted.

If a student's attire violates the dress code, they will be asked to:

- Cover the item,
- Turn their shirt inside out,
- Change into school-provided clothing, or
- Call a parent/guardian to bring a change of clothes.

Students who refuse to comply will be suspended from attending classes.

### **Dress Code Guidelines:**

1. **General Appearance**
  - Undergarments must not be visible.
  - Shorts, dresses, and skirts must be an appropriate length for school.
  - Face paint is not permitted.
2. **Prohibited Items**
  - Hats, hoods, bandanas, head coverings, or sunglasses inside the building during the school day.

- Shoes with cleats inside the building.
  - Coats inside the building under normal conditions.
  - Gang-related clothing or accessories.
  - Excessive jewelry, chains, or accessories.
  - Clothing, costumes, or accessories that disrupt learning or pose a safety hazard.
  - Clothing with profane language or that promote drugs or alcohol.
3. **Special Requirements**
- Certain classes or activities (e.g., physical education, shop, extracurricular events) may require specific attire for safety or health reasons.

### **Enforcement**

The administration has final authority over the interpretation and enforcement of this policy and may establish additional rules as necessary.

### **Eating / Drinking in the School Building**

Cleanliness plays a vital role in promoting health, safety and a positive school atmosphere. Students are encouraged to assist in maintaining the character and cleanliness of the building. All litter must be placed in the appropriate collection containers. Throughout the day, students may carry drinks in spill proof containers with secure lids or plastic bottles with caps. Teachers determine if students are permitted to drink in the classroom. Food may be in the classrooms with teacher permission.

\*\* The administration has the authority to make modifications to this policy. \*\*\*

### **Emergency School Closings**

On days when school must be closed due to inclement weather or other unexpected emergencies, announcements will be made through local radio and television stations. Closings will also be communicated via automated phone and text messages and will be posted on the district's social media page. To assist families in making necessary childcare arrangements, these announcements will begin at 5:30 AM or as soon as possible thereafter.

### **Field Trips**

Field trips may be a very important adjunct to classroom instruction. Permission for all trips will be received from the office. Students are required to present a permission slip signed by parent or guardian to the teacher prior to any trip. Field trips are an extension of the classroom and our school; therefore, all students are governed by the discipline code while on the trip. Students may be denied a field trip as per the discipline policy.

### **Fire Drills**

The State of Pennsylvania has charged us with the responsibility of implementing those procedures necessary to provide maximum protection for all people in our school community. One of these procedures is a quiet, orderly and rapid evacuation should there be a fire or other disaster. We appeal to your good judgment and hope to receive your support during our practice fire drills. The following directions should become a part of every fire drill:

- Upon hearing the fire bell, quiet should prevail so that any directions necessary can be given immediately.
- All classroom windows and doors should be closed.
- Students are to know the posted fire drill directions and are to follow those at all times.
- Should the stated exit be blocked, the next closest exit should be used.
- The teacher of each room, being the last person out of the room, should close the room door securely.
- The first student to reach the main exit doors should hold them open for ALL groups to pass. When the last person has exited, the doors are to be closed and the student(s) are to rejoin their group.
- Students should evacuate to a distance whereby they do not interfere with fire equipment or firemen, but not less than one hundred (100) feet.

- Horseplay, talking, and running are not part of a good evacuation or re-entrance to the school.
- Groups or classes will stay together at all times, and teachers will maintain the integrity of their group.
- Each teacher will take roll and report any missing student to the office at the completion of the drill.
- The return to the building is considered a continuation of the drill and should be carried out accordingly.

### **Guidance (Counseling Services)**

The guidance staff at Hughesville High School provides basic guidance services to students within the junior and senior high school.

- The personal counseling service is provided in which the Counselor uses his or her psychological training to help a student cope with their individual, personal, social, and educational concerns. Parents, teachers, administrators, and students are consulted in individual cases. Strict confidentiality is held between students and counselors at all times.
- A referral service is provided in which the counselor seeks the help of other professionals in the field such as psychologists, psychiatrists, social workers, and juvenile probation officials to aid with particularly difficult problems.
- An assessment service is provided in which the guidance personnel collect student data through testing and interpret this data to teachers, parents, and students so as to aid students in making educational and career decisions.
- A record's maintenance service is provided in which a cumulative folder is kept on a student from the time s/he begins school in kindergarten until graduation.
- Guidance personnel handle requests for transmission of student records. The records are maintained in the high school vault.
- A placement service is provided for students. It is divided into two categories: educational and occupational. Educational placement pertains to assisting students in moving from high school to higher education. Occupational placement involves helping students with job availability.
- An information service is provided. The counselor attempts to provide students with current educational, personal-social, and occupational information, which may be of help to them. A Career Resource Center is maintained to assist students.
- Time has been allotted for parents to meet with guidance counselors and teachers at either an individual or group meeting.

Students should feel free to encourage their parents to call for conferences at all times (584-5113), not just when problems occur. Parents may, likewise, be called for a conference when a particular problem does arise or when the planning of the student's future is involved. Any parent may meet with all of the student's teachers by arranging a meeting through the guidance counselors.

### **Harassment**

(Please Refer to Board Policy 249 at [www.elsd.org](http://www.elsd.org) for complete policy) Unlawful harassment will not be tolerated because of its impact on students and the learning environment. Students shall be responsible to respect the rights of their fellow students and ensure an environment free from all forms of harassment. Students may report harassment concerns to teachers, counselors, or administrators.

### **ID Cards**

Student ID cards will be issued to each student early in the school year. ID cards may be required for admission to school sponsored activities.

### **In the Building Before/After School Hours**

Students who are unassigned to a staff member, club, or team must be in the following areas before and after regular school time:

- Students arriving before 7:50am must report to the cafeteria. Students may not be in the halls.

- After School Hours – Any student not under the direct supervision of a teacher or coach must leave the building at the end of the day.

### **Locker Keys/Locks and Gym Lockers**

No locker keys/locks are issued for homeroom/gym lockers (exception is grade 7 and 8 homerooms and Library lockers are assigned combination locks). The school does not assume responsibility for items of clothing or anything else lost or stolen but will try to assist in recovering them when and where possible. Proper use of a lock will provide reasonable assurance that your basic possessions are protected. However, items of value such as money, keys, jewelry, etc. should be given to the teacher in charge.

### **Locker Search**

(Please Refer to ELSD Policy 226 on the District's website, [www.elsd.org](http://www.elsd.org), for the entire policy; copies are available in the HS office)

All lockers are and shall remain the property of the school district. As such, students sharing lockers have no expectation of privacy in their locker. Students are encouraged to keep their assigned locker locked against incursion of other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the safety or welfare of the occupants of the school building or to the building itself. The administration reserves the right to inspect a student's locker when such administrator has reason to believe that the locker is improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school.

### **Money/Student Debts**

All indebtedness in the form of library fines, lost or damaged books, cafeteria charges, or other materials, etc. must be paid before final grades are posted at the close of the school year. Cafeteria charges may be paid via an on-line system.

### **Missing Classes**

Anytime a student misses a class without the assigned teacher/supervisor knowing about it ahead of time and approving it, the missed class will be considered an unexcused absence from the class and will be handled through the discipline code. Staff members are responsible for contacting the parent when students have an unexcused absence from their classes.

### **National Anthem and Pledge of Allegiance**

The Hughesville High School begins each school day with the United States National Anthem and Pledge of Allegiance to the flag of the United States of America by every student and staff member. Students may decline to stand during the Salute to the Flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights/interest of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

### **Nursing Services**

(Please Refer to ELSD Policy #210 on the District's website, [www.elsd.org](http://www.elsd.org), for the entire policy.) The East Lycoming School Health Program has, as its primary goal, the protection, maintenance, and improvement of the health status of the school age child. Its intention is to assist the student and his/her family to obtain maximum good health primarily through preventive service (first aid, emergency care, counseling, early identification, referral, education, problem management and follow-up). The School Health Program is not a medical care service. The School Nurse assists the teacher and other school employees with the management of students with physical limitations and establishes a positive approach to good health practices.

The East Lycoming School District Board of Education recognizes that parents/guardians have the primary responsibility for the healthcare of their children. The district strongly recommends that

medication be given in the home; although, it realizes that the health of some students requires that they receive medication while in school. Parents/guardians should confer with the child's primary care provider to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed. Unless guidelines are followed, your child will not receive the prescribed medication. In accordance with the recommendation of the Pennsylvania Department of Health, the student will be given medication only on the **DIRECT WRITTEN ORDER OF A LICENSED PRESCRIBER** (physician, physician assistant, nurse practitioner, dentist, etc.). These guidelines include all students K-12. 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.

The parent, 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 or the high school office. The school nurse or substitute will administer 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 licensed prescriber, all unused medication will be returned or destroyed. A form must be completed by the health care provider and the parent/guardian **BEFORE ANY** prescription or non-prescription medicine will be administered. The form(s) are available from the nurse's office, high school office, and/or on the web @elsd.org, high school/health office (click on forms & documents). The completed form must contain the following information:

1. Name of student
  2. Name of medication
  3. Purpose of medication
  4. Amount and the time the medication is to be given
  5. Signature of parent/guardian
  6. The prescription number and date must be on the bottle label, along with student's name (The label on the outside of the bottle is NOT an order from a licensed prescriber)
- The medication must be in the original pharmaceutically dispensed and properly labeled container (may not be written on by parent/guardian). Medication sent in Tupperware containers, envelopes or plastic bags will not be given.**

1. Medication that is ordered three times a day may be given before school, after school and at bedtime unless the licensed prescriber indicates on the prescription order form that it must be given at lunch time.
2. Narcotic pain relievers are inappropriate for administration during the school day and, therefore, will not be administered.
3. In the absence of the school nurse, the substitute will oversee the administration of medication.
4. Prescription medication will be kept locked in the nurse's office.
5. A log will be kept for any child receiving prescription medication during school hours.
6. Medication may be given either 30 min. before or 30 min. after the time ordered.
7. Students in grades 7-12 will be responsible for reporting to the nurse's office at the time that the medication is to be given.
8. The first dose of any prescription medication must be given at home to guard against allergic reaction.
9. If tablets must be cut, the parent/guardian is responsible for cutting tablets and bringing the correct dosage to school.

#### NON-PRESCRIPTION MEDICATION:

1. Due to rulings by the State Board of Nursing, the East Lycoming School District is no longer able to administer over-the-counter non-prescription medication at the parent's/guardian's request unless accompanied by a licensed prescriber's order.
2. 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. Nursing discretion

will be used to determine the need versus risk of administering Acetaminophen.

#### FOR INHALERS:

1. Students requiring inhalers during school hours must follow all guidelines for prescription medications.
2. Only students at the secondary (7-12) level will be permitted to personally carry an inhaler. 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.

#### UNUSED/EXPIRED MEDICATION:

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

Any student, who needs to be excused from any school activity, including Physical Education, will be required to have an excuse written by a licensed prescriber, which must be presented to the nurse. Unless the student has been absent or has a written licensed transcriber's excuse, he/she must take Phys. Ed. Alternative activities; walking could be done in many of these cases.

The nurse may excuse a student to go home only if a parent or guardian can be contacted by phone to come to pick up the student or can give permission or consent for a student to drive/walk home. If a parent/guardian cannot be reached, only authorized persons designated by the parent/guardian on the Emergency Card will be called. In emergency situations, the student will be transferred to the hospital and the parent/guardian will be notified.

#### **IMMUNIZATIONS and SCREENINGS**

Required Immunizations for attendance in all grades:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the
- 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella or evidence of immunity
- 7th grade requirement: 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal conjugate vaccine (MCV) given at age 11 or after but prior to the first day or school.
- 12th grade requirement: 1 dose of MCV given at 16 years of age or older prior to the first day of school.
- Vaccines required for entrance, 7th and 12th grade continue to be required in
- each succeeding school year.

As of the spring of 2017, all students are required to have at least one dose of the above immunizations on the first day of school, unless the child has a medical or religious/philosophical exemption.

If the child does not have all of the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive the dose within the first five days of school. If the next dose is not the final dose of the series, the child must also provide a medical plan for obtaining the required immunizations (on proper paperwork obtained from the school nurse) within the first five days of school. The medical plan will be reviewed every 30 days to ensure compliance; failure to comply with the medical plan will result in exclusion.

Failure to comply with the above policy will result in exclusion from school.

Screenings and Tests given and required by the Commonwealth of Pennsylvania:

1. 7th Grade Students—The School District conducts a screening program to identify children with a possible lateral curvature of the spine (scoliosis).

Dental exams and hearing tests are also required for 7th Grade Students.

2. 11th Grade Students—The School Health Law requires medical examinations for 11th Grade Students. We recommend your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Private physicals done by your family health care provider cannot be administered any earlier than 1 year prior to the first day of school of the required grade. Hearing Tests are also required for 11th Grade Students.

3. All students in grade 7 through 12 will have a vision, height, and weight screening. Height and weight will be used to calculate a student's Body Mass Index (BMI). BMI is a measurement that helps determine whether your child is within a normal growth pattern, overweight, at risk of becoming overweight or underweight. A letter informing you of your child's BMI will be sent home after the completion of his/her height/weight screening.

The School offers private physicals and dental exams.

NOTE: The school physical examinations will be done in a private exam room in the school nurse's office. Each physical performed by a qualified licensed prescriber will include a review of previous medical records and a review of the current health history. A physical examination will monitor each student's growth and development, auditory, and skeletal areas. No genital evaluation will be performed. Each student and/or parent/guardian has the right to assume responsibility for this physical to be completed by his/her own private health care provider. Any parent/guardian may participate in his/her child's evaluation. The school dental examination consists of a visual inspection of the teeth and gums. Each dental exam will be performed by a licensed dentist.

Physical exams and dental exams done at the school require the parent/guardian to sign a consent form that will be sent home prior to these exams being administered. If the form is not signed and not returned to the school, no exam will be administered.

The school nurse is on duty from 7:50 AM until student dismissal. Please feel free to call 584-5901 or email the nurse if you have any questions or concerns about your child's health.

### **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 pin head and very difficult to see. The nits vary in color from yellowish brown to pearly white and are tear drop 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 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, the 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).

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

BASED ON GUIDELINES FROM THE AMERICAN ACADEMY OF PEDIATRICS AND THE 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 evening/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.

Please feel free to call us for any questions or concerns. Always contact your child's health care provider if your child's illness is prolonged or if you are uncertain about sending them to school or keeping them home.

### **Passes**

Every time you leave the classroom it can have a disrupting effect on the classrooms' learning atmosphere. Therefore, passes should be requested only when necessary with one person at a time being absent from the room. Passes to the nurse, to the library, or to the office should also be requested only when a real need arises. When a pass is requested to visit the nurse and she is not in the Clinic, the student must report to the high school office or return to her/his class at once. Whenever a pass is requested, the student must sign out before leaving the room.

### **Physical Education Requirements**

All students scheduled for Physical Education are required to participate in physical education classes. Only a written excuse from a physician or the school nurse will be recognized as a legitimate reason for not participating in Physical Education classes. Participation requires being properly dressed for each class. Students are reminded to supply their own lock for their locker. Valuables should not be stored in an unlocked gym locker and any valuables placed in an unsecured locker are placed at the student's own risk. Valuables may be given to the Physical Education teacher to hold until the end of the class period.

### **Possession of Tobacco and Vaping products**

(Refer to Board Policy 222 for complete policy on the District's website, [www.elsd.org](http://www.elsd.org).)

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.

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.

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.

**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.

**Possession of Weapons**

(Refer to Board Policy 218.1 for complete policy on the District's website, [www.elsd.org](http://www.elsd.org).) The use or possession of any weapon, or look alike weapon, as defined in PA Code and/or Federal law, is prohibited. The term weapon shall be defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm (operative or not), shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tools, instrument or implement capable of inflicting serious bodily injury. Any student who provides or aids in providing a weapon to another student violates this regulation. Exceptions: Any student who has prior approval three (3) days before use in the classroom, administrative approval, may possess a weapon as part of a duly authorized classroom demonstration. Any weapon for classroom demonstration and for which the student has secured administration approval shall be left in the office except when part of the demonstration; Any student who possesses a weapon briefly as a consequence of having found it or taken it from an aggressor.

Act 26 of 1995: A school district shall expel, for a period of not less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, during any school event, or on any school transportation. The superintendent may recommend modifications of such expulsion requirements for a student on a case-by-case basis.

**Security Cameras**

The East Lycoming School District Campus and transportation is under 24-hour video surveillance.

**Special Services/Special Education**

The East Lycoming School District focuses on increasing levels of progress and achievement for all students. To meet this goal, a wide spectrum of services is provided to students with special needs. If you have any questions or need assistance, please contact Mrs. April Paulhamus, Director of Special Education Services at 584-5111.

At the Hughesville Junior/Senior High School, there are two supplemental learning support classrooms, one class in the junior high and one class in the senior high. There are also two life skills classrooms, one class in the junior high and one class in the senior high. There are three other itinerant

junior/senior high school learning support teachers. In addition to learning support services, the Junior/Senior High School offers itinerant gifted support services to students meeting the district criteria.

The East Lycoming School District provides a wide variety of services to support specific individual student needs. These include increased planning to provide opportunities for students which include inclusion experiences to increase socialization and supported vocational exploration before graduation. Other services for students with physical disabilities are provided such as speech/language, physical and occupational therapy, if required for the student to be successful in school. The district has also provided adaptive physical education, computer equipment, specialized transportation, and flexible scheduling. To assist students at the high school level, extra counseling services are provided through the Hughesville Jr/Sr High School Guidance Office or students are supported by his/her case manager.

