

★ Donald E. Schick Elementary School ★



2019-2020

Loyalsock Township School District

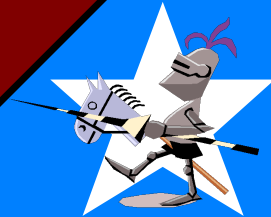
**Donald E. Schick Elementary School
2019-2020**

**Parent & Student Handbook
Information and Guidelines**

**2800 Four Mile Drive
Montoursville, PA 17754**

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Fax: (570) 326-1498**

*Mr. Matthew Johnson ~ Principal (K-2)
Mr. Preston C. Shellenberger ~ Principal (3-5)
Mrs. Jennifer Cooley ~ School Counselor
Mrs. Allison Morehart ~ School Counselor*



★ Donald E. Schick Elementary School ★

DONALD E. SCHICK ELEMENTARY SCHOOL HANDBOOK

The purpose of the student handbook is to provide an understanding of the general rules and guidelines of our school to students and their parents/guardians.

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SCHICK ELEMENTARY: IMPORTANT DATES

Dates can be found on our website www.loyalsocklancers.org

SCHOOL ARRIVAL TIMES

Students may be dropped off at the rear doors starting at 7:45 a.m. Adult supervision cannot be provided before 7:45 a.m. and doors will be locked until 7:45 a.m. Students entering the building at 7:45 a.m. shall report to the multi-purpose room. They will be released to their homerooms at 7:50 a.m. Breakfast is served in the cafeteria from 7:45 to 8:10 a.m.

DISMISSAL

Car riders, walkers, and YMCA after-school daycare students will be dismissed at 2:55 p.m. Car riders are picked up at the rear exit. Gates to the back parking lot will open at **2:40 p.m.** Please gauge your arrival to school accordingly.

Bus riders are dismissed from the front entrance beginning at 2:55 p.m. The buses pick up the elementary students before the middle and high school students. Bus riders must ride the bus to which they are assigned to avoid overcrowding on the buses, to maintain accountability for their whereabouts, and to ensure their safety.

For the protection of all students, a parent/guardian should send a note any time a child is to ride a different bus or be picked up by an adult, other than the parent (including relatives). If your transportation plans change, please notify the school office by **2:00 p.m.** on that day so we have time to process that transportation change. If it is a permanent change, please notify Christine Prohidney @ the District Service Center. **Please provide the school with a current copy of any court order which lists special arrangements the school is expected to follow.**

EARLY DISMISSALS

A student may be dismissed early if he/she has an appropriate legal excuse. The parent must sign the child/children out in the main office before leaving. When a child returns to school following an appointment, he/she needs to bring the note (i.e. doctor's note) to the office upon arrival and sign in before returning to class.

TRAFFIC PATTERN

The traffic pattern remains the same. Please note there is a "crossover" in the pattern as you drive to the rear parking lot. This gives us more space for cars to wait in line for curbside drop off and pick up. "Stay Left" signs are posted along the outside perimeter of the parking lot for your guidance. If you wish to walk your child into the building you must park in the side parking lot next

to the track. We ask that you **do not use your cell phones** while driving on school property.

ATTENDANCE

There is a direct correlation between students attending school regularly and academic success. PA School Code and LTSD Board Policy require attendance. The Pennsylvania Department of Education and the schools of the Commonwealth are obligated to comply with state and federal requirements for student attendance and truancy. These requirements apply to **any student** from Kindergarten to twelfth grade that is enrolled in a public school.

According to the Truancy Prevention Protocol Agreement (Loyalsock Township School District, Montoursville School District, District Judge, Lycoming/Clinton Joinder Board) children in elementary school who are illegally absent for three (3) days, should be immediately reported to Lycoming County Children and Youth.

The Department recommends that schools develop a Truancy Elimination Plan (TEP) as a means to address truancy. After a student accumulates three (3) unlawful absences, a parent or guardian must attend a TEP meeting with the principal or designee and guidance counselor.

Each student shall be in attendance daily except for the following reasons:

- Personal illness
- Death in the immediate family
- A domestic/farm service emergency permit
- Quarantine of the home or individual
- A planned family vacation with the parent/guardian(s). Prior approval by the principal must be obtained or the absences will be considered unexcused.
- Religious holidays
- Exceptional, urgent reasons pertaining to the individual student
- Suspension from school
- Required court appearance
- In the case of a special needs student where absence is caused by or directly related to the student's exceptionality.

