

# **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

**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.

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# General Information

EAST LYCOMING SCHOOL DISTRICT / 2025-2026 CALENDAR

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Dec 22-31: Schools Closed	14	15	16	17	18	19																																																																																																						
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	<p>Student Day Professional Day - No Students Student Half-Day - 11 AM Weather Day Schools Closed</p>	<p>Board Approval: 1st Reading February 25, 2025</p>	<p>Total Days 180 Student Days 189 Teacher Days 9 Professional Days 5 Weather Days</p>	<p>Instructional Hours 990 / 900 Rev: 1/21/25</p>																																																																																																								

### **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 explores 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 alikes
- 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](http://988lifeline.org)
- CCR (Center for Community Resources): 1 844-707-3224/ Text #63288 / Chat [ccrinfo.org](http://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 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 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 or 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
	570-584-3070
	Renn
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
	570-584-3341
	Ferrell
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