The district also utilizes agency support through a Student Assistance Program (SAP) team referral. Agency assistance is also valuable in planning for students with special needs. East Lycoming utilizes a referral agency for services such as Behavioral Support. We also call on Lycoming/Clinton County Mental Health/Intellectual Disability Agency to discuss extra special needs and services options for students. High School Transition meetings are held four times per year, with various community agencies present. Also involved is the Office of Vocational Rehabilitation (OVR) in facilitating Transition to Work planning for students after high school graduation. Several district students have also attended the Lycoming County Employability Day.

#### IF YOU HAVE A CONCERN ABOUT YOUR CHILD'S EDUCATION:

Parents, students or teachers may request help at any time for a variety of school related issues.

1. First, parents are requested to call their child's classroom teachers at the earliest sign of any adjustment that would be helpful, or at the earliest sign of difficulty. Your communication is the most valuable resource for your child.
2. Second, contact the Principal of your building. For concerns at the Hughesville High School contact the Principals at 584-5111; Guidance Counselors at 584-5113; School Nurse at 584-5901
3. Further evaluation: If additional information is needed about a child's educational levels or if a parent feels that the student needs more intensive services, the student may be referred for Multidisciplinary Evaluation (MDE) by contacting Mrs. April Paulhamus, Direction of Special Education Services. A Permission to Evaluate (PTE) will be generated and sent home for your signature and input for the multidisciplinary evaluation to proceed. A "Parents Rights" packet will accompany the evaluation permission form. The parent must receive this packet and be given informed consent to the multidisciplinary evaluation. A school psychologist completes any evaluation and academic testing. This evaluation and a written report must be completed within 60 days of receiving the parent signature on the PTE.
4. Written Evaluation Report: After information in the MDE, or school psychological evaluation is gathered, the MDE process provides for an exchange of information and suggested outcomes for the child. This is in the form of a report (Evaluation Report- ER or Gifted Written Report-GWR) that is shared with the parents, teachers, and Principal. The team may revise the report recommendations, but the final report must be completed within 60 school days of receiving the parent signature.
5. Meeting and NOREP/NORA: An IEP or GIEP meeting will follow this report to make a decision about your child's educational program. The IEP/GIEP meeting must occur within 30 days following the ER/GWR report date. A decision about a student's educational program is a team decision with the parents being the most important component of the team. When this decision is made, the parent will sign a Notice of Recommended Educational Program (NOREP) or Notice of Recommended

Assignment (NORA), which notes if the student is or is not in need of special education services.

6. Confidentiality: Results of student testing and evaluation are confidential and are not shared unless the district has permission in writing to do so. Parents have the right to all of their students' records. Each school building office has copies of the Pennsylvania Department of Education regulations for special education programs, which are followed by our district. Copies are available to any parent upon request.

### **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

CENTER FOR COMMUNITY RESOURCES (CCR) **Phone: 1-(844) -707-3224 Text: #63288**  
**Chat: [www.ccrinfo.org](http://www.ccrinfo.org)**

Lycoming County Children Human Services Crisis Intervention & Emergency 570-326-7895  
Mental Health & Intellectual Disabilities 1-800-525-7938  
YWCA Wise Options (Abuse & Sexual Assaults) 323-8167  
Alcohol & Drug 24-hour Helpline 1-800-562-1240  
Alcoholics' Anonymous 327-2860 (Alateen) 1-800-356-9996  
Narcotics Anonymous 327-2678  
Shepherd of the Streets 322-6538  
Diakon Family Life Services 322-7873  
Behavioral Health Center 320-7525  
Childline (Abuse) 1-800-932-0313  
West Branch Drug & Alcohol 323-8543  
Safe-2-Say 1-844-SAF2SAY

### **Visitors**

All visitors must report to the office. Visitors will wear visitor tags. The administration has the right to not allow visitors a specified number of days before a vacation and at the end of school, or during special occasions.

### **Telephone Messages**

The main office receives many telephone calls from parents, friends, employers, etc. requesting that a student be given a personal message. Only in the case of an emergency will a student be called out of class to receive a message. All calls due to a student being ill must go through the nurse.

### **Textbooks**

In most instances, the textbook represents the basic tool of the trade. We urge students to guard it

carefully and keep it covered at all times and to use it daily. The student to whom the book was issued must pay for damaged, or lost books. Students should write their name and their teacher's name on the inside cover of the book.

### **Working Papers**

The Pennsylvania Department of Labor and Industry requires all employed minors (under age 18) to be covered by an employment certificate. These certificates are issued at the high school office. A parent must apply for the application and present proof of the student's birth date. It is illegal to work before receiving the employment certificate from the school.

## **Policies**

### **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. The name and address of the Office that administers 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 –

1. Any other protected information survey, regardless of funding;
2. 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
3. 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 to 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 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, D.C. 20202-5920

### **NON-DISCRIMINATION POLICY**

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

### **TITLE IX SEX DISCRIMINATION**

All institutions which receive Federal funds are required to comply with Title IX. This law sets up procedures to be followed by, in this case, public schools in order to avoid sex discrimination in the many facets of their operation (i.e. athletics, health, and physical education, subject selections, and hiring and firing of employees of the institution.) It likewise sets up a grievance procedure should a member feel aggrieved. Full information about this act and how to file a grievance can be found in the high school library and in the libraries of the several elementary schools. The Superintendent of the East Lycoming School District is the source person in the event more direct information is required.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:**

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). 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 pre-school 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 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 NIGHT TIME 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 meets 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.

### **School Board Policies with web link**

**[Welcome - Policy Manual BoardDocs® PL](#)**

**Additional required notifications can be viewed at the links below:**

[105.1 - Review of Instructional Materials by Parents/Guardians and Students](#)

[113 - Special Education](#)

[114 - Gifted Education](#)

[123 - Interscholastic Athletics](#)

[138 - Language Instruction Educational Program for English Learners](#)

[142 - Migrant Students](#)

[200 - Enrollment of Students](#)

[203 - Immunizations and Communicable Diseases](#)

[204 - Attendance](#)

[209 - Health Examinations/Screenings](#)

[210 - Medications](#)

[210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors](#)

[216 - Student Records](#)

[217 Graduation](#)

[218 - Student Discipline](#)  
[218.1 - Weapons](#)  
[221 Dress and Grooming](#)  
[222 - Tobacco and Vaping Products](#)  
[226 - Searches](#)  
[227 - Controlled substances/paraphernalia](#)  
[235 - Student Rights and Responsibilities](#)  
[235.1 - Surveys](#)  
[237 - Electronic Devices](#)  
[238 - Student Acceptable Use of Computer Network System/Internet](#)  
[247 - Hazing](#)  
[249 - Bullying/Cyberbullying](#)  
[250 - Student Recruitment](#)  
[251 - Homeless Students](#)  
[707 - Use of School Facilities](#)  
[716 - Integrated Pest Management Notification](#)  
[806 - Child Abuse](#)  
[808 - Food Services](#)  
[810.2 - Transportation - Video/Audio Recording](#)  
[824 - Maintaining Professional Adult/Student Boundaries](#)  
[904 - Public Attendance at School Events](#)  
[906 - Public Complaint Procedures](#)  
[918 - Title 1 Parent and Family Engagement](#)

August 1, 2025

**Subject: Recommendation for Ms. Andria Mullan**

Dear Members of the Board,

I am pleased to strongly recommend Ms. Andria Mullan for the position of Instrumental Music teacher within the East Lycoming School District.

Ms. Mullan brings extensive experience in music education, with a strength in instrumental instruction. Her deep knowledge, enthusiasm and dedication to the field will be a tremendous asset to our students. During her interview Ms. Mullan clearly conveyed her passion for music, instruments, and her ability to connect meaningfully with learners. She demonstrated a strong ability to support students with the skills and confidence needed to succeed in learning their chosen instruments.

Her philosophies align closely with the district's Core Values, making her an excellent fit for our community. I am confident that Ms. Mullan will have a significant and positive impact on the East Lycoming band through her high-quality instruction and dedication to student growth. I fully support and encourage you to approve her as the Instrumental Music teacher. Thank you for your time and consideration.

Sincerely,

Brittany Decker  
Ashkar Elementary Principal

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Note: Ms. Mullan will be placed on B7 of the professional contract.



To: School Board  
From: April Paulhamus, Special Education Director  
Subject: Darts Agreement  
Date: August 4, 2025

To Whom it May Concern:

Elizabeth Schwenk was recently hired as a Full-Time Custodian at Ashkar Elementary, which she resigned.

However, Elizabeth has expressed a sincere interest in working more directly with students on a daily basis. Given her enthusiasm, reliability, and desire to support student success, this letter serves as a formal recommendation for her to be approved as a **Full-Time Instructional Aide**. She will start at a rate of \$14.59/ hour, including benefits.

We believe Elizabeth will be a valuable asset in this new role, and we are confident that her dedication and positive attitude will greatly benefit the students and staff at Renn Elementary.

Sincerely,

April Paulhamus

To: School Board  
From: April Paulhamus, Special Education Director  
Subject: Darts Agreement  
Date: August 6, 2025

To Whom it May Concern:

This is to recommend Stephanie Wolverton for the Instructional Aide position at the high school. She has previous nursing experience in which she had the opportunity to interact and work with children. She will be a great addition to the team in supporting students here at HHS. This letter serves as a formal recommendation for her to be approved as a **Part-Time Instructional Aide**. She will start at a rate of \$14.59/ hour for 6 hours a day.

We believe Stephanie will be a valuable asset in this role, and we are confident that her positive attitude will greatly benefit the students and staff at Hughesville High School.

Sincerely,

April Paulhamus



To: Dr. Stamm, Superintendent East Lycoming School District  
From: Tommy Coburn, High School Principal  
Subject: Recommendation to hire a Supervisory Aide at the High School  
Date: August 11, 2025

I recommend Ms. Michelle Parker for the position of Supervisory Aide at the High School. Compensation will be \$14.09 per hour, in accordance with Level 1 of the East Lycoming Educational Support Professional Association contract. Ms. Parker will work 4 hours per day, Monday through Friday, pending receipt of required documents.



To: Dr. Stamm, Superintendent East Lycoming School District  
From: Tommy Coburn, High School Principal  
Subject: Recommendation to transfer of a part-time aide to a part-time Secretary at the High School  
Date: August 11, 2025

I recommend Mrs. Courtney Jesser transfer from a part-time aide to the position of a part time Secretary at the High School. Compensation will be \$16.17 per hour, in accordance with Level 1 of the East Lycoming Educational Support Professional Association contract. Mrs. Jesser will work 6 hours per day, Monday through Friday.

August 11, 2025

Re: Full-Time Custodian

Members of the Board:

It is my recommendation that the Board approve Scott Edwards as a full-time second-shift custodian at the High School. Their starting rate will be \$15.16/hour, including benefits. They will start once all required paperwork and clearances are submitted.

Sincerely,

Bryan McCaffery  
Director of Buildings & Grounds



August 9, 2025

Food Services Department - Recommendation

To Whom It May Concern,

This letter is to request the approval of Tasha Gordner, current assistant head cook at Hughesville High School, to transfer to the open position in the district of a head cook position in the food service department at Renn Elementary for 6.5 hours per day.

Sincerely,

Jesse Golla  
Director of Food and Nutrition Services, East Lycoming School District  
The Nutrition Group  
570.584.0194



August 7, 2025

Food Services Department - Recommendation

To Whom It May Concern,

This letter is to request approval of hire for Abigail Wilson for the open position in the district of a general cafeteria position in the food service department at Hughesville High School, 4.75 hours per day.

Sincerely,

Jesse Golla  
Director of Food and Nutrition Services, East Lycoming School District  
The Nutrition Group  
570.584.0194

## Memorandum of Understanding

This Memorandum of Understanding is made between the East Lycoming School District and the East Lycoming Education Association regarding the agreement which is effective from July 1, 2022 through June 30, 2027.

In order to provide students with an additional Spanish course, Mrs. Jaime Kile will be compensated \$376.14 for 360 minutes of preparation time that she does not receive during the 2025-26 school year.

The parties agree that this Memorandum of Understanding shall not constitute a past practice for any future instances or occurrences.

\_\_\_\_\_  
ELSD Education Association  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
East Lycoming School District  
President of the Board

\_\_\_\_\_  
Date



Additions to the 2025/2026 Daily Substitute Listing

<b>Certified Teacher</b>	<b>Last Name</b>	<b>First Name</b>
x	Bieber	Michael
x	Bragalone	Jaimie
x	Cohick	Jean
x	Detweiler	Rachel
x	Duke	Brian
x	George	Kristen
x	Korth	Alexis
x	Mook	Lauren
x	Reynolds	Jane
x	Schwenk	Bailey
	Shaner	Robin
x	Stackhouse	Seth
	Whipple	Kathyann



11 July 2025

Re: Assistant Coach for Varsity Cheerleading/Competitive Spirit

Members of the Board:

The athletic director, along with Mrs. Alexis Warf, Head Cheerleading & Competitive Spirit Coach, highly recommend that Mrs. Stacey Palandro be hired to serve as the Assistant Varsity Cheerleading & Competitive Cheer Coach for the 2025-26 season.

Mrs. Palandro has served as a Hughesville Cheerleading Coach, in some capacity, with the Varsity Cheer program down through the Little Spartans. Stacey has been volunteering for the cheer program the last several years as well as served as the head coach from 2017-2019. She has over 23 years of coaching experience.

We are recommending that Coach Palandro earn a stipend of \$2,827 [Step 5+2] for Assistant Cheerleading-FB/Competitive Spirit & \$3179 [Step 5+2] for Cheerleading-Wrestling.

Sincerely,

Justin B Rodkey, MS, EdD, CAA  
Athletic Director



August 14, 2025

Re: Teacher Mentors for the 2025-2026 School Year

Members of the Board:

The East Lycoming School District works diligently to onboard all new professional staff with mentor teachers to make their experience here not only successful but valuable to their own growth. The mentor teachers are compensated for their additional time as per the collective bargaining agreement. It is without hesitation that the leadership team recommends the following teachers as mentors for the 2025-2026 school year:

Mr. Troy Charles (Taylor Nelson, Elementary Physical Education)  
Mrs. Tracy Lunger (Kia Grimes, Elementary)  
Mrs. Alexis Warf (Hayden Vanbuskirk, Elementary Special Education)  
Ms. Nicole Keefer (Miya Gillin, JH English)  
Mr. Clint Swartz (Jacob Dinges, JH Science)  
Mrs. Megan Fox (Brooke Rishel, Elementary)  
Mr. Brian Barckley (Brienne Carpenter, Elementary Music and Chorus)  
Mr. Brian Barckley (Andria Mullan, Grade 5-12 Instrumental)  
Mrs. Dana Williams (Emily Aderhold, JHSH Special Education)  
Mr. Josh Fry (Bethany Marcello, 7th Grade ELA Long-term substitute)

With your approval, these teachers will provide mentoring for the 2025-2026 school year.

Sincerely,

Cori A. Cotner  
Director of Curriculum and Instruction

July 22, 2025

**Call the Meeting to Order:** Mr. Mamrak, President, called the East Lycoming School District Board of Education’s July 22, 2025 Board meeting to order in the High School Library beginning at 7:00 p.m. with the following Members of the Board, Administration and General Public in attendance.

**Members of the Board:**

Mr. Michael Mamrak – present	Mrs. Tara Buebendorf - present
Mr. Scott Ritter – present	Mrs. Shannon McConnell-Barlett – present
Mr. Craig Dudek – present	Mrs. Rebecca Yerg - present
Mrs. Lisa McClintock – absent	Mr. Floyd Swales – present
Mrs. Rikki Riegner - absent	

**Administration:**

Dr. Mark Stamm –Superintendent  
 Mrs. Cori Cotner - Curriculum Director  
 Mr. Tom Coburn - Sr. High School Principal  
 Mr. Richard Reichner - Jr. High School Principal  
 Mrs. Brittany Hipple - Ashkar Elementary Principal  
 Mrs. Laura Barondeau - Ferrell & Renn Elementary Principal  
 Mrs. Heather Burke - Business Manager/Board Secretary  
 Mrs. Valerie Ochs - Assistant Business Manager  
 Mr. Adam Creasy - Technology Director  
 Mrs. April Paulhamus - Special Education Director  
 Dr. Justin Rodkey - Athletic Director

**General Public:** Chris Kenyon (Solicitor), Mark McInerney (Sun-gazette), Molly Fuller, Jennifer Vermeire, Erica Hubler, Alena Greiner, Shawna Turner, Valerie Cranmer and Chris Fuller.

**Board Policies:** It was moved by Mr. Dudek, seconded by Mrs. Yerg to approve the following Board Policy:

1. **Board Policy 237 (Electronic Devices) Revisions:**

**Resolved,** upon the recommendation of Superintendent Stamm to approve the revisions to Board Policy 237 (Electronic Devices) as recommended by PDE.

Mr. Michael Mamrak – yes	Mrs. Tara Buebendorf– yes
Mr. Scott Ritter– no	Mrs. Rebecca Yerg - yes
Mrs. Rikki Riegner – absent	Mrs. Shannon McConnell-Barlett– yes
Mrs. Lisa McClintock – absent	Mr. Floyd Swales – yes
Mr. Craig Dudek - yes	<b>Motion Carried</b>

**Board Policies:** It was moved by Mr. Dudek, seconded by Mrs. Yerg to approve the following Board Policy:

2. **Board Policy 249 (Bullying/Cyberbullying) Review:**

**Resolved,** upon the recommendation of Superintendent Stamm to review Board Policy 249 (Bullying/Cyberbullying) as recommended by PDE.