REPORTING ABSENCES

As part of our effort to maintain accountability and keep your child safe, we ask that you call the school before **9:00 a.m.** on days your child will be absent. Please call the main number: **570-326-3554**, and press **option #2** for the absence line. Please include your child's first and last name, teacher's name, and indicate if you would like his or her work available for pickup at

the end of the school day. **PARENTS MUST ALSO SEND IN A WRITTEN EXCUSE. A PHONE CALL TO THE ABSENCE LINE WILL NOT BE ACCEPTED AS AN EXCUSED ABSENCE.** Student absentee excuse forms are available on the school website under Schick/"FORMS"/"Student Forms."
NEW IN 2015-16: Parents may submit an electronic excuse in lieu of a written excuse. A link will be available on the Schick home page.

ATTENDANCE AND DISCIPLINE POLICIES FOR ABSENCES

All students enrolled at the Donald E. Schick Elementary School must follow, and will be subject to, the district policy and the PA School Code of 1949.

The following definitions and guidelines pertain to absences.

- **Excused Absence Definition** – an excuse verified by phone or in writing by a parent/guardian (not to exceed 10 days in a school year), or a written excuse from a medical or proper legal authority submitted to the school in a timely manner.
- **Unexcused Absence Definition** – any date of absence not verified by a written or verbal excuse from a parent/guardian or a medical or legal authority. Once a parent uses all 10 days in a year in which he/she may write a note for the student, parent excuses will no longer be acceptable. **A written excuse from a medical or other legal authority is required.**
- **Excuse Note Due Dates** –A written excuse from a parent/guardian must be turned in **within three (3) school days after the date of absence(s)**. Failure to do so within three school days will result in the absence(s) becoming unlawful. Please note: After three unlawful absences, the parent or guardian will be required to attend a Truancy Elimination Planning meeting with a principal or designee and a counselor.
- **Compulsory Attendance Law Process** – As indicated above, parents may write an excuse for illness up to 10 days per year for students. After accumulating 10 days, students are responsible for producing a medical professional's or other legal authority's written excuse attesting to the date(s) of absence. Please note: Any medical excuse submitted at any time shall not count against the allotted total of 10 days.
- Any written excuse obtained from a medical or other legal authority must include the office's letterhead and an official signature. The principal or his/her designee may exercise judgment in granting extensions or exceptions to the above guidelines when, in his/her opinion, extenuating circumstances apply.

PLANNED FAMILY VACATIONS

Subject to any regulations which may be established by the Superintendent, principals may approve occasional absences from school for the purpose of planned family vacations, provided each family vacation is planned and conducted in accordance with the following:

- Each family vacation or excursion which requires the absence of children from school shall be conducted only under the direct supervision of and in the company of the head of household, the parent or guardian, or a person designated by the parent or guardian as one standing in loco-parentis to the child.
- Family vacations or excursions which are to take place on days when school is in session shall be preceded by a written request (forms are available from the office or on the school website) at least two (2) weeks in advance. Parents/guardians must provide a description of the educational value of the planned family vacation. Also a brief log of the educational sites to be seen or learning activities to be completed must be listed.
- Each request for excusal of absences from school for such planned vacations will be evaluated on its own merits and educational benefits to the student. Absences without permission are unexcused. Emergency requests will be granted.
- Requests for planned family vacations during Standardized Testing will not be granted and will be considered **unexcused absences**.
- Students may accrue a total of not more than ten (10) “personal” days per academic year. Personal days include planned family vacations, college visitations, job shadowing, and all other events not specifically exempted by the Pennsylvania School Code or school district administration.
- In certain instances, principals may make an exception to the above policy if sufficient supporting data accompanies a parent request. Also, the building administrator may limit the number of “personal” days to less than (10) if he/she believes the absences would be detrimental to the student’s overall educational progress. This exception will be granted on the basis of each request.
- Planned family vacation forms and job shadowing forms must be submitted and pre-approved **two weeks prior** to the student’s absence.

TARDINESS TO SCHOOL

Late arriving students are rushed and most often have difficulty getting organized. They miss important pieces of the morning routine and have difficulty “catching up.” Late arrivals are often disruptive to class.

Students may report to their classrooms at 7:50 a.m. Breakfast is served until 8:10 a.m. Any student who is not in the building by 8:10 a.m. is considered tardy. If a student is late to school, **he/she must report to the main office**

with a parent or guardian to get an admittance pass. Once a pass is obtained, he/she may go to class. If your child is chronically tardy, we will contact you to conference about the issue. If your child is tardy beyond that discussion, further action may need to be taken. We will continue to work with you to resolve the issue. Please note the following guidelines:

- If a student arrives between 9:01 to 10:00 a.m. they are considered absent for $\frac{1}{4}$ day
- If a student arrives after 10:00 a.m., the student is considered to be absent $\frac{1}{2}$ day.
- If a student is dismissed for the day before 10:00, they are charged with a 1-day absence.
- If a student is dismissed from 10:01 to 1:30 they are charged a $\frac{1}{2}$ day absence.
- A student dismissed from 1:31 to 2:15 is charged with a $\frac{1}{4}$ -day absence.
- Dismissal between 2:16 to 2:55 is considered to be an early dismissal.