Mr. Michael Mamrak – yes	Mrs. Tara Buebendorf– yes
Mr. Scott Ritter– yes	Mrs. Rebecca Yerg - yes

Mrs. Rikki Riegner – absent      Mrs. Shannon McConnell-Barlett– yes  
Mrs. Lisa McClintock – absent      Mr. Floyd Swales – yes  
Mr. Craig Dudek - yes      **Motion Carried**

**Educational Item:** It was moved by Mrs. McConnell-Barlett, seconded by Mrs. Buebendorf to approve the following Educational Item:

1. **Field Trip:**

**Resolved**, upon the recommendation of Superintendent Stamm to approve the following field trip:

-8/12/25      Williamsport Grand Slam Parade      Marching Band Students  
Number of Students: 35      Cost to Students: \$0.00      Cost to District: \$135.00

Mr. Michael Mamrak – yes      Mrs. Tara Buebendorf– yes  
Mr. Scott Ritter– yes      Mrs. Rebecca Yerg - yes  
Mrs. Rikki Riegner – absent      Mrs. Shannon McConnell-Barlett– yes  
Mrs. Lisa McClintock – absent      Mr. Floyd Swales – yes  
Mr. Craig Dudek - yes      **Motion Carried**

**Personnel Items:** It was moved by Mr. Ritter, seconded by Mr. Dudek to approve the following Personnel Items:

1. **Teacher Transfer:**

**Resolved**, upon the recommendation of Superintendent Stamm that the transfer request of Mrs. Brandy Davis to move from a Grade 4 Teacher at Ashkar Elementary to Grade 5 Teacher at Renn Elementary be approved.

2. **Elementary Teacher (Temporary Professional Contract):**

**Resolved**, upon the recommendation of Superintendent and Mrs. Cotner that Ms. Kia Grimes be approved as an Elementary Teacher (Temporary Professional Contract) at Ashkar Elementary for the 2025/2026 school year. Ms. Grimes will be paid \$58,600, which represents level 1 (B) of the East Lycoming Educational Professional Contract, pending receipt of required documents.

3. **Long-term 7th Grade English Substitute Teacher:**

**Resolved**, upon the recommendation of Superintendent Stamm and Mrs. Cotner that Ms. Bethany Marcello be approved as the Long-term Substitute Teacher for 7th Grade English at the High School. Ms. Marcello will be paid \$58,600, which represents level 1 (B) of the East Lycoming Educational Professional Contract, pending receipt of required documents.

4. **Part-time Supervisory Aide:**

**Resolved**, upon the recommendation of Superintendent Stamm and Principal Coburn that Ms. Brennan Ryder be approved as a Part-time Supervisory Aide at the High School effective August 20, 2025. Ms. Ryder will be paid \$14.09 per hour, 4 hours per day.

5. **Part-time Supervisory Aide:**

**Resolved**, upon the recommendation of Superintendent Stamm and Principal Barondeau that Mr. David Nau be approved as a Part-time Supervisory Aide at Ferrell Elementary effective August 20, 2025. Mr. Nau will be paid \$14.09 per hour, 5.50 hours per day, pending receipt of required paperwork.

6. **Part-time Supervisory Aide:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Principal Barondeau that Ms. Jessica Kinney be approved as a Part-time Supervisory Aide at Renn Elementary effective August 20, 2025. Ms. Kinney will be paid \$14.09 per hour, 5.50 hours per day, pending receipt of required paperwork.
7. **Part-time Instructional Aide:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Courtney Bowers be approved as a Part-time Instructional Aide at the High School effective August 20, 2025. Ms. Bowers will be paid \$14.59 per hour, 6 hours per day, pending receipt of required paperwork.
8. **Full-time Custodian:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Ms. Elizabeth Schwenk be approved as a Full-time Custodian at Ashkar Elementary. Ms. Schwenk will be paid \$15.16 per hour, with co-pay benefits, pending receipt of required paperwork.
9. **Part-time Custodian:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Mrs. Mary Harris be approved as a Part-time Custodian at Ashkar Elementary. Mrs. Harris will be paid \$15.16 per hour, 4 hours per day, effective July 28, 2025.
10. **Part-time Custodian:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Ms. Tammy Clark be approved as a Part-time Custodian at the High School. Ms. Clark will be paid \$15.56 per hour, 4 hours per day, pending receipt of required documents.
11. **Full-time General Maintenance Worker:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Mr. Frank Loiacono be approved as a Full-time General Maintenance Worker for the district. Mr. Loiacono will be paid \$20.00 per hour, with co-pay benefits, pending receipt of required paperwork.
12. **2025/2026 Daily Substitute Teacher/Support Staff/Guest Teacher Listing:**  
**Resolved**, to approve the following the Elementary and Secondary 2025/2026 Daily Substitute Teacher Staff and Support Personnel Staff.
13. **Approval of Bus Drivers 2025/2026 School Year:**  
**Resolved**, to approve the following bus/van drivers and bus aides for the 2025/2026 school year. All the necessary paperwork is filed in the business office:
- |                      |                         |                      |
|----------------------|-------------------------|----------------------|
| Don Baylor (Van)     | Mellissa Hunter         | Athena Snyder        |
| Doreen Berger        | Robin Kaiser            | Dave Snyder          |
| Susan Boyer          | Susan Kessler (Van)     | Richard Snyder (Van) |
| Cheryl Charles (Van) | Christine Kitzmiller    | Roschele Snyder      |
| Julie Connerton      | Edwin Kitzmiller        | Timothy Snyder       |
| JoAnn Dieffenbach    | Sherry Maneval          | Brittany Springman   |
| Annette Fielder      | Corry Maneval (Van)     | Greg Stroup          |
| Dan Frycklund        | Doralee Mead            | Jaret Stroup         |
| Kent Gordner (Van)   | Amber Miller (Van/Aide) | Jason Stroup         |
| John Grove           | Flora Nyman             | Jeanette Stroup      |

Betty Hartman (Van)	Lonnie Ohnmeiss	Brianna Swartz
Crystal Hearn (Van)	Raine Ohnmeiss	Denise Taylor (Van)
Todd Hearn	Dave Rakestraw	Don Temple
Greg Hendrickson	Corey Ritter (Aide)	Julie Whitmoyer (Van)
Denise Hess (Van)	Paul Ritter	Kim Whitmoyer
Nichole Hopkins	Leona Seaman (Aide)	Lynnwood Whitmoyer (Van)
McKenna Hunter	Donna Sherwood (Van/Aide)	George Wolfe
		Jamie Young

14. **Coaching for the 2025/2026 season:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Rodkey that the enclosed list of coaches be approved for the 2025/2026 season.

15. **Volunteer Coaches for the 2025/2026 season:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Rodkey that the enclosed list of volunteer coaches be approved for the 2025/2026 season.

16. **AM Bus Duty (.50 Hours Per Day):**

**Resolved,** upon the recommendation of Superintendent Stamm that Ms. Shannon English be re-appointed for AM Bus Duty (.50 Hours Per Day) at Ashlar Elementary. Ms. English will be paid \$2,102.00, which represents level 5+ of the extracurricular salary agreement.

17. **PM Bus Duty (.50 Hours Per Day):**

**Resolved,** upon the recommendation of Superintendent Stamm that Ms. Susan Seube be re-appointed for PM Bus Duty (.50 Hours Per Day) at Renn Elementary. Ms. Seube will be paid \$1,867.00, which represents level 4 of the extracurricular salary agreement.

18. **AM Bus Duty (.50 Hours Per Day):**

**Resolved,** upon the recommendation of Superintendent Stamm that Ms. Beth Bitler be re-appointed for AM Bus Duty (.50 Hours Per Day) at Renn Elementary. Ms. Bitler will be paid \$2,102.00, which represents level 5+ of the extracurricular salary agreement.

19. **Assistant Band Director:**

**Resolved,** upon the recommendation of Superintendent Stamm that Ms. Rachel Booth be re-appointed Assistant Band Director for the 2025/2026 school year. Ms. Booth will be paid \$1,581.00, which represents level 2 of the extracurricular salary agreement.

20. **Band Camp Staff:**

**Resolved,** upon the recommendation of Superintendent Stamm that Devon Palmater be approved as Band Camp Staff for the August Band Camp. Mr. Palmater will be paid \$1,282.00, which represents level 5+ of the extracurricular salary agreement.

Mr. Michael Mamrak – yes	Mrs. Tara Buebendorf– yes
Mr. Scott Ritter– yes	Mrs. Rebecca Yerg - yes
Mrs. Rikki Riegner – absent	Mrs. Shannon McConnell-Barlett– yes
Mrs. Lisa McClintock – absent	Mr. Floyd Swales – yes
Mr. Craig Dudek - yes	<b><u>Motion Carried</u></b>

**Personnel Item:** It was moved by Mr. Ritter, seconded by Mr. Dudek to approve the following Personnel Item:

21. **Elementary General Music/Chorus Teacher:**

**Resolved,** upon the recommendation of Superintendent and the interview committee that Ms. Brianna Carpenter be approved as an Elementary General Music/Chorus Teacher (Professional Contract) at for the 2025/2026 school year. Ms. Carpenter will be paid \$79,100, which represents level 16 (B) of the East Lycoming Educational Professional Contract, pending receipt of required documents.

- |                               |                                     |
|-------------------------------|-------------------------------------|
| Mr. Michael Mamrak – yes      | Mrs. Tara Buebendorf– yes           |
| Mr. Scott Ritter– yes         | Mrs. Rebecca Yerg - yes             |
| Mrs. Rikki Riegner – absent   | Mrs. Shannon McConnell-Barlett– yes |
| Mrs. Lisa McClintock – absent | Mr. Floyd Swales – no               |
| Mr. Craig Dudek - yes         | <b><u>Motion Carried</u></b>        |

**Resignations received and accepted by Superintendent Stamm:**

- Frank Fenstermacher, Custodian, effective June 18, 2025.
- Cody Messersmith, Instrumental Music Lesson Teacher, effective July 8, 2025.
- Daniel Foresman, Assistant Football Coach, effective July 11, 2025.

**Minutes:** It was moved by Mrs. Yerg, seconded by Mr. Ritter to accept the minutes from the Board meeting of June 17, 2025, as submitted.

- |                               |                                     |
|-------------------------------|-------------------------------------|
| Mr. Michael Mamrak – yes      | Mrs. Tara Buebendorf– yes           |
| Mr. Scott Ritter– yes         | Mrs. Rebecca Yerg - yes             |
| Mrs. Rikki Riegner – absent   | Mrs. Shannon McConnell-Barlett– yes |
| Mrs. Lisa McClintock – absent | Mr. Floyd Swales – yes              |
| Mr. Craig Dudek - yes         | <b><u>Motion Carried</u></b>        |

**Business/Financial Matters:** It was moved by Mrs. Buebendorf, seconded by Mrs. Yerg to approve the following Business/Financial Matters:

1. **Bills for Payment:**  
**Resolved,** to accept bills for payment as listed and attached.
2. **Stormwater Management Best Practices Agreement:**  
**Resolved,** upon the recommendation of Superintendent Stamm that the Stormwater Management Best Practices Agreement be approved.
3. **Auditor Services Agreement:**  
**Resolved,** upon the recommendation of Superintendent Stamm that Herring Roll & Solomon, P.C. be approved to provide audit services.
4. **River Valley Regional YMCA Child Care Program Agreement:**  
**Resolved,** upon the recommendation of Superintendent Stamm that the River Valley Regional YMCA Child Care Program Agreement be approved.
5. **Turf Management Services Agreement:**  
**Resolved,** upon the recommendation of Superintendent Stamm that the Agreement with Hummer Turfgrass Management Systems Inc be approved.
6. **UPMC Pediatric Therapy Service Agreement:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Special Education

Director Paulhamus that the UPMC Pediatric Therapy Service Agreement be approved.

**7. Securly Subscription:**

**Resolved.** upon the recommendation of Superintendent Stamm and Technology Director Creasy that the attached agreement for Securly Subscription be approved.

**8. 2025-26 School Lunch & Breakfast Prices:**

**Resolved,** upon the recommendation of Superintendent Stamm and Business Manager Burke that the following 2025-26 Student Lunch Prices be approved

**(Prices remain the same as 2019-20 school year's prices):**

	<u>Breakfast</u>	<u>Lunch</u>
Elementary	Free	\$2.05
Secondary	Free	\$2.15

- Mr. Michael Mamrak - yes
- Mr. Scott Ritter- yes
- Mrs. Rikki Riegner - absent
- Mrs. Lisa McClintock - absent
- Mr. Craig Dudek - yes
- Mrs. Tara Buebendorf- yes
- Mrs. Rebecca Yerg - yes
- Mrs. Shannon McConnell-Barlett- yes
- Mr. Floyd Swales - yes

**Motion Carried**

**Public Comments:**

- Erica Hubler (Wolf Twp) - Teacher position and Board member communication.
- Alena Greiner (Moreland Twp) - Transfer of student and bullying concerns.
- Shawna Turner (Wolf Twp) - Title I services.
- Valerie Cranmer - Bullying, social media and cell phone usage.

**Comments from Individual Board Members:**

- Craig Dudek - Architect fees.
- Scott Ritter - Title I and special education services.

**Adjourn into Executive Session:** It was moved by Mrs. Buebendorf, seconded by Mr. Ritter to adjourn the board meeting at 7:56 P.M. into an Executive Session for personnel.

- Mr. Michael Mamrak - yes
- Mr. Scott Ritter- yes
- Mrs. Rikki Riegner - absent
- Mrs. Lisa McClintock - absent
- Mr. Craig Dudek - yes
- Mrs. Tara Buebendorf- yes
- Mrs. Rebecca Yerg - yes
- Mrs. Shannon McConnell-Barlett- yes
- Mr. Floyd Swales - yes

**Motion Carried**

Respectfully submitted,

*Heather Burke*

Heather N. Burke  
Business Manager/Board Secretary



# HUGHESVILLE SPARTANS



## Athletic Committee Minutes

July 22, 2025

6:00PM / HHS Library Conference Room

### I. Facilities:

Fitness Center – Dr. Rodkey shared quotes ranging from \$50K-300K with the committee which included an entire makeover cost vs improving the facility in stages. The athletic department currently has quotes from Fitness Headquarters; Straydog Strength; & Webster’s Fitness. There is interest from key stakeholders to update this space.

Banner Update for Gymnasium – Dr. Rodkey shared that the gymnasium banners will be reorganized to ensure the school can highlight as many accomplishments as possible given the available spacing. Designs for new conference/district banners were shared and feedback received. Individual Banners will have missing names updated and the colors will be switched from Green/Gray to Green/White. Banners are in the proofing/editing stage & will be purchased soon.

Event Staff Procedures – Dr. Rodkey shared that we have newer radios that event staff will to use during home events.

### II. Sports:

24-25 Sports Recap – Dr. Rodkey shared that the Spartans had one of the best in school history.

- District Teams – Football; Tennis-B & Swim had Individuals compete at districts;
- District & States – Baseball; Competitive Spirit; Cross Country-B/G; Basketball-G; Soccer-G; Softball; Tennis-G; Track & Field-B/G; Wrestling-B/G
- Champions – PHAC Division 3 Track & Field-G; Division 4 Wrestling-G
- Individual Accomplishments – 1000 point scorer in Girls Basketball; 6 All-State Student-Athletes (1 Baseball, 1 Girls Basketball, 3 Football, 1 Soccer); 1 Individual State Champion in Girls Track & Field.

New Rules – Dr. Rodkey updated the committee on new rules coming in the next year or two.

- 2027 Baseball Season – Double Play at First Base Required
- 2028-29 Basketball Season – Tentative Implementation of 35 Second Shot Clock; Passed first Vote; Will require 4-10K to install & cost for additional Game Worker

Coaches Meeting – Dr. Rodkey shared the annual Coaches Meeting for the 25-26 Sports Season was held on June 8.

General Updates & Discussion – Several recommendations were discussed and supported by the committee.

- Varsity – New Head Coaching Changes – Competitive Cheer/Spirit; Wrestling-B
- Dr. Rodkey led a general discussion regarding “Meet the Spartans” Night(s). Dr. Rodkey spoke with coaches, player parents, administrators, and fellow Athletic Director’s to seek insight for this event. After discussion, it was recommended that the boosters/teams organize these events to ensure interest exists to hold the event and to give teams flexibility in how they want to introduce their teams to the Spartan community. The school will continue to introduce/celebrate sports teams during school assemblies.
- Dr. Rodkey lead a general discussion regarding 9<sup>th</sup> Grade Boys Basketball. Dr. Rodkey shared that the team had to bring up 9<sup>th</sup> graders to play with the JV/V team last year and that will most likely be the case again this season. Based on numbers, scheduling, and consistency within the program, there is a strong possibility, the 9<sup>th</sup> grade program will be added to the JV/V program (9-12) and Junior High (7/8) will remain the same. There was support for the change as it structures our Boys & Girls Basketball programs equally.

### III. Technology:

Live Streaming: HUDL – Dr. Rodkey shared that we have a new representative and due to construction/renovations & Wifi Capabilities, the addition of Live Streaming continues to be a work in progress. There is still support for adding this service to our community.

### IV. Additional Items:

Supplemental Athletic Training Services from UMPC – Mr. Brian Duke is getting a proposal from UMPC on the cost to add supplemental Athletic Training Support services for our programs.

Discussion Regarding Tasks/Goals for 25-26 – Dr. Rodkey shared some additional goals for 25-26 which include (a) Adding features to “Home of the Spartans” Athletic Website/Social Media; (b) Continue to research adding Unified Bocce; and (c) Researching potential Grants to help with Fitness Center improvements.

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND    Payment Dates: 07/18/2025 - 08/14/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description	Amount
0000053507	07/24/2025	BLAISE ALEXANDER LEWISBURG INC	CARGO VAN PURCHASE		50,624.03
0000053508	07/24/2025	BLAISE ALEXANDER SUBARU	DRIVER'S ED VEHICLE PURCHASE		28,189.47
0000053509	07/24/2025	HIGHMARK BLUE SHIELD	VISION - AUGUST 2025		227.93
0000053510	07/24/2025	PPL ELECTRIC UTILITIES	ELECTRICITY		14,657.35
0000053511	07/24/2025	UGI UTILITIES INC	NATURAL GAS		565.03
0000053512	07/24/2025	WINDSTREAM	COMMUNICATION		19.30
0000053513	07/24/2025	AMANDA WALLACE	REIMBURSEMENT		16.00
0000053514	07/29/2025	AT&T MOBILITY	COMMUNICATION		928.91
0000053515	07/29/2025	DBB FINANCE LLC	COPY FINANCING CHARGES		1,274.01
0000053516	07/29/2025	DOING BETTER BUSINESS, INC.	COPY CHARGES		995.80
0000053517	07/29/2025	PPL ELECTRIC UTILITIES	ELECTRICITY		2,572.48
0000053518	07/29/2025	T-MOBILE	COMMUNICATION		60.43
0000053519	08/05/2025	PPL ELECTRIC UTILITIES	ELECTRICITY		1,552.87
0000053520	08/05/2025	T-MOBILE	COMMUNICATION		82.80
0000053521	08/05/2025	UGI CENTRAL PENN GAS	NATURAL GAS		58.94
0000053522	08/05/2025	VERIZON WIRELESS	COMMUNICATION		1,074.44
0000053523	08/05/2025	WINDSTREAM	COMMUNICATION		908.08
0000053524	08/14/2025	4IMPRINT INC	PBIS SUPPLIES		1,684.62
0000053525	08/14/2025	A/CAPA	ACAPA MEMBERSHIP		240.00
0000053526	08/14/2025	ACTION CLEANING AND EQUIPMENT OF CENTRAL	CLEANING EXHAUST SYSTEM		2,990.00 #
0000053527	08/14/2025	AGORA CYBER CHARTER SCHOOL	STUDENT TUITION (1)		2,128.32
0000053528	08/14/2025	ALL AMERICAN ATHLETICS	RENN GYM - GAME LINE PAINTING		900.00
0000053529	08/14/2025	AMAZON CAPITAL SERVICES	AMAZON STATEMENT 07/2025		15,347.91
0000053530	08/14/2025	AMERICAN COLLEGE OF EDUCATION	TUITION - STACIE KILGORE		867.00
0000053531	08/14/2025	AMERICHEM INTERNATIONAL, INC.	WAX STRIPPER, SCRUBBER REPAIR, MAINT SUPPLIES		1,113.35
0000053532	08/14/2025	AMERIGAS	PROPANE - RENN		4,056.86
0000053533	08/14/2025	AMPLIFY EDUCATION, INC.	AMPLIFY MATERIALS & LICENSES		57,424.08
0000053534	08/14/2025	ATLAS PEN & PENCIL CORP	OFFICE SUPPLIES		38.29
0000053535	08/14/2025	B. J. BUS CO.	CONTRACTED CARRIERS		12,856.16
0000053536	08/14/2025	BAXTER PLUMBING & HEATING INC	REPAIRS		184.00 #
0000053537	08/14/2025	AHNESS CARTER	REISSUE CHECK #51636 6/13/2024		6.29
0000053538	08/14/2025	BERGER SEPTIC (2019) INC	PORTABLE TOILETS - JULY 2025		264.24
0000053539	08/14/2025	BERKS COUNTY INTERMEDIATE UNIT	STUDENT TUITION (1) -24/25		850.00 #
0000053540	08/14/2025	BEST LINE EQUIPMENT	BOBCAT SERVICE/REPAIRS		1,530.39

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND    Payment Dates: 07/18/2025 - 08/14/2025

**Payment Categories:** Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

0000053541	08/14/2025	B&H PHOTO-VIDEO	CLASSROOM SUPPLIES	1,031.92
0000053542	08/14/2025	BLAST INTERMEDIATE UNIT 17	FINAL SPECIAL ED/504/ESL BILLING 24-25, TECH FEES	177,460.48 #
0000053543	08/14/2025	BLICK ART MATERIALS	CLASSROOM SUPPLIES	1,244.41
0000053544	08/14/2025	BSC MECHANICAL INC	WATER LEAK REPAIRS	28,312.96
0000053545	08/14/2025	BSN SPORTS	BASKETBALL PORTABLE BASKET, VOLLEYBALL SUPPLIES	3,607.54
0000053546	08/14/2025	BUCK LUMBER COMPANY	MAINTENANCE SUPPLIES	157.27 #
0000053547	08/14/2025	CAROLINA BIOLOGICAL SUPPLY	CLASSROOM SUPPLIES	936.79
0000053548	08/14/2025	CAPITAL AREA INTERMEDIATE UNIT	24/25 STUDENT TUITION (1)	141.69 #
0000053549	08/14/2025	CARDIO PARTNERS	CPR SUPPLIES	629.18
0000053550	08/14/2025	CBIZ PAYROLL	SECTION 125 FEES	7.00
0000053551	08/14/2025	CDW GOVERNMENT	TECH SUPPLIES, STAFF & PSSA CHROMEBOOKS	11,996.14
0000053552	08/14/2025	CENTRAL SUSQUEHANNA IU	25/26 ANNUAL BILLING	36,223.80
0000053553	08/14/2025	CENGAGE LEARNING INC	MINDTAP ACCOUNTING - CLASSROOM SOFTWARE	2,126.25
0000053554	08/14/2025	CHEERLEADINGSIGNS.SHOP	CHEERLEADING SIGNS	330.00
0000053555	08/14/2025	CHROMEBOOKPARTS.COM	ADDITIONAL PSSA CHROMEBOOKS	4,899.51
0000053556	08/14/2025	CLARION STREET CONSULTING	SUMMER NETWORK UPGRADES	1,600.00
0000053557	08/14/2025	COMMONWEALTH UNIVERSITY OF PA	TUITION - MOLINO & WALK	4,806.00
0000053558	08/14/2025	COLE'S HARDWARE INC	TECH & MAINTENANCE SUPPLIES	141.38
0000053559	08/14/2025	COLUMN SOFTWARE PBC	ADVERTISING	123.86
0000053560	08/14/2025	COMCAST	COMMUNICATION	2,531.90
0000053561	08/14/2025	CORBETT, INC.	FURNITURE - ASHKAR	680.31
0000053562	08/14/2025	CORI COTNER	REIMBURSEMENT - TRAINING EXPENSES	59.35
0000053563	08/14/2025	DARWIN'S DIAGNOSTIC CENTER	DUMP TRUCK REPAIRS	678.94
0000053564	08/14/2025	ASHLEY DERR	FALL SPORTS PHYSICALS	450.00
0000053565	08/14/2025	DAVID DIMOFF	REISSUE CHECK #52513 12/19/2024	21.00
0000053566	08/14/2025	D.R. SNYDER INC.	CONTRACTED CARRIERS	13,632.30
0000053567	08/14/2025	EDMENTUM INC	STUDY ISLAND SOFTWARE RENEWAL	3,058.60
0000053568	08/14/2025	JC EHRLICH	PEST MANAGEMENT - MULTI BLDGS	1,500.15
0000053569	08/14/2025	ELSD CAFETERIA	UNPAID CHARGES	747.10 #
0000053570	08/14/2025	STACY E FERRARO	REISSUE CHECK #48796 10/21/2022	6.25
0000053571	08/14/2025	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES	938.20
0000053572	08/14/2025	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES	15.00
0000053573	08/14/2025	FRY'S PLASTIC	MAINTENANCE SUPPLIES	1,449.60
0000053574	08/14/2025	JOSHUA P FRY	BOYS TENNIS BANQUET REIMBURSEMENT	108.00
0000053575	08/14/2025	KATY SWARTZ	FALL SPORTS PHYSICALS	250.00

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND    Payment Dates: 07/18/2025 - 08/14/2025

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

0000053576	08/14/2025	ALEJANDRO GOMEZ	CLOTHING ALLOWANCE	75.00
0000053577	08/14/2025	TAMARA GOTTSCHALL	TEACHER ALLOWANCE	50.00
0000053578	08/14/2025	GOPHER SPORT	PHYS ED SUPPLIES	283.72
0000053579	08/14/2025	GREAT LAKES SPORTS	PHYS ED SUPPLIES	1,032.43
0000053580	08/14/2025	CARL GREEN	CLOTHING ALLOWANCE	75.00
0000053581	08/14/2025	HERFF JONES LLC	EXTRA DIPLOMAS	49.90
0000053582	08/14/2025	ROBERT HESS	CLOTHING ALLOWANCE	75.00
0000053583	08/14/2025	HILLYARD/MID-ATLANTIC	MAINTENANCE SUPPLIES	4,866.18
0000053584	08/14/2025	BRITTANY HIPPLE	REIMBURSEMENT - TRAINING EXPENSES	305.42
0000053585	08/14/2025	HUGHESVILLE BOROUGH	SRO SERVICES - AUGUST 2025	14,660.00
0000053586	08/14/2025	HUMMER TURFGRASS SYSTEMS INC	SUMMER SERVICE	1,990.00
0000053587	08/14/2025	ILLUMINATED INTEGRATION	GYMNASIUM AUDIO, TECH REPAIRS	22,607.11
0000053588	08/14/2025	INFOCON CORPORATION	TAX PROCESSING	6,448.76
0000053589	08/14/2025	NOTABLE INC	SOFTWARE RENEWAL	3,519.00
0000053590	08/14/2025	KEYSTONE ADVERTISING SPECIALTIES	BANNERS	435.00
0000053591	08/14/2025	KURTZ BROTHERS	CURRICULUM EXPENSES - ELEMENTARY	349.68
0000053592	08/14/2025	LAKESHORE LEARNING MATERIALS	PRE-K SUPPLIES -GRANT FUNDED	140.08
0000053593	08/14/2025	LINDSEY HARTMAN	CPR CLASS REIMB	24.38
0000053594	08/14/2025	LOCKARD INSURANCE AGENCY	FLOOD INSURANCE, 24/25 WC AUDIT	8,287.00
0000053595	08/14/2025	LOWES	MAINTENANCE SUPPLIES	629.73
0000053596	08/14/2025	TRACY LUNGER	REIMBURSEMENT - PBIS	32.52
0000053597	08/14/2025	LOYALSOCK TOWNSHIP SCHOOL DISTRICT	24/25 STUDENT TUITION (1)	1,424.81 #
0000053598	08/14/2025	LYCOMING VALLEY BATTERIES LLC	BATTERY	740.00
0000053599	08/14/2025	WILLIAM V MACGILL & CO	NURSE SUPPLIES	651.09
0000053600	08/14/2025	THE MARKERBOARD PEOPLE	CLASSROOM SUPPLIES	3,696.00
0000053601	08/14/2025	MECHTLY COMMERCIAL DOOR LLC	GIRLS WRESTLING LOCKER ROOM DOOR REPAIRS	7,860.00
0000053602	08/14/2025	RONALD B MEZICK	FALL SPORTS PHYSICALS	1,140.00
0000053603	08/14/2025	MIDDLE CREEK SIGNS INC	HS WINDOW GRAPHICS	1,518.20
0000053604	08/14/2025	MID-PENN ENGINEERING CORPORATION	WATER FILTRATION PROJECT	8,138.25
0000053605	08/14/2025	NATE MINIUM	REIMBURSEMENT	15.00
0000053606	08/14/2025	MOBYMAX	MOBYMAX SOFTWARE RENEWAL	2,674.00
0000053607	08/14/2025	GRIFFIN MOLINO	TUITION REIMBURSEMENT (2)	3,096.00
0000053608	08/14/2025	MURRAY MOTOR CO INC	DUMP TRUCK REPAIR	269.12
0000053609	08/14/2025	DALE I MYERS	CLOTHING ALLOWANCE	75.00
0000053610	08/14/2025	MYERS ENVIRONMENTAL SERVICES LLC	ROUTINE OPERATIONS & MANAGEMENT	2,724.00

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND    Payment Dates: 07/18/2025 - 08/14/2025

**Payment Categories:** Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

0000053611	08/14/2025	NEXTERA RENEWABLE FUELS, LLC	ELECTRICITY	4,820.01
0000053612	08/14/2025	ORIGO EDUCATION INC	RENN ORIGO MATH CURRICULUM	328.90
0000053613	08/14/2025	OTIS ELEVATOR COMPANY	ELEVATOR REPAIR WORK	7,367.03
0000053614	08/14/2025	PAULHAMUS LITHO INC.	EMERGENCY CARDS	80.00
0000053615	08/14/2025	PENNSYLVANIA CYBER CHARTER SCHOOL	24/25 RECONCILIATION	638.49 #
0000053616	08/14/2025	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	STUDENT TUITION (2)	4,256.65
0000053617	08/14/2025	PA PRINCIPALS ASSOCIATION	MEMBERSHIP RENEWAL - COBURN,REICHNER,BARONDEAU	1,815.00
0000053618	08/14/2025	PENNWOOD CYBER CHARTER SCHOOL	STUDENT TUITION (1)	1,064.16
0000053619	08/14/2025	RESERVE ACCOUNT	POSTAGE REFILL	500.00
0000053620	08/14/2025	PITSCO EDUCATION LLC	CLASSROOM SUPPLIES	1,302.39
0000053621	08/14/2025	QUILL CORPORATION	CLASSROOM & OFFICE SUPPLIES	1,027.64
0000053622	08/14/2025	RICH COAST COFFEE	COFFEE - SPARTAN SIPS FUNDED	635.70
0000053623	08/14/2025	REALLY GOOD STUFF INC	CALENDAR	21.94
0000053624	08/14/2025	RENAISSANCE LEARNING INC	STAR SOFTWARE RENEWAL	1,874.00
0000053625	08/14/2025	RIDDELL ALL AMERICAN SPORTS CORP	FOOTBALL HELMETS	5,127.95
0000053626	08/14/2025	SCHOLASTIC INC	PRE-K SUPPLIES -GRANT FUNDED	921.88
0000053627	08/14/2025	SCHOLASTIC INC	CURRICULUM EXPENSES	241.76
0000053628	08/14/2025	SCHAEDLER/YESCO DIST	MAINTENANCE SUPPLIES	2,587.37
0000053629	08/14/2025	SCHOOL SPECIALTY LLC	CLASSROOM SUPPLIES	23,069.25
0000053630	08/14/2025	JESSICA SCHUSTER	OFFICE SUPPLIES	16.00
0000053631	08/14/2025	SECURLY INC	SUBSCRIPTION RENEWAL	10,224.30
0000053632	08/14/2025	SHARIMADE HANDMADE JEWELRY	PBIS INCENTIVES	625.00
0000053633	08/14/2025	AMANDA K SHEETS	REISSUE CHECK #52588 12/19/2024	238.04
0000053634	08/14/2025	SHER'S SUMMIT RAYS TRANSPORTATION LLC	CONTRACTED CARRIERS	4,870.77
0000053635	08/14/2025	THE SIGN SHOP	OFFICE MAP, ACRYLIC SIGN	557.40
0000053636	08/14/2025	T M SNYDER INC	CONTRACTED CARRIERS	25,641.13
0000053637	08/14/2025	SPORTSMANS	FENCE CROWN, FOOTBALL SUPPLIES	6,681.10
0000053638	08/14/2025	SOCIAL STUDIES SCHOOL SERVICE	CLASSROOM SUPPLIES	335.66
0000053639	08/14/2025	MARK STAMM	REIMBURSEMENT - TRAINING EXPENSES	645.58
0000053640	08/14/2025	STAS USA LLC	ART HANGING SYSTEM	368.69
0000053641	08/14/2025	STROUP BUS COMPANY LLC	CONTRACTED CARRIERS	7,995.16
0000053642	08/14/2025	SUBURBAN TESTING LABS LLC	WATER TESTING	767.34
0000053643	08/14/2025	SUNBELT RENTALS INC	EQUIPMENT RENTAL- MULCH BLOWER	1,109.22
0000053644	08/14/2025	SUN-GAZETTE	ADVERTISING	762.75
0000053645	08/14/2025	SUPER DUPER PUBLICATIONS	CLASSROOM SUPPLIES	159.89



## FUND ACCOUNTING PAYMENT SUMMARY

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Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards

<b>Grand Total Procurement Card Other Disbursement Non-negotiables</b>	<b>0.00</b>
<b>Grand Total Regular Checks</b>	<b>762,976.90</b>
<b>Grand Total Virtual Payments</b>	<b>0.00</b>
<b>Grand Total All Payments</b>	<b>1,645,344.33</b>

**CORPORATE AUTHORIZATION RESOLUTION**

I, \_\_\_\_\_, certify that I am \_\_\_\_\_ of \_\_\_\_\_ (referred to as "\_\_\_\_\_") organized under the laws of Pennsylvania and that the following is a correct copy of a resolution adopted at a meeting of the Board of \_\_\_\_\_ duly and properly called on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ at which a quorum was present and voting. This resolution appears in the minutes of this meeting and has not been rescinded or modified, and remains in full force and effect as of this date.

**BE IT RESOLVED THAT,**

1. Any \_\_\_\_ of the following authorized persons acting together are authorized to sell, assign and endorse for transfer certificates representing stocks, bonds, mutual funds, warrants, or other securities now or hereinafter registered in the name of the \_\_\_\_\_.
2. Any \_\_\_\_ of the following authorized persons acting together are authorized to open any deposit or share account in the name of the \_\_\_\_\_.
3. Any \_\_\_\_ of the following authorized persons acting together are authorized to request checks or otherwise withdrawal or transfer funds held in any investment account with Woodlands Bank Trust Department.