COMPLETION OF CLASSWORK AFTER AN ABSENCE

- It is each student's responsibility to fully complete classroom work and homework and return it to the teacher on the date and at the time designated.
- Students who have been absent due to illness, will generally be given additional time to complete essential assignments.
- Students are expected to make up all incomplete work as soon as possible. If a student has incomplete or missing assignments in a particular class, the parents/guardians will be notified by the teacher of that class.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

Here at Schick Elementary, emphasis is placed on prevention of problem behavior and development of positive social skills. We teach and model specific behavior expectations based on our four core values, of our Lancer Code. We take a proactive, developmental approach toward educating children. Teachers establish classroom rules and expectations. They work closely with students and parents/guardians to address the child's needs. The school counselors, intervention specialists, school nurse, and principals also provide support. Parents/guardians are routinely notified as needed to reinforce appropriate behaviors and provide consistency. We recognize the need to teach and model the behaviors we expect children to exhibit. That is the mission and focus of a developmentally appropriate behavioral program. The four core values for our building are listed below:



Lancer Code
Be Respectful
Be Responsible
Be Safe
Be Your Best!



All students will be taught more specific behavior expectations for each location in the school. These expectations will explain what it looks like to be responsible, respectful, safe and our best in each location. These expectations will be clearly posted in each area and will be reviewed and modeled by teachers and staff members. If students do not follow the behavior expectations, they will be “retaught” by a teacher or staff member.

When necessary, the following disciplinary actions may be used:

- Verbal warning
- Time out
- Lunch and/or recess detention with a principal
- After-school detention
- Parent/Guardian notified and involved
- In-School or out-of-school suspensions
- Referral to Board of School Directors for possible expulsion (for serious infractions)
- **Students who have chosen to repeatedly disrupt the learning environment and refuse to exhibit responsible and respectful behavior, regardless of disciplinary interventions, may lose the privilege to participate in some or all of the following:**

Class trips	Special activities
Activity Day	Movie or video programs
Fifth grade trip	Assembly programs

RULES AND REGULATIONS
ELECTRONIC DEVICES/CELL PHONES

It is our recommendation that cell phones, iPods, iPads, iwatch and other electronic devices be kept at home. If these devices are brought to school, they **must** be kept inside students’ backpacks and on silent. If an electronic

device or cell phone is confiscated due to inappropriate usage or usage during the school day, it will be returned to the child once contact is made with the parents. If a second incident occurs, parents will be notified and they may pick up the device at school.

WEAPONS AND REPLICAS OF WEAPONS ARE NOT PERMITTED ON SCHOOL PROPERTY.

The possession of a weapon or replica by any student on school property, at any school-sponsored activity, or on a school bus is prohibited. "Possession" is defined as on the student, in the student's locker, or otherwise under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Students may be expelled for a period of one year if they violate this policy.

DRESS CODE

The school district recognizes the right of students and their parents to make decisions regarding appearance. The administration will get involved only when student attire affects the educational program of the school or endangers the health or safety of the students themselves or others. The administration reserves the right to determine whether or not a student is dressed inappropriately.

****We recommend that your child wear safe footwear.**

DRESS GUIDELINES FOR OUTSIDE PLAY

We encourage all children who are well enough to attend school to spend some time outdoors during scheduled recesses. Even when it has snowed, we will try to have some outdoor activity. Students are not given the option of remaining indoors while the class goes outside for recess. Therefore, all students must bring warm coats, mittens or gloves, and a head covering, and be prepared to go outdoors. In severe weather conditions when temperature or wind chill factors below 20 degrees may present a hazard to the health and safety of our students, we will limit the time outdoors or schedule an indoor recess.

We know that weather conditions can change frequently. A balmy day in January might be followed by a blast of cold weather. Unseasonably warm weather brings out the shorts and light jackets that are not appropriate for the brutally cold days that follow. Please make sure that children are appropriately dressed for winter weather. Help your child monitor daily weather forecasts and conditions to make sure he/she is adequately dressed for the day's activities.

INTERNET AND NETWORK USE

Students will be permitted internet and network access only after parents have signed a permission form. Internet use shall be for educational and/or research purposes only. Parents are asked to contact the school if they have any questions regarding use of the internet.

STUDENT CODE OF CONDUCT AND LTSD BOARD POLICY

The school district reserves the right to take necessary and appropriate action to protect the safety and well being of the school community. All violations of the Code of Conduct may result in suspension or expulsion from the school district, unless specific and significant mitigating factors are present. There is a complete list of misconduct, as outlined in Board Policy #218.2 on the school-district website. A hard copy is available upon request.