**Authorized Persons**

<b>Name and Title</b>	<b>Signature</b>
_____, President	_____
_____, Vice President	_____
_____, Secretary	_____
_____, Treasurer	_____

I further certify that the Board of \_\_\_\_\_ has, and at the time of the adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary

**SEAL**



July 10, 2025

EAST LYC. SCHOOL DISTRICT BUSINESS OFFICE  
C/O HEATHER BURKE  
349 CEMETERY STREET  
HUGHESVILLE, PA 17737

**RE: Authorized Signer Update**

EAST LYC. SCHOOL DISTRICT BUSINESS OFFICE,

Woodlands Bank Trust Department and Asset Management is in the process of updating authorized signers for all client records. We recognize and appreciate the fact that organizations such as yours can be very busy and your time is valuable. We are hopeful that you can take a few minutes to read this letter and respond accordingly.

For your convenience enclosed is:

1. Your organization's current authorized signers' document that is in our file.
  - If the authorized signers remain the same, then no response is necessary
  - If there are **changes to the authorized signers**, then please complete the enclosed:
2. Blank corporate resolution form.

Once completed, please return the same to our office in the enclosed self-addressed stamped envelope.

If we do not hear back from you by August 30, 2025, we will conclude that the authorized signers' information we have on file is still correct.

Please accept our gratitude for your attention to this matter. Should you have any questions, please feel free to contact the Trust department at 570-320-2468.

Sincerely,

*Karen L Plankenhorn*

Trust Administrative Assistant

570-320-2466

Enclosures

**P. 570.320.2468 | F. 570.320.2493**

**2450 E. 3rd St. Williamsport, PA 17701 | [trust@woodlandsbank.com](mailto:trust@woodlandsbank.com)**

# AGREEMENT

This AGREEMENT is made this 1st day of August between the East Lycoming School District and the Warrior Run School District. In consideration of the promises and covenants contained in this agreement, and intending to be legally bound, the parties agree as follows:

## **Responsibilities of the Warrior Run School District**

1. During the 2025-2026 school year, the Warrior Run School District shall provide and operate the programs and services enumerated in "Schedule A" attached hereto. For purposes of this agreement, the phrase "programs and services" shall mean the following:
  - a. Professional and/or paraprofessional staff in such numbers and with such certification, licensure, or training are required to implement this agreement in accordance with all applicable provisions of state and federal law in effect on the above date; (excluding individualized related service personnel as detailed in #9)
  - b. Supervision, administration, classroom management, and evaluation of all paraprofessional staff used to implement this agreement;
  - c. Provision of supplies, equipment, and materials, including furniture and assistive technology, as is necessary to implement this agreement and for which the Warrior Run School District incurs or has incurred actual costs, provided, however, that supplies, equipment, and materials that are used exclusively by one student and are not essential to the general operation of the program or service shall remain the responsibility of the district in which the student resides;
  - d. Will assume the duties and responsibilities of the child's nutrition program,
2. The Warrior Run School District shall ensure that the programs and services provided in accordance with paragraph 1 comply with all requirements of state and federal law in effect on the above date, to the extent that such compliance does not depend on the performance or actions of the District, the Commonwealth or federal governments, or any other individual or entity beyond the control of the Warrior Run School District.

3. On or before August 1, 2026 and annually thereafter on or before July 1st for each ensuing year that the parties renew this agreement, the Warrior Run School District shall establish and shall notify the District in writing of the unit cost of each program or service enumerated in or added to Schedule A for each ensuing year.
4. For programs and services provided in accordance with this agreement, the Warrior Run School District shall charge the district a total equal to the sum of the individual amounts obtained by multiplying the unit cost for each program or service enumerated in Schedule A by the number of units requested by the District. The number of units requested shall be reflected in Schedule A. The Warrior Run School District shall issue to the District billing statement at the end of each 45 days of school.
5. For those programs or services operated in regular school facilities, the calendar and schedule adopted by the Board of Directors of the Warrior Run School District will be followed.

#### **Responsibilities of the District Contracting for Services**

6. On or before July 1st, 2026 the District shall identify those programs and services that the District will operate through the Warrior Run School District in accordance with this agreement. The District shall also identify the number of units required, in per pupil, EFT, or per session terms, for each program or service in accordance with paragraph 3. This commitment shall be reflected in Schedule A and shall become part of this agreement. For any renewal year, the District shall commit, in the form of a revised Schedule A, on or before the May 1 immediately preceding renewal. The revised Schedule A shall become part of this agreement.
7. During the contract term and during any renewal year thereafter, the District shall notify the Warrior Run School District of any deletions from the list of programs or services enumerated in Schedule A or any reductions in the number of units requested.
8. The District shall pay the Warrior Run School District with amounts specified on the billing statements issued in accordance with paragraph 4. For payments not received by the Warrior Run School District within 30 days of the scheduled date specified in paragraph 4, the District shall pay an additional amount equal to 1.5 percent of the total due for each month beyond the tenth day.

9. In the event that a student contracted for services needs individualized related service personnel as determined by the IEP team, the student's home district will hire and pay the salary and benefits of the related service personnel. The said Related Service Personnel will not be an employee of the Warrior Run School District. Should the student withdraw from the Warrior Run School District Program, the home district will be responsible to reassign the Related Service Personnel or terminate the Related Service Personnel position.

### **MDE and IEP Responsibilities**

10. The District shall remain responsible for the multidisciplinary evaluation and reevaluation (MDE) and IEP development and revision process for all exceptional and thought-to-be exceptional students who reside within the District. The availability of psychological and other diagnostic personnel provided by the Warrior Run School District in accordance with Schedule A shall be determined by a work schedule established by the District and the Warrior Run School District in light of the units of service purchased by the District. The Warrior Run School District shall make other appropriate members of its staff available at reasonable times and locations for participation as needed in MDEs and IEP planning conferences. Nothing in this paragraph, however, shall require the Warrior Run School District to make available any staff member not directly involved in the provision of programs or services in accordance with this agreement. The Warrior Run School District shall adhere to all recommendations of the IEP team to the extent that implementation of those recommendations are within the scope of the programs and services enumerated in Schedule A. The District shall adhere to all recommendations of the IEP team that require the provision of program, services, accommodations, or support not within the scope of the programs and services enumerated in Schedule A.

### **Duration, Renewal, and Termination of Agreement**

11. This agreement shall take effect on August 1, 2025 and shall remain in full force and effect, subject to adjustments in accordance with paragraphs 3 and 4, through November 16, 2025 (unless terminated in accordance with paragraph 12).
12. This agreement may be renewed for one year commencing August 1, 2025 and from 1 year thereafter, with written notice of renewal on or before May 1 immediately preceding the renewal year. If the District fails to provide timely

notice of renewal in accordance with this paragraph, this agreement shall terminate effective June 30 of that year.

13. Either party may terminate this agreement or any portion thereof upon written notice received by the other party at least 60 days prior to the date of termination. Upon termination, all responsibility under state or federal law for the affected programs and services enumerated in Schedule A on the effective date of termination shall revert to the District.

### **Liability**

14. The Warrior Run School District agrees to indemnify, defend, and hold harmless both the District and any director, officer, agent, or employee of the District against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff provided by the Warrior Run School District under the terms of this agreement or from the maintenance or operation of any equipment or vehicles provided or used by the Warrior Run School District under the terms of the agreement. The Warrior Run School District shall maintain sufficient liability insurance for this purpose in amounts not less than \$1,000,000 per incident or occurrence and shall provide the District with evidence of this coverage.
15. The District agrees to indemnify, defend, and hold harmless both the Warrior Run School District and any director, officer, agent or employee of the Warrior Run School District against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff of the district or from maintenance, use, or operation of any real property, equipment, or vehicles. The District shall maintain sufficient liability insurance for this purpose in amounts not less than \$1,000,000 per incident or occurrence and shall provide the Warrior Run School District with evidence of this coverage on demand.
16. None of the administrative, professional, paraprofessional, or support staff provided by the Warrior Run School District under the terms of this agreement shall be considered employees or agents of the District for any purpose, and none of the administrative, professional, paraprofessional, or support staff of the District shall be considered employees or agents of the Warrior Run School District for any purpose. The Warrior Run School District agrees to indemnify, defend, and hold harmless the District against all claims, damages, losses, or penalties resulting from any determination, whether judicial,

administrative or otherwise, that any of the foregoing staff members provided by the Warrior Run School District under the terms of this agreement is an employee or agent of the District. The District agrees to indemnify, defend, and hold harmless the Warrior Run School District against all claims, damages, losses, or penalties resulting from any determination, whether judicial, administrative or otherwise, that any of the foregoing staff members provided by the District under the terms of this agreement is an employee or agent of the Warrior Run School District.

17. This agreement is intended to and shall be construed as consistent with all applicable state and federal laws in effect on the above date, including the Individuals with Disabilities Act and its implementing regulations, the Rehabilitation Act of 1973 and its implementing regulations. Titles VI and IX of the Civil Rights Act of 1964 and their implementing regulations, the Family Education Rights and Privacy Act and its implementing regulations, The Pennsylvania Public School Code of 1949, Chapters 14 and 15 of the regulations of the State Board of Education, and Chapter 342 of the standards of the Pennsylvania Department of Education. To the extent that the law is construed as inconsistent with the language as the contractual expression of the parties' intent and may be enforced as such.
18. Modifications to or adjustments in Schedule A as permitted or required by this agreement shall in all cases be made in writing executed by a representative of the parties and shall become part of this agreement regardless of whether a modified or adjusted schedule is affixed hereto.
19. This agreement constitutes the entire agreement and understanding between the Warrior Run School District concerning the programs and services to which it applies. It supersedes and repeals all prior or contemporaneous agreements and understandings, written or oral, on this subject. Any modification to this agreement shall be in writing executed by the legal representatives of the parties.

East Lycoming School District

\_\_\_\_\_  
Superintendent's Signature/Date

Warrior Run School District

 8-7-2025  
\_\_\_\_\_  
Superintendent's Signature/Date

**Warrior Run School District  
2025-2026**

**SCHEDULE "A"**

**CONTRACTED PROFESSIONAL SERVICES PROVIDED BY THE  
Warrior Run School District**

**STUDENT NAME:** 

**GRADE:** 

**INSTRUCTIONAL COSTS**

<b>MULTIPLE DISABILITIES CLASS</b>	<b>\$31,382</b>
<b>REGULAR EDUCATION</b>	<b>\$4,925</b>
<b>Speech/Specialized Services (Projected)</b>	<b>\$1,413</b>
<b>OT/PT (as contracted with KidVentures)</b>	<b>\$425</b>
<b>TOTAL:</b>	<b>\$38,145</b> <b>(\$212/Day)</b>

**\*\*Student's private and/or individual nursing services are the responsibility of the family and/or the contracting district (East Lycoming School District).**

**LETTER OF AGREEMENT  
SCHOOL BASED OUTREACH SERVICES  
STUDENT ASSISTANCE SERVICES**

**Between**

**LYCOMING-CLINTON JOINDER BOARD**

**And**

**EAST LYCOMING SCHOOL DISTRICT**

The purpose of this Agreement is to define the relationship between the programs operated by the **LYCOMING-CLINTON JOINDER BOARD (JOINDER)** and the **EAST LYCOMING SCHOOL DISTRICT (ELSD)** as it relates to joint operation and financing of School Based Outreach Services and Student Assistance Services. **Joinder** and **ELSD** are separately referred to as a “Party” and jointly referred to as the “Parties” herein.

1. The **Joinder** will designate two (2) qualified casework level positions to provide information and referral, assessment of needs, prevention and short-term intervention for students and families in the **ELSD**.
2. The **Joinder** will assure that the designated positions have completed the appropriate level of training and supervision to act in this capacity and attends SAP Sharing Sessions as scheduled.
3. The **Joinder** and **ELSD** will jointly determine the array of services to be provided, including but not limited to, home visits, group, individual and family sessions, mental health assessments, classroom observation, educational presentations, and faculty consultation.
4. The **Joinder** will assure that the School Based positions will serve as the SAP liaison for mental health assessments and services and provide the appropriate level of training and supervision to act in this capacity.
5. The **Joinder** and **ELSD** will establish truancy protocols for referral, assessment and intervention services and supports to be provided by the School Based positions.
6. The **ELSD** will have input into the selection of staff assigned to these positions and annual performance evaluations.
7. School Based Outreach Services will be provided forty (40) hours per week on a 12-month basis. Every effort will be made to limit vacation time during the school year. Back up and day-to-day supervision will be provided by the **Joinder**.

8. The **ELSD** will designate office space for the assigned **Joinder** staff positions and define an internal system to schedule time in each building and develop a system to make referrals and request activities.
9. The **Joinder** and **ELSD** agree to design a system to collect data on services provided for further analysis, program development, grant writing and consumer satisfaction.
10. The **Joinder** and **ELSD** agree that each Party is responsible to obtain appropriate insurance coverage for their organization and that each Party shall hold the other Party harmless from any and all claims arising from their respective activities, responsibilities and obligations under this Agreement.
11. The **Joinder** and **ELSD** agree to jointly fund the annualized cost of these services through a combination of program and grant funding. These services are contingent on the **Joinder's** continued receipt of funds through the Pennsylvania Department of Human Services.
12. The **ELSD** agrees to pay \$35,000.00 per position for a total of **\$70,000.00** in the FY 2025-2026 school year, to be paid in two equal installments upon invoice by the **Joinder** in August 2025 and January 2026.
13. This Agreement embodies and includes the entire agreement between the Parties with respect to the subject matter contained herein and no reliance is placed upon previous writings, communications or implied representations, inducements or understandings of any kind whatsoever and they are excluded herefrom. No term or provision of this Agreement may be unilaterally modified or amended. Any alteration or amendment must be reduced in writing and signed by the Parties and attached to the original of the Agreement.

This Agreement shall be in effect from **7/1/25 to 6/30/26**.

**(remainder of page intentionally left blank, with signature page to follow)**

**IN WITNESS WHEREOF**, the duly authorized officers of the Parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

**APPROVED AS TO LEGALITY AND FORM**

\_\_\_\_\_  
Jonathan L. DeWald, Esq.  
Lycoming-Clinton Joinder Solicitor

**EAST LYCOMING  
SCHOOL DISTRICT**

\_\_\_\_\_  
Dr. Mark Stamm, Superintendent

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Mamrak, School Board President

Date: \_\_\_\_\_

**LYCOMING-CLINTON  
JOINDER BOARD**

\_\_\_\_\_  
Commissioner Jeffrey Snyder  
Joinder Board President

Date: \_\_\_\_\_

\_\_\_\_\_  
Keith Wagner, Exec. Director  
Joinder Board Secretary

Date: \_\_\_\_\_

**Reviewed:**

\_\_\_\_\_  
Lori Kriner  
MH/ID/EI Fiscal Officer

Date: \_\_\_\_\_

# LETTER OF AGREEMENT

## STUDENT ASSISTANCE PROGRAM SERVICES

This Letter of Agreement is between the **Lycoming-Clinton Joinder Board (LCJB)**, located at **33 W. Third Street, 4<sup>th</sup> Floor, Williamsport, PA, 17701** and the **East Lycoming School District (District)**, located at **349 Cemetery Street, Hughesville, PA, 17737**. Both parties agree to cooperate in providing services for the Student Assistance Program.

### SECTION A: Provider Agency Responsibilities

The **Lycoming-Clinton Joinder Board (LCJB)** agrees to adhere to all related Federal, State and Local laws pertaining to the delivery of mental health services and any other statutory or regulatory provisions pertaining to the Student Assistance Program (SAP). Additional responsibilities of the SAP liaison provider agency include:

1. The **LCJB** agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team meetings that will be held periodically throughout the year.
2. The **LCJB** agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP mental health liaison services to the **District** as outlined in Section A of this Letter of Agreement. The SAP liaison will act as an ad hoc member of the building's Student Assistance Program Core Team (hereinafter referred to as the SAP team). The SAP liaison will attend the scheduled core team meetings for the purpose of consultation, recommendations, referrals, case management and follow-up services.
3. The SAP liaison will provide site-based student screenings/assessments for mental health treatment if recommended by the SAP team and parent/guardian permission is secured or arrange for an assessment if recommended by the SAP team and parent/guardian permission is secured. The SAP liaison will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral.
4. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that could serve the needs of identified students and their families. The SAP liaison may assist the identified student and/or family in linking up with the appropriate services.
5. The SAP Liaison will provide postvention assistance to core teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e. student death or other tragic event) as needed/requested by the **District**.
6. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per State standards and guidelines.
7. The SAP liaison will provide crisis response consultation via phone while not in the building and on site during scheduled times available in the **District**.

8. The SAP liaison will provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning.
9. The SAP liaison will assist with faculty in-service and student orientation within the limits of staff availability.
10. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
11. The SAP liaison will facilitate or participate in core team maintenance.
12. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
13. The SAP liaison will provide technical assistance to the **District** for policy development in areas related to his/her field of expertise.

## **SECTION B: School District Responsibilities**

The **East Lycoming School District (District)** agrees to comply with all related Federal, State, and Local laws pertaining to the delivery of mental health services within school districts, including, but not limited to, the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The **District** also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the **District** include:

1. The **District** will appropriate a safe and private space in the school where the SAP liaison can provide services; provide for secure storage of student records, and adhere to SAP confidentiality provisions.
2. The **District** will provide copies of their alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services.
3. The **District** will provide family and community education on the Student Assistance Program.
4. The **District** will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
5. The **District** will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
6. The **District** will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.

7. The **District** will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Human Services.
8. The **District** will appoint a representative from Central Office, along with the Building Administrator(s) or designee(s), to attend and participate in the established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

## **SECTION C: Records**

### **Provider Agency (LCJB) and District (East Lycoming) agree to the following regarding records:**

All records generated by the **District's** Student Assistance Team, with respect to individual students, are records of the **District**; the retention and disclosure of which shall be governed by the policies of the **District** and applicable Federal laws which include:

**FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996)** regulations should govern procedures regarding any records developed from agency screenings or assessments.

**FERPA, amended in 2002** provides parental rights to inspect, review, amend and control disclosure form a child's school record.

**HIPAA** is a Federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

**Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h)** which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent."

When a student has been referred to a liaison designated by the **LCJB** for screening/or assessment, the records generated become the property of the **LCJB** and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol (42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

## **SECTION D: Conflict Resolution Process**

Should there be a conflict between the Core Team and services provided by **LCJB**; the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and **LCJB** SAP Liaison meet to discuss conflict.

- Step 2. School Building Administrator, County Mental Health Administrator meet.
- Step 3. Chief School Administrator/Superintendent, Office of Mental Health Community Program Manager and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.
- Step 4. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

**SECTION E: Agreement Terms**

As a result of this agreement, SAP liaisons, are school officials and thus have a legitimate educational interest in participating as full members of the SAP Team.

Effective dates of this agreement are **July 1, 2025** through **June 30, 2026** and continued from year to year unless either party requests to amend or terminate the Agreement. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

**EAST LYCOMING SCHOOL DISTRICT**

**LYCOMING-CLINTON JOINDER BOARD**

\_\_\_\_\_  
Dr. Mark Stamm Superintendent

\_\_\_\_\_  
Keith A. Wagner, Executive Director  
Joinder Board Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Letter of Agreement

The purpose of this agreement is to set forth the terms and conditions under which the EAST LYCOMING SCHOOL DISTRICT and RIVER VALLEY HEALTH will work together to provide dental care services to students of (EAST LYCOMING SCHOOL DISTRICT) through the Dental School Program for the 2025-2026 school year.

Intending to be legally bound, EAST LYCOMING SCHOOL DISTRICT and RIVER VALLEY HEALTH agree:

1. RIVER VALLEY HEALTH operates a federally-funded health center project that provides health care services to all individuals, regardless of their ability to pay. The parties understand that RIVER VALLEY HEALTH's provision of services hereunder shall be on behalf of RIVER VALLEY HEALTH and its health center project, and not as an agent of EAST LYCOMING SCHOOL DISTRICT.
2. RIVER VALLEY HEALTH represents that it will provide trained staff with full child abuse and criminal record clearances to provide dental services to students of EAST LYCOMING SCHOOL DISTRICT on-site at EAST LYCOMING SCHOOL DISTRICT or on-site at RIVER VALLEY HEALTH in very limited circumstances.
3. Any student in EAST LYCOMING SCHOOL DISTRICT is eligible to participate in this program.
4. EAST LYCOMING SCHOOL DISTRICT staff and RIVER VALLEY HEALTH will provide information to aid families to understand the services provided and give informed consent to their involvement, including signed release of information forms allowing information sharing in support of the student's dental needs. Staff members will also assist with creating a plan for continued dental care for each student. In order to participate in the program, a parent or guardian will have to sign consent forms, health and social paperwork, and provide insurance information (if applicable) prior to receiving dental services.
5. Dental services such as cleanings, restorative care, sealants, and exams will be offered through this program, as well as supplemental education on proper oral and dental care. RIVER VALLEY HEALTH will render the Health Center Services in a manner consistent with its internal policies and procedures and the programmatic requirements applicable to its federally-funded health center project.

6. RIVER VALLEY HEALTH will bill payors for its provisions of Health Center Services consistent with RIVER VALLEY HEALTH's applicable payor contracts and billing/collections policies.
7. The RIVER VALLEY HEALTH Program Coordinator (Dental Hygienist) and other outreach staff will serve as an access point to connect students with services directed at their identified needs. These individuals will assist families in contacting service providers at RIVER VALLEY HEALTH who can address the identified issues and, in total, provide proper dental care for the student participating in the Dental School Program.
8. RIVER VALLEY HEALTH will provide services on-site at the schools within the district on the mobile care unit and portable equipment if applicable.
9. EAST LYCOMING SCHOOL DISTRICT and RIVER VALLEY HEALTH may terminate the agreement upon two weeks written notice should either fail to adhere to the items specified above.
10. EAST LYCOMING SCHOOL DISTRICT and RIVER VALLEY HEALTH will encourage families to regularly participate in the program to ensure proper dental care and hygiene of the identified students.
11. RIVER VALLEY HEALTH shall indemnify and hold harmless EAST LYCOMING SCHOOL DISTRICT, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with RIVER VALLEY HEALTH's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the RIVER VALLEY HEALTH, including without limitation, any breach of the RIVER VALLEY HEALTH's representations contained in this Agreement, except in the event of acts of negligence or improper conduct by EAST LYCOMING SCHOOL DISTRICT, and any of its officials, employees, and representatives, which prohibit the RIVER VALLEY HEALTH from efficiently carrying out its duties.
12. EAST LYCOMING SCHOOL DISTRICT shall indemnify and hold harmless the RIVER VALLEY HEALTH, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with the EAST LYCOMING SCHOOL DISTRICT's performance, or failure to perform, the services

detailed herein or any material breach of this Agreement by the EAST LYCOMING SCHOOL DISTRICT, including without limitation, any breach of the EAST LYCOMING SCHOOL DISTRICT's representations contained in this Agreement, except in the event of acts of negligence or other improper conduct by the RIVER VALLEY HEALTH, and any of its elected and appointed officials, employees, and representatives, which prohibit EAST LYCOMING SCHOOL DISTRICT from efficiently carrying out its duties.

EAST LYCOMING SCHOOL  
DISTRICT

---

Superintendent

RIVER VALLEY HEALTH

---

President & CEO

LYCOMING COUNTY FAIR ASSOCIATION

1 EAST PARK STREET PO BOX 116

HUGHESVILLE, PA 17737

(570)584-2196

August 7, 2025

Dear Dr. Mark Stamm;

On behalf of the Lycoming County Fair Association, I would like to formally confirm that the disassembly of the bleachers, including removal of the footers, will be completed during the timeframe requested by the East Lycoming School District – **October 18 – November 9, 2025**.

We appreciate your cooperation and communication throughout this process and ensure all work is conducted safely and efficiently within the specified window. We may outsource some of this scope of work to others and will communicate as needed with the company/individual doing so. Should any unforeseen circumstances arise, we will promptly notify the district and work collaboratively toward a resolution.

Thank you again for the opportunity to use the bleachers at our local fair in our community.

Sincerely,

Angela Starr, Treasurer  
Lycoming County Fair Association

## **DONATION, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

**AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between EAST LYCOMING SCHOOL DISTRICT, a public school district under the laws of the Commonwealth of Pennsylvania, located at 349 Cemetery Street, Hughesville, Lycoming County, Pennsylvania (hereinafter “ELSD”),

AND

LYCOMING COUNTY FAIR ASSOCIATION, a Pennsylvania corporation, located at 1 E. Park Street, Hughesville, Lycoming County, Pennsylvania (hereinafter “ASSOCIATION”). ELSD and ASSOCIATION are collectively referred to herein as the “Parties.”

THE BACKGROUND OF THIS AGREEMENT IS AS FOLLOWS:

WHEREAS, ELSD desires to donate its football bleachers to ASSOCIATION; and

WHEREAS, ASSOCIATION has agreed to oversee the work to disassemble and remove the ELSD football bleachers, stairs, ramps, and concrete footings below the bleachers, stairs, and ramps, along with all associated hardware (hereinafter “the Project”); and

WHEREAS, ASSOCIATION has agreed to begin the Project on October 18, 2025, and to complete the Project by November 9, 2025.

NOW, THEREFORE, in consideration of the foregoing recital provisions, which are incorporated herein as part of this Agreement, and intending to be legally bound hereby, the Parties agree as follows:

1. ELSD agrees to donate its football bleachers to the ASSOCIATION for the cost of One Dollar and Zero Cents (\$1.00).

2. ASSOCIATION agrees to accept the ELSD football bleachers in their current, “as is”, condition. ASSOCIATION acknowledges and agrees that ELSD makes no warranties or representations relative to the condition of the football bleachers and the ability of the ASSOCIATION to use the football bleachers for their intended use by the ASSOCIATION.

3. ASSOCIATION agrees to oversee and facilitate the Project, which includes the disassembly and removal of the ELSD football bleachers, stairs, ramps, and concrete footings below the bleachers, stairs, and ramps, along with all associated hardware. To the extent that any damage or destruction happens to the football bleachers during the disassembly and removal, it is the sole responsibility of the ASSOCIATION, and the ASSOCIATION is still obligated to comply with the terms of this Agreement.

4. ASSOCIATION agrees to begin the Project on October 18, 2025, and to complete the Project by November 9, 2025.

5. ASSOCIATION agrees that if it cannot complete the Project by November 9, 2025, that ELSD will have the right to complete the Project and the cost associated with completing the Project will be the sole responsibility of ASSOCIATION, as determined by the general contractor for the Lycoming Career and Technology Center expansion project in their sole discretion.

6. ASSOCIATION agrees to indemnify, defend and hold harmless ELSD against any and all costs, actions, claims and demands, whatsoever that may result from the activities and work conducted by the ASSOCIATION, its employees, agents, contractors, subcontractors, engineers, or any other vendor that is retained by ASSOCIATION for the Project. The foregoing indemnity shall include injury or death of any employee of the ASSOCIATION, its employees, agents, contractors, subcontractors, engineers, or any other vendor that is retained for the Project

and shall not be limited in any way by an amount or type of damage, compensation, or benefits payable under any applicable workers compensation, disability benefits or other similar benefit act.

7. ASSOCIATION agrees that the contractors, subcontractors, engineers, or any other vendor that is retained by ASSOCIATION for the Project will be required to hold adequate and appropriate insurances for the work being performed and that ASSOCIATION and ELSD will be named as an "Additional Insured" on all insurance policies required under the contracts. Said insurance policies of the contractors, subcontractors, engineers, or any other vendor that is retained by ASSOCIATION for the Project shall be Primary and Non-Contributory to any other policy held by ASSOCIATION and ELSD and shall waive any subrogation rights in favor of ASSOCIATION and ELSD.

8. This Agreement constitutes the sole and only agreement between the Parties with respect to the transactions contemplated hereby and may not be amended except by written communication executed by the Parties hereto.

9. This Agreement shall be construed under and in accordance with the laws of Pennsylvania.

10. Any dispute that may arise related to this Agreement shall be brought in the Lycoming County Court of Common Pleas. The prevailing party in any action that may arise from this Agreement shall be entitled to its reasonable attorney's fees and costs.

**IN WITNESS WHEREOF**, and intending to be legally bound hereby, the Parties hereto have executed this Indemnification and Hold Harmless Agreement the day and year first above written.

ATTEST:

EAST LYCOMING SCHOOL DISTRICT

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Mr. Michael Mamrak

ATTEST:

LYCOMING COUNTY FAIR ASSOCIATION

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Name:  
Title:

**East Lycoming School District**  
**Financial Highlights**  
As of July 31, 2025



<b>Account Description</b>	<b>Financial Institution</b>	<b>Beginning Balance</b>	<b>Cash Receipts</b>	<b>Cash Disbursements</b>	<b>Ending Balance</b>	<b>Interest Rate</b>
General Fund Checking Account	Journey Bank	1,929,695	1,325,870	(1,653,389)	1,602,177	3.00%
Cash/Investment Account	PLGIT	8,791,628	44,776	(1,283,510)	7,552,893	4.13%
Certificate of Deposit	Journey Bank	2,139,391	19,682	0	2,159,073	3.65%
Capital Projects/Reserve Account	PLGIT	386,302	1,355	0	387,657	4.13%
Construction Funds (Bond)	Wilmington Trust	9,399,244	21,021	(1,085,643)	8,334,622	3.35%
<b>Total Available Funds</b>		<b>22,646,259</b>	<b>1,412,705</b>	<b>(4,022,543)</b>	<b>20,036,421</b>	
<b>Restricted Funds</b>						
Activity Fund	Journey Bank	114,103	298	(1,623)	112,778	3.00%
Athletic Fund	Journey Bank	8,727	22	0	8,749	3.00%
<b>Total Restricted Funds</b>		<b>122,830</b>	<b>321</b>	<b>(1,623)</b>	<b>121,527</b>	
<b>Total Funds</b>		<b>22,769,089</b>	<b>1,413,026</b>	<b>(4,024,166)</b>	<b>20,157,949</b>	
		<b>Actual</b>	<b>Budgeted</b>	<b>Collection %</b>	<b>Prior</b>	
		<b>Month to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	<b>Year to Date</b>	
Real Estate Revenue		0	0	8,066,713	0.00%	234,212
Supplemental State Subsidy (HS/FS Rebate)		0	0	876,794	0.00%	0
<b>Total Real Estate Revenue</b>		<b>0</b>	<b>0</b>	<b>8,943,507</b>		<b>234,212</b>
Earned Income Tax		218,991	218,991	3,450,000	6.35%	347,969
<b>Total Collections</b>		<b>218,991</b>	<b>218,991</b>	<b>12,393,507</b>		<b>582,181</b>

# BOARD SUMMARY

**Fund: 10 - GENERAL FUND    Encumbrances Included**

**As of: 07/31/2025**

**Funding Source: All**

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>1100 REGULAR PROGRAMS ELEM SEC</b>						
100 PERSONAL SVCS-SALARIES	6,828,298.00	6,828,298.00	0.00	148.81	6,828,149.19	0.00
200 PERSONAL SVCS-EMPLOYEE	4,679,842.01	4,679,842.01	0.00	134,569.49	4,545,272.52	2.88
300 PURCH PROF&TECH SVCS	115,494.00	115,494.00	4,000.00	0.00	111,494.00	3.46
400 PURCHASED PROPERTY SVCS	32,500.00	32,500.00	0.00	2,182.04	30,317.96	6.71
500 OTHER PURCH SVCS	635,216.00	635,216.00	0.00	(8,746.61)	643,962.61	(1.38)
600 SUPPLIES	207,850.00	207,850.00	136,871.34	12,336.80	58,641.86	71.79
700 PROPERTY	8,500.00	8,500.00	2,432.50	0.00	6,067.50	28.62
800 DUES & FEES	9,180.00	9,180.00	0.00	770.00	8,410.00	8.39
<b>Totals for 1100s</b>	<b>12,516,880.01</b>	<b>12,516,880.01</b>	<b>143,303.84</b>	<b>141,260.53</b>	<b>12,232,315.64</b>	<b>2.27</b>
<b>1200 SPECIAL PROGRAMS ELEM SEC</b>						
100 PERSONAL SVCS-SALARIES	1,480,086.00	1,480,086.00	0.00	204.66	1,479,881.34	0.01
200 PERSONAL SVCS-EMPLOYEE	1,020,346.00	1,020,346.00	0.00	30,840.34	989,505.66	3.02
300 PURCH PROF&TECH SVCS	499,000.00	499,000.00	0.00	(868.42)	499,868.42	(0.17)
500 OTHER PURCH SVCS	493,000.00	493,000.00	0.00	(758.82)	493,758.82	(0.15)
600 SUPPLIES	16,100.00	16,100.00	1,811.39	(296.40)	14,585.01	9.41
800 DUES & FEES	200.00	200.00	0.00	0.00	200.00	0.00
<b>Totals for 1200s</b>	<b>3,508,732.00</b>	<b>3,508,732.00</b>	<b>1,811.39</b>	<b>29,121.36</b>	<b>3,477,799.25</b>	<b>0.88</b>
<b>1300 VOCATIONAL EDUCATION</b>						
100 PERSONAL SVCS-SALARIES	327,070.00	327,070.00	0.00	0.14	327,069.86	0.00
200 PERSONAL SVCS-EMPLOYEE	240,898.00	240,898.00	0.00	8,498.97	232,399.03	3.53
500 OTHER PURCH SVCS	564,500.00	564,500.00	0.00	127,259.00	437,241.00	22.54
600 SUPPLIES	5,700.00	5,700.00	2,726.02	347.87	2,626.11	53.93
<b>Totals for 1300s</b>	<b>1,138,168.00</b>	<b>1,138,168.00</b>	<b>2,726.02</b>	<b>136,105.98</b>	<b>999,336.00</b>	<b>12.20</b>
<b>1400 OTHER INSTRUCTIONAL PROGRAMS</b>						
100 PERSONAL SVCS-SALARIES	27,905.00	27,905.00	0.00	129.68	27,775.32	0.46
200 PERSONAL SVCS-EMPLOYEE	11,769.00	11,769.00	0.00	53.24	11,715.76	0.45