ANTI-BULLYING AND LTSD BOARD POLICY

In December 2008, the LTSD Board of Directors adopted an Anti-Bullying Policy. "Bullying of a student by another student is strictly prohibited on school property, in school buildings, in school vehicles, on school buses, at designated bus stops, and at school-sponsored events and/or activities whether occurring on or off campus." See LTSD Anti-Bullying Policy #249 on school-district website. A hard copy is available upon request.

STUDENT CONDUCT IN THE CAFETERIA

- Be courteous and friendly to the adults and to each other.
- Use an inside voice at all times while in the cafeteria.
- Keep your hands, feet, and objects to yourself.
- Keep your food to yourself. Even though you may want to share, other students could have unknown allergies and get extremely ill.
- Stay in your seat. If you need help, raise your hand and wait for an adult.
- Only ask to use the bathroom if it is an emergency. Please go to the bathroom before you come to lunch if possible.
- Your table and floor must be clean before your group is excused.

STUDENT CONDUCT ON SCHOOL BUSES

Students transported to and from school in school district vehicles are expected to conform to reasonable regulations in order to ensure passenger safety and continued privilege of free transportation. These regulations include, but are not limited to, the following:

WHEN BOARDING SCHOOL BUSES

- Students should be at the bus stop at the time designated and be ready to board with the least possible delay.
- Students should look for traffic in both directions before crossing the street and should cross at crosswalk areas and where crossing guards are posted.
- Students should not stand in the street while waiting for the bus.
- Students should remain in line at least five feet from the bus when it stops to pick up passengers and should not move toward the bus until the door is open.
- Students may not bring animals or any unlawful items onto the bus.
- Students may ride only the bus to which they are regularly assigned.
- **If a bus student wishes to ride a different bus, he/she must bring a written request to the office from a parent or guardian. Each request will be considered on an individual basis and a bus pass will be issued from one of the principals after consulting with the transportation director. Requests will not be approved on a regular basis.**

Students who do not regularly ride a school bus must also bring in a written request if they wish to ride a bus. These requests will not be approved on a regular basis, but rather should be an exception. Each request will be considered on an individual basis and will be initialed by the principal or designee for the bus driver after consulting with the transportation director.

WHILE RIDING SCHOOL BUSES

- Students must conduct themselves in an acceptable manner at all times. Foul or unusually loud language or any other improper conduct (fighting, pushing, tripping, hitting, spitting, etc.) will not be tolerated.
- Students may not block the aisle or emergency door with lunch boxes, books, or other possessions.
- Students must not extend arms or heads out of the bus windows at any time.
- Students must remain seated while the bus is in motion, or if the bus is delayed.
- Students may not operate the bus door or tamper with the emergency door.
- Students may not use the emergency door except in case of emergency.
- Students may not eat, drink, or smoke on the bus.
- Students must not litter, damage, or deface any part of the bus. The student will be responsible for repairs in the event that this occurs.
- The principal or designee may assign students seats on the bus.

WHEN DEPARTING SCHOOL BUSES

- Students may not depart the bus in the morning before it arrives at school.
- Students may not depart the bus in the afternoon except at designated bus stops.
- Students who must cross the street after exiting the bus shall cross approximately 10 feet in front of the bus while the eight-way lighting system is flashing.
- Students may not stand on the highway or the street.

INCIDENT REPORTS

When a pupil is involved in misconduct, the bus driver will immediately complete a copy of the “Incident Report” provided on each bus. The driver will submit the fully completed form to the transportation director, who will:

- Immediately send the completed form to one of the principals.
- The principal will be notified by phone of serious disciplinary problems.
- After investigating the incident, the principal will take the appropriate action to attempt to correct the situation.

DISCIPLINARY ACTIONS

Students must obey the bus driver at all times while under his/her supervision. The driver must report, in writing, all violations of safety regulations as well as any behavior problems to the principal or designee at the first opportunity. The principal has the authority to deny any student the privilege of riding a school bus for cause in accordance with the procedure below:

- First Offense – A conference will be held with the student to discuss the problem and the home will be contacted. Students will receive a consequence consistent with the school’s discipline policy.
- Second Offense – The student will receive a more severe consequence consistent with the school disciplinary policy. Verbal communication with the parent/guardian will take place. Possible loss of bus privileges for a period of up to three (3) days.
- Third Offense – Loss of bus riding privileges for a period of up to five (5) school days.
- Subsequent Offenses – Possible loss of bus privileges up to the remainder of the school year.
- Serious Offense – A student who commits a serious offense, even if it is a first offense, may be denied busing privileges for an appropriate period of time as determined by the principal.

Such offenses include, but are not limited to, the following:

- Fighting/Injuring