**BOARD SUMMARY**  
**Encumbrances Included**  
**As of: 07/31/2025**

**Funding Source: All**

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
300 PURCH PROF&TECH SVCS	30,000.00	30,000.00	0.00	5,000.00	25,000.00	16.67
500 OTHER PURCH SVCS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
600 SUPPLIES	2,000.00	2,000.00	330.81	321.97	1,347.22	32.64
700 PROPERTY	0.00	0.00	0.00	28,189.47	(28,189.47)	0.00
<b>Totals for 1400s</b>	<b>101,674.00</b>	<b>101,674.00</b>	<b>330.81</b>	<b>33,694.36</b>	<b>67,648.83</b>	<b>33.46</b>
<b>1800 PRE-KINDERGARTEN PROGRAM</b>						
100 PERSONAL SVCS-SALARIES	209,469.00	209,469.00	0.00	2,534.04	206,934.96	1.21
200 PERSONAL SVCS-EMPLOYEE	152,857.00	152,857.00	0.00	5,195.72	147,661.28	3.40
500 OTHER PURCH SVCS	46,500.00	46,500.00	0.00	0.00	46,500.00	0.00
600 SUPPLIES	10,610.00	10,610.00	3,325.17	732.85	6,551.98	38.25
<b>Totals for 1800s</b>	<b>419,436.00</b>	<b>419,436.00</b>	<b>3,325.17</b>	<b>8,462.61</b>	<b>407,648.22</b>	<b>2.81</b>
<b>2100 INSTR SUPPORT SVCS</b>						
100 PERSONAL SVCS-SALARIES	656,715.00	656,715.00	0.00	137.87	656,577.13	0.02
200 PERSONAL SVCS-EMPLOYEE	397,996.00	397,996.00	0.00	10,965.83	387,030.17	2.76
300 PURCH PROF&TECH SVCS	21,000.00	21,000.00	0.00	0.00	21,000.00	0.00
500 OTHER PURCH SVCS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
600 SUPPLIES	5,150.00	5,150.00	1,025.22	209.35	3,915.43	23.97
800 DUES & FEES	250.00	250.00	0.00	0.00	250.00	0.00
<b>Totals for 2100s</b>	<b>1,084,111.00</b>	<b>1,084,111.00</b>	<b>1,025.22</b>	<b>11,313.05</b>	<b>1,071,772.73</b>	<b>1.14</b>
<b>2200 SUPPORT SVCS - INST STAFF</b>						
100 PERSONAL SVCS-SALARIES	313,747.50	313,747.50	0.00	19,070.80	294,676.70	6.08
200 PERSONAL SVCS-EMPLOYEE	243,076.38	243,076.38	0.00	11,094.70	231,981.68	4.56
300 PURCH PROF&TECH SVCS	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
500 OTHER PURCH SVCS	800.00	800.00	0.00	0.00	800.00	0.00
600 SUPPLIES	32,050.00	32,050.00	43.07	5,299.76	26,707.17	16.67
800 DUES & FEES	200.00	200.00	0.00	0.00	200.00	0.00
<b>Totals for 2200s</b>	<b>601,873.88</b>	<b>601,873.88</b>	<b>43.07</b>	<b>35,465.26</b>	<b>566,365.55</b>	<b>5.90</b>
<b>2300 SUPPORT SVCS - ADMIN</b>						

**BOARD SUMMARY**  
**Encumbrances Included**  
**As of: 07/31/2025**

**Funding Source: All**

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 PERSONAL SVCS-SALARIES	860,882.50	860,882.50	0.00	51,625.01	809,257.49	6.00
200 PERSONAL SVCS-EMPLOYEE	560,035.38	560,035.38	0.00	42,238.38	517,797.00	7.54
300 PURCH PROF&TECH SVCS	104,000.00	104,000.00	0.00	1,924.75	102,075.25	1.85
400 PURCHASED PROPERTY SVCS	500.00	500.00	0.00	0.00	500.00	0.00
500 OTHER PURCH SVCS	17,957.00	17,957.00	0.00	15,167.00	2,790.00	84.46
600 SUPPLIES	34,895.00	34,895.00	802.52	3,676.76	30,415.72	12.84
800 DUES & FEES	18,210.00	18,210.00	0.00	14,648.58	3,561.42	80.44
<b>Totals for 2300s</b>	<b>1,596,479.88</b>	<b>1,596,479.88</b>	<b>802.52</b>	<b>129,280.48</b>	<b>1,466,396.88</b>	<b>8.15</b>
<b>2400 SUPPORT SVCS – PUPIL HEALTH</b>						
100 PERSONAL SVCS-SALARIES	226,330.00	226,330.00	0.00	0.18	226,329.82	0.00
200 PERSONAL SVCS-EMPLOYEE	177,553.00	177,553.00	0.00	8,014.93	169,538.07	4.51
300 PURCH PROF&TECH SVCS	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
400 PURCHASED PROPERTY SVCS	2,300.00	2,300.00	0.00	567.00	1,733.00	24.65
600 SUPPLIES	5,850.00	5,850.00	1,524.55	315.98	4,009.47	31.46
700 PROPERTY	6,900.00	6,900.00	0.00	0.00	6,900.00	0.00
<b>Totals for 2400s</b>	<b>427,933.00</b>	<b>427,933.00</b>	<b>1,524.55</b>	<b>8,898.09</b>	<b>417,510.36</b>	<b>2.44</b>
<b>2500 SUPPORT SVCS - BUSINESS</b>						
100 PERSONAL SVCS-SALARIES	296,111.00	296,111.00	0.00	21,397.44	274,713.56	7.23
200 PERSONAL SVCS-EMPLOYEE	204,736.38	204,736.38	0.00	14,793.38	189,943.00	7.23
300 PURCH PROF&TECH SVCS	95,300.00	95,300.00	0.00	22,024.23	73,275.77	23.11
400 PURCHASED PROPERTY SVCS	6,500.00	6,500.00	0.00	317.77	6,182.23	4.89
500 OTHER PURCH SVCS	19,600.00	19,600.00	0.00	(116.67)	19,716.67	(0.60)
600 SUPPLIES	5,000.00	5,000.00	363.61	165.65	4,470.74	10.59
800 DUES & FEES	3,000.00	3,000.00	0.00	416.00	2,584.00	13.87
<b>Totals for 2500s</b>	<b>630,247.38</b>	<b>630,247.38</b>	<b>363.61</b>	<b>58,997.80</b>	<b>570,885.97</b>	<b>9.42</b>
<b>2600 BLDGS/GRDS SVCS</b>						
100 PERSONAL SVCS-SALARIES	834,895.50	834,895.50	0.00	31,977.07	802,918.43	3.83
200 PERSONAL SVCS-EMPLOYEE	691,251.69	691,251.69	0.00	27,096.84	664,154.85	3.92

**BOARD SUMMARY**  
**Encumbrances Included**  
**As of: 07/31/2025**

**Funding Source: All**

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
300 PURCH PROF&TECH SVCS	141,269.00	141,269.00	0.00	0.00	141,269.00	0.00
400 PURCHASED PROPERTY SVCS	335,500.00	335,500.00	48,479.95	10,755.20	276,264.85	17.66
500 OTHER PURCH SVCS	147,585.99	147,585.99	0.00	116,921.76	30,664.23	79.22
600 SUPPLIES	465,267.00	465,267.00	9,636.69	20,186.11	435,444.20	6.41
700 PROPERTY	127,105.00	127,105.00	0.00	51,716.33	75,388.67	40.69
800 DUES & FEES	2,500.00	2,500.00	0.00	630.00	1,870.00	25.20
<b>Totals for 2600s</b>	<b>2,745,374.18</b>	<b>2,745,374.18</b>	<b>58,116.64</b>	<b>259,283.31</b>	<b>2,427,974.23</b>	<b>11.56</b>
<b>2700 VEHICLE SVCS</b>						
100 PERSONAL SVCS-SALARIES	11,318.00	11,318.00	0.00	0.00	11,318.00	0.00
200 PERSONAL SVCS-EMPLOYEE	4,774.00	4,774.00	0.00	0.00	4,774.00	0.00
300 PURCH PROF&TECH SVCS	36,000.00	36,000.00	0.00	3,910.00	32,090.00	10.86
400 PURCHASED PROPERTY SVCS	0.00	0.00	895.00	0.00	(895.00)	0.00
500 OTHER PURCH SVCS	1,889,850.98	1,889,850.98	0.00	0.00	1,889,850.98	0.00
600 SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00
700 PROPERTY	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
<b>Totals for 2700s</b>	<b>1,992,442.98</b>	<b>1,992,442.98</b>	<b>895.00</b>	<b>3,910.00</b>	<b>1,987,637.98</b>	<b>0.24</b>
<b>2800 OTHER SUPPORT SVCS</b>						
100 PERSONAL SVCS-SALARIES	185,910.00	185,910.00	0.00	11,950.43	173,959.57	6.43
200 PERSONAL SVCS-EMPLOYEE	152,071.69	152,071.69	0.00	10,383.28	141,688.41	6.83
300 PURCH PROF&TECH SVCS	58,029.00	58,029.00	4,600.00	45,161.00	8,268.00	85.75
400 PURCHASED PROPERTY SVCS	9,013.00	9,013.00	0.00	0.00	9,013.00	0.00
500 OTHER PURCH SVCS	21,000.00	21,000.00	0.00	2,530.71	18,469.29	12.05
600 SUPPLIES	147,000.00	147,000.00	45,340.58	5,349.02	96,310.40	34.48
700 PROPERTY	60,000.00	60,000.00	14,869.18	8,949.70	36,181.12	39.70
<b>Totals for 2800s</b>	<b>633,023.69</b>	<b>633,023.69</b>	<b>64,809.76</b>	<b>84,324.14</b>	<b>483,889.79</b>	<b>23.56</b>
<b>3200 SCHOOL SPON STUDENT ACT</b>						
100 PERSONAL SVCS-SALARIES	455,644.00	455,644.00	0.00	5,942.32	449,701.68	1.30
200 PERSONAL SVCS-EMPLOYEE	204,557.00	204,557.00	0.00	4,166.61	200,390.39	2.04

**BOARD SUMMARY**  
**Encumbrances Included**  
**As of: 07/31/2025**

**Funding Source: All**

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
300 PURCH PROF&TECH SVCS	92,473.00	92,473.00	0.00	0.00	92,473.00	0.00
400 PURCHASED PROPERTY SVCS	12,800.00	12,800.00	0.00	288.21	12,511.79	2.25
500 OTHER PURCH SVCS	107,400.00	107,400.00	0.00	11,982.00	95,418.00	11.16
600 SUPPLIES	121,440.00	121,440.00	33,804.89	8,159.45	79,475.66	34.56
700 PROPERTY	5,000.00	5,000.00	11,265.41	9,684.10	(15,949.51)	418.99
800 DUES & FEES	21,400.00	21,400.00	0.00	3,200.00	18,200.00	14.95
<b>Totals for 3200s</b>	<b>1,020,714.00</b>	<b>1,020,714.00</b>	<b>45,070.30</b>	<b>43,422.69</b>	<b>932,221.01</b>	<b>8.67</b>
<b>3300 COMMUNITY SERVICES</b>						
100 PERSONAL SVCS-SALARIES	32,805.00	32,805.00	0.00	140.88	32,664.12	0.43
200 PERSONAL SVCS-EMPLOYEE	13,834.00	13,834.00	0.00	58.67	13,775.33	0.42
800 DUES & FEES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Totals for 3300s</b>	<b>47,639.00</b>	<b>47,639.00</b>	<b>0.00</b>	<b>199.55</b>	<b>47,439.45</b>	<b>0.42</b>
<b>4400 ARCHITECT &amp; ENGINEERING SVCS</b>						
300 PURCH PROF&TECH SVCS	0.00	0.00	0.00	50.00	(50.00)	0.00
<b>Totals for 4400s</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>(50.00)</b>	<b>0.00</b>
<b>4600 BUILD IMPROV SVCS-REPL</b>						
400 PURCHASED PROPERTY SVCS	300,000.00	300,000.00	139,336.15	12,104.22	148,559.63	50.48
<b>Totals for 4600s</b>	<b>300,000.00</b>	<b>300,000.00</b>	<b>139,336.15</b>	<b>12,104.22</b>	<b>148,559.63</b>	<b>50.48</b>
<b>5100 DEBT SERVICES</b>						
800 DUES & FEES	760,700.00	760,700.00	0.00	(53,580.28)	814,280.28	(7.04)
900 OTHER OBJECTS	939,300.00	939,300.00	0.00	0.00	939,300.00	0.00
<b>Totals for 5100s</b>	<b>1,700,000.00</b>	<b>1,700,000.00</b>	<b>0.00</b>	<b>(53,580.28)</b>	<b>1,753,580.28</b>	<b>(3.15)</b>
<b>5800 SUSPENSE ACCOUNT</b>						
000 000	0.00	0.00	0.00	(10,169.25)	10,169.25	0.00
800 DUES & FEES	0.00	0.00	0.00	46,522.33	(46,522.33)	0.00
<b>Totals for 5800s</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,353.08</b>	<b>(36,353.08)</b>	<b>0.00</b>
<b>5900 BUDGETARY RESERVE</b>						
000 000	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00

**BOARD SUMMARY**  
**Encumbrances Included**  
**As of: 07/31/2025**

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 DUES & FEES	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
<b>Totals for 5900s</b>	120,000.00	120,000.00	0.00	0.00	120,000.00	0.00
<b>Expenditure Totals</b>	<b>30,584,729.00</b>	<b>30,584,729.00</b>	<b>463,484.05</b>	<b>978,666.23</b>	<b>29,142,578.72</b>	<b>4.72</b>
<b>6100 TAXES LEVIED BY THE LEA</b>						
000 000	(11,742,713.00)	(11,742,713.00)	0.00	(234,985.18)	(11,507,727.82)	2.00
<b>Totals for 6100s</b>	(11,742,713.00)	(11,742,713.00)	0.00	(234,985.18)	(11,507,727.82)	2.00
<b>6400 DELINQUENT TAXES</b>						
000 000	(455,000.00)	(455,000.00)	0.00	(43,107.32)	(411,892.68)	9.47
<b>Totals for 6400s</b>	(455,000.00)	(455,000.00)	0.00	(43,107.32)	(411,892.68)	9.47
<b>6500 INTEREST INCOME</b>						
000 000	(200,000.00)	(200,000.00)	0.00	(34,666.27)	(165,333.73)	17.33
<b>Totals for 6500s</b>	(200,000.00)	(200,000.00)	0.00	(34,666.27)	(165,333.73)	17.33
<b>6700 REV FROM STUDENT ACTY</b>						
000 000	(40,000.00)	(40,000.00)	0.00	0.00	(40,000.00)	0.00
<b>Totals for 6700s</b>	(40,000.00)	(40,000.00)	0.00	0.00	(40,000.00)	0.00
<b>6800 REVENUES FROM INTERMEDIARY SOURCES</b>						
000 000	(350,000.00)	(350,000.00)	0.00	(1,092.00)	(348,908.00)	0.31
<b>Totals for 6800s</b>	(350,000.00)	(350,000.00)	0.00	(1,092.00)	(348,908.00)	0.31
<b>6900 OTHER LOCAL REVENUE</b>						
000 000	(175,221.00)	(175,221.00)	0.00	(18,648.91)	(156,572.09)	10.64
<b>Totals for 6900s</b>	(175,221.00)	(175,221.00)	0.00	(18,648.91)	(156,572.09)	10.64
<b>7100 BASIC INSTRUCTIONAL AND OPERATING SUBSIDIES</b>						
000 000	(9,565,036.00)	(9,565,036.00)	0.00	0.00	(9,565,036.00)	0.00
<b>Totals for 7100s</b>	(9,565,036.00)	(9,565,036.00)	0.00	0.00	(9,565,036.00)	0.00
<b>7200 REVENUE FOR SPECIFIC EDUC PROGRAMS</b>						
000 000	(1,782,560.00)	(1,782,560.00)	0.00	0.00	(1,782,560.00)	0.00
<b>Totals for 7200s</b>	(1,782,560.00)	(1,782,560.00)	0.00	0.00	(1,782,560.00)	0.00

**BOARD SUMMARY**  
**Encumbrances Included**  
**As of: 07/31/2025**

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>7300 REVENUES FOR NON-EDUCATIONAL PROGRAMS</b>						
000 000	(1,941,794.00)	(1,941,794.00)	0.00	(14,926.71)	(1,926,867.29)	0.77
<b>Totals for 7300s</b>	<b>(1,941,794.00)</b>	<b>(1,941,794.00)</b>	<b>0.00</b>	<b>(14,926.71)</b>	<b>(1,926,867.29)</b>	<b>0.77</b>
<b>7500 EXTRA STATE GRANTS</b>						
000 000	(841,947.00)	(841,947.00)	0.00	0.00	(841,947.00)	0.00
<b>Totals for 7500s</b>	<b>(841,947.00)</b>	<b>(841,947.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(841,947.00)</b>	<b>0.00</b>
<b>7800 STATE SHARE RETIREMENT &amp; SOCIAL SECURITY</b>						
000 000	(3,050,002.00)	(3,050,002.00)	0.00	0.00	(3,050,002.00)	0.00
<b>Totals for 7800s</b>	<b>(3,050,002.00)</b>	<b>(3,050,002.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,050,002.00)</b>	<b>0.00</b>
<b>8500 RESTRICTED GRANTS-IN-AID FROM FEDERAL GOVERNMENT</b>						
000 000	(350,456.00)	(350,456.00)	0.00	0.00	(350,456.00)	0.00
<b>Totals for 8500s</b>	<b>(350,456.00)</b>	<b>(350,456.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(350,456.00)</b>	<b>0.00</b>
<b>8800 MEDICAL ASSISTANCE (MA) REIMBURSEMENTS</b>						
000 000	(90,000.00)	(90,000.00)	0.00	0.00	(90,000.00)	0.00
<b>Totals for 8800s</b>	<b>(90,000.00)</b>	<b>(90,000.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>(90,000.00)</b>	<b>0.00</b>
<b>Revenue Totals</b>	<b>(30,584,729.00)</b>	<b>(30,584,729.00)</b>	<b>0.00</b>	<b>(347,426.39)</b>	<b>(30,237,302.61)</b>	<b>1.14</b>
<b>Fund 10 Totals</b>						
<b>Total Expenditure</b>	<b>28,764,729.00</b>	<b>28,764,729.00</b>	<b>463,484.05</b>	<b>995,893.43</b>	<b>27,305,351.52</b>	<b>5.07</b>
<b>Total Other Expenditure</b>	<b>1,820,000.00</b>	<b>1,820,000.00</b>	<b>0.00</b>	<b>(17,227.20)</b>	<b>1,837,227.20</b>	<b>(0.95)</b>
<b>Total Revenue</b>	<b>(30,584,729.00)</b>	<b>(30,584,729.00)</b>	<b>0.00</b>	<b>(347,426.39)</b>	<b>(30,237,302.61)</b>	<b>1.14</b>
<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**BOARD SUMMARY**  
**Encumbrances Included**  
**As of: 07/31/2025**

**Funding Source: All**

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>Grand Totals All Funds</b>						
Total Expenditure	28,764,729.00	28,764,729.00	463,484.05	995,893.43	27,305,351.52	5.07
Total Other Expenditure	1,820,000.00	1,820,000.00	0.00	(17,227.20)	1,837,227.20	(0.95)
Total Revenue	(30,584,729.00)	(30,584,729.00)	0.00	(347,426.39)	(30,237,302.61)	1.14
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

**CONSTRUCTION FUND SUMMARY-WILMINGTON TRUST**  
**Year to Date**  
**AS OF JULY 31, 2025**

<u>VENDOR</u>	<u>COMMENTS</u>	<u>DATE</u>	<u>CHECK NO.</u>	<u>\$ AMT</u>
Fidevia	Construction Management Services	9/21/2023	229485472	13,360.00
Wilmington Trust	Bank Services annual fee	9/21/2023		3,000.00
Fidevia	Construction Management Services	10/16/2023	229490556	5,585.00
Fidevia	Construction Management Services	11/22/2023	229497894	16,435.00
Vassallo Engineering	Engineering Services	1/10/2024	229509673	103,808.00
Vassallo Engineering	Engineering Services	1/10/2024	229509674	1,709.00
Fidevia	Construction Management Services	1/19/2024	229511626	7,201.25
Fidevia	Construction Management Services	1/19/2024	229511626	3,293.75
Larson Design Group, Inc.	Engineering Services	1/19/2024	229511627	4,251.09
McClure Company	HVAC project 30% downpayment	1/24/2024	229512380	1,902,050.40
MM Architects	Architect Services	2/9/2024	229514980	13,638.75
Fidevia	Construction Management Services	3/20/2024	229521671	6,440.00
Code Inspections, Inc.	Permits/inspections	3/20/2024	229521674	1,108.50
East Lycoming School District	Reimburse General Fund-Architect Services	3/28/2024	229523630	90,869.36
Fidevia	Construction Management Services	4/5/2024	229525368	4,191.25
MM Architects	Architect Services	4/5/2024	229525369	36,838.75
MM Architects	Architect Services	4/25/2024	229530755	33,786.60
Fidevia	Construction Management Services	4/25/2024	229530756	10,493.75
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	4/25/2024	229530757	9,219.31
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	5/9/2024	229533198	10,545.28
MM Architects	Architect Services	5/9/2024	229533199	15,714.07
Tanner of PA	Furniture Replacement (50%)	5/24/2024	229535878	297,305.37
Larson Design Group, Inc.	Engineering Services	5/24/2024	229535879	36,409.23
Fidevia	Construction Management Services	5/24/2024	229535881	9,422.50
McClure Company	HVAC project Application#2	5/24/2024	229535882	430,177.75
Code Inspections, Inc.	Permits/inspections	5/29/2024	229536502	159.50
George Ely Assoc.	Playground Equip Ashkar, Renn 50% down pmt	6/7/2024	229538450	435,598.50
Fidevia	Construction Management Services	6/25/2024	229542031	6,917.50
Fidevia	Construction Management Services	7/9/2024	229544848	18,999.14
T-Ross Brothers Construction	HS Interior Finishes	7/9/2024	229544852	101,352.28
Arch Masonry	Brickwork HS	7/23/2024	229547426	130,500.00
Hillis-Carnes Engineering	Engineering Services-Brickwork	7/23/2024	229547429	7,430.00
MM Architects	Architect Services	7/23/2024	229547430	48,776.22
Belcher's Fence Company, Inc.	Fence-Tennis Courts	7/23/2024	229547428	1,275.00
CM Eichenlaub Co.	Volleyball Suspended Net System	7/23/2024	229547427	31,158.00
Doing Better Business, Inc.	Smartboards	7/23/2024	229547425	90,184.05
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	8/15/2024	229551479	8,518.44
Fidevia	Construction Management Services	8/15/2024	229551480	20,045.00
Pine Mountain Excavating	Renn Water Mitigation	8/15/2024	229551481	45,150.00
Hillis-Carnes Engineering	Engineering Services	8/15/2024	229551482	869.00
Weatherproofing Technologies, Inc.	Roofwork HS & Ashkar	8/15/2024	229551488	1,079,211.98
T-Ross Brothers Construction	HS Interior Finishes	8/15/2024	229551489	445,143.65
McClure Company	HVAC project Application#3	8/22/2024	229552668	759,256.65
Middle Creek Signs	Signs/Clings	8/22/2024	229552669	1,989.33
Arch Masonry	Brickwork HS	8/22/2024	229552666	214,053.12
McClure Company	HVAC project Application#4	8/28/2024	229553555	2,608,152.65
MM Architects	Architect Services	8/28/2024	229553558	35,051.90
Tanner of PA	Furniture Replacement (balance)	8/28/2024	229553560	308,528.60
Hillis-Carnes Engineering	Engineering Services	8/30/2024	229553999	512.00
Arch Masonry	Brickwork HS	9/4/2024	229554814	184,438.80
T-Ross Brothers Construction	HS Interior Finishes	9/4/2024	229554815	119,123.83
Code Inspections, Inc.	Permits/inspections	9/16/2024	229557152	534.50
MM Architects	Architect Services	9/16/2024	229557153	29,188.00
Corbett, Inc.	Library Furniture	9/16/2024	229557154	23,138.80
	Adjust Amount Reimbursed to GF (PCCD)	9/16/2024		(11,925.00)
	Adjust Amount Reimbursed to GF (ESSER)	9/16/2024		(1,527,515.10)
Larson Design Group, Inc.	Engineering Services	9/23/2024	229558216	27,084.00
Fidevia	Construction Management Services	9/23/2024	229558217	19,035.00
McClure Company	HVAC project Application#5	9/23/2024	229558220	302,719.51
McClure Company	HVAC project Application#6	9/23/2024	229558219	337,981.01
Weatherproofing Technologies, Inc.	Roofwork HS & Ashkar Application#2	9/23/2024	229558221	1,493,997.31
Wilmington Trust	Bank Services annual fee	9/24/2024		3,000.00
MM Architects	Architect Services	10/8/2024	229561489	14,297.50
Fidevia	Construction Management Services	10/8/2024	229561490	7,222.50
Larson Design Group, Inc.	Engineering Services	10/8/2024	229561491	21,323.44
Singer Equipment Co., Inc.	Equipment Spartan Sips	10/8/2024	229561492	5,069.02
T-Ross Brothers Construction	HS Interior Finishes	10/8/2024	229561493	6,609.62
Weatherproofing Technologies, Inc.	Roofwork HS & Ashkar	10/8/2024	229561514	1,980,650.26
Weatherproofing Technologies, Inc.	Roofwork HS & Ashkar	10/21/2024	229563508	949,252.46
Lycoming County Planning	Café Expansion	10/21/2024	229563509	375.00
Hillis-Carnes Engineering	Engineering Services	10/21/2024	229563510	1,569.00
Arch Masonry	Brickwork HS	10/29/2024	229565126	105,799.50
T-Ross Brothers Construction	HS Interior Finishes	10/29/2024	229565127	1,831.68
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	10/29/2024	229565128	8,199.34
Weatherproofing Technologies, Inc.	Roofwork HS & Ashkar	10/29/2024	229565135	622,209.61

<u>VENDOR</u>	<u>COMMENTS</u>	<u>DATE</u>	<u>CHECK NO.</u>	<u>\$ AMT</u>
Fidevia	Construction Management Services	11/14/2024	229567749	8,307.50
Larson Design Group, Inc.	Engineering Services	11/14/2024	229567750	23,637.60
MM Architects	Architect Services	11/27/2024	229570543	3,920.00
A.M. Logging, LLC	Mulch Renn Playground	11/27/2024	229570551	4,925.50
Wood's Excavating	Excavation Renn Playground	11/27/2024	229570548	7,100.00
Arch Masonry	Brickwork HS	11/27/2024	229570545	11,970.00
Tanner of PA	Furniture	11/27/2024	229570546	5,553.43
T-Ross Brothers Construction	HS Interior Finishes	11/29/2024	229570746	56,473.75
Code Inspections, Inc.	Permits/inspections	11/29/2024	229570747	2,366.69
Fidevia	Construction Management Services	12/10/2024	229572762	8,258.75
Arch Masonry	Brickwork HS	12/10/2024	229572761	6,300.00
Illuminated Integration	Auditorium Project	12/10/2024	229572763	532,933.09
Lycoming County Clean Water Fund	Permits Water Mitigation Project	12/13/2024	229573701	500.00
Lycoming County Conservation District	Permits Water Mitigation Project	12/13/2024	229573702	1,000.00
Commonwealth of PA Clean Water Fund	Permits Water Mitigation Project	12/13/2024	229573703	900.00
MM Architects	Architect Services	12/17/2024	229574618	100,449.76
Hillis-Carnes Engineering	Engineering Services	12/17/2024	229574628	7,390.00
Wood's Excavating	Excavation Renn Playground	12/17/2024	229574619	2,975.00
Corbett, Inc.	Furniture	1/8/2025	229579591	33,873.80
MM Architects	Architect Services	1/8/2025	229579592	20,445.75
Supply Source, Inc.	Furniture	1/8/2025	229579593	12,671.54
Fidevia	Construction Management Services	1/23/2025	229582419	5,407.50
Larson Design Group, Inc.	Engineering Services	1/23/2025	229582420	38,281.60
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	1/23/2025	229582421	5,093.07
Wood's Excavating	Excavation Renn Playground	1/23/2025	229582422	7,100.00
McClure Company	HVAC project revised Application#6&7	1/23/2025	229582423	65,712.43
Gold Standard Consulting, LLC	Keystone Tennis/Track Project	2/5/2025	229584766	324,772.96
Larson Design Group, Inc.	Engineering Services	2/19/2025	229586779	36,310.30
Beaver Run Trucking	Renn Playground Base	2/19/2025	229586781	4,305.00
Hillis-Carnes Engineering	Engineering Services	2/19/2025	229586782	14,884.00
Fidevia	Construction Management Services	2/19/2025	229586783	5,407.50
Fidevia	Construction Management Services	3/4/2025	229589152	7,582.50
MM Architects	Architect Services	3/4/2025	229589151	23,485.83
Illuminated Integration	Auditorium Project	3/4/2025	229589153	3,320.00
Fidevia	Construction Management Services	3/13/2025	229590413	7,897.50
MM Architects	Architect Services	3/13/2025	229590414	19,443.55
A.M. Logging, LLC	Mulch Renn Playground	3/13/2025	229590415	4,965.00
Wood's Excavating	Excavation Renn Playground	3/13/2025	229590416	325.00
Middle Creek Signs	Signs/Clings	3/13/2025	229590417	2,874.36
Lycoming County Conservation District	Permitting LCTC Project	3/21/2025	229592053	725.00
Lycoming County Clean Water Fund	Permitting LCTC Project	3/21/2025	229592054	500.00
Commonwealth Of PA Clean Water Fund	Permitting LCTC Project	3/21/2025	229592055	300.00
County of Lycoming	Permitting LCTC Project	4/2/2025	229595649	1,340.76
Arch Masonry	Brickwork HS	4/15/2025	229598425	68,762.38
Fidevia	Construction Management Services	4/15/2025	229598426	5,635.00
MM Architects	Architect Services	4/15/2025	229598427	21,726.87
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	4/28/2025	229600428	3,972.84
Hillis-Carnes Engineering	Engineering Services	4/28/2025	229600430	2,500.00
McClure Company	Project #24579 Application#1	5/6/2025	229601962	72,687.47
Larson Design Group, Inc.	Engineering Services	5/6/2025	229601963	5,640.00
Hepco Construction, Inc.	HS Caf� Renovation	5/6/2025	229601964	118,756.35
Code Inspections, Inc.	Permits/inspections	5/7/2025	229602166	274.50
G.R. Noto Electrical Construction, Inc.	HS Caf� Renovation	6/2/2025	229606701	61,110.00
Hillis-Carnes Engineering	Engineering Services	6/2/2025	229606702	882.75
Gold Standard Consulting, LLC	Keystone Tennis/Track Project	6/2/2025	229606703	324.50
Hosler Corporation	HS Caf� Renovation	6/2/2025	229606705	9,000.00
MM Architects	Architect Services	6/2/2025	229606706	25,269.35
Fidevia	Construction Management Services	6/2/2025	229606707	13,067.50
Hepco Construction, Inc.	HS Caf� Renovation	6/9/2025	229608095	133,386.75
McClure Company	HVAC project Application#9	6/20/2025	229610725	142,374.05
Hosler Corporation	HS Caf� Renovation	6/20/2025	229610732	42,120.00
Gold Standard Consulting, LLC	Keystone Tennis/Track Project	6/20/2025	229610734	306,672.88
Fidevia	Construction Management Services	6/20/2025	229610724	17,002.50
Illuminated Integration	Auditorium Project	6/20/2025	229610729	229,666.32
Larson Design Group, Inc.	Engineering Services	6/20/2025	229610728	7,780.65
MM Architects	Architect Services	6/20/2025	229610727	19,493.18
Hepco Construction, Inc.	HS Caf� Renovation	7/15/2025	229615096	390,744.00
Hosler Corporation	HS Caf� Renovation	7/15/2025	229615095	363,029.85
Gold Standard Consulting, LLC	Keystone Tennis/Track Project	7/15/2025	229615094	306,672.88
Fidevia	Construction Management Services	7/15/2025	229615093	18,100.00
MM Architects	Architect Services	7/15/2025	229615092	6,159.92
Hillis-Carnes Engineering	Engineering Services	7/15/2025	229615091	1,753.00
	Reimbursement from GF (Pre-K)	7/22/2025		(816.39)

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18,016,631.18

**CONSTRUCTION FUND SUMMARY BY PROJECT**  
**Year to Date**  
**AS OF JULY 31, 2025**

Professional Services	
Budget/Approved Cost	1,073,800
Total Spent	<u>951,502</u>
Remaining Balance	122,298
<b>Phase I Projects</b>	
ESCO Ashkar-McClure	
Budget/Approved Cost	6,625,087
Total Spent	<u>6,548,424</u>
Remaining Balance	76,663
Roofing Ashkar/HS	
Budget/Approved Cost	5,700,837
Total Spent	<u>5,700,837</u>
Remaining Balance	0
Masonry Ashkar/HS	
Budget/Approved Cost	721,824
Total Spent	<u>721,824</u>
Remaining Balance	0
High School Refinishes	
Budget/Approved Cost	1,076,602
Total Spent	<u>764,409</u>
Remaining Balance	312,193
Smart Boards	
Budget/Approved Cost	90,184
Total Spent	<u>90,184</u>
Remaining Balance	0
Furniture	
Budget/Approved Cost	681,072
Total Spent	<u>681,072</u>
Remaining Balance	0
Renn Water Mitigation	
Budget/Approved Cost	45,150
Total Spent	<u>45,150</u>
Remaining Balance	0
Playground Equipment/Project	
Budget/Approved Cost	1,065,957
Total Spent	<u>466,478</u>
Remaining Balance	599,479

**CONSTRUCTION FUND SUMMARY BY PROJECT**  
**Year to Date**  
**AS OF JULY 31, 2025**

**Phase II Projects (Fall 2024/Summer 2025)**

Water Mitigation-HS/Ashkar	
Budget/Approved Cost	1,120,919
Total Spent	<u>200,718</u>
Remaining Balance	920,201
HS Auditorium	
Budget/Approved Cost	1,040,512
Total Spent	<u>765,919</u>
Remaining Balance	274,593
Track Project	
Budget/Approved Cost	739,612
Total Spent	<u>469,059</u>
Remaining Balance	270,552
Tennis Court Project	
Budget/Approved Cost	606,977
Total Spent	<u>469,059</u>
Remaining Balance	137,917
Café Expansion/Fine Arts Classroom Renovations	
Budget/Approved Cost	3,713,200
Total Spent	<u>1,190,834</u>
Remaining Balance	2,522,366
Furniture and Soft Costs Café Expansion/Fine Arts	
Budget/Approved Cost	263,000
Total Spent	<u>0</u>
Remaining Balance	263,000

**Phase III Projects (Summer/Fall 2025)**

Concrete	
Budget/Approved Cost	317,100
Total Spent	<u>0</u>
Remaining Balance	317,100
Grandstand Replacement/Press Box	
Budget/Approved Cost	1,325,028
Total Spent	<u>0</u>
Remaining Balance	1,325,028
HS Parking Lot Fog/Sealcoat	
Budget/Approved Cost	75,250
Total Spent	<u>0</u>
Remaining Balance	75,250

**Potential Projects**

Stadium Lighting	
Budget/Approved Cost	386,100
Total Spent	<u>0</u>
Remaining Balance	386,100
Football Field Recrowning	
Budget/Approved Cost	394,900
Total Spent	<u>0</u>
Remaining Balance	394,900
Storm Shelter	
Budget/Approved Cost	200,000
Total Spent	<u>0</u>
Remaining Balance	200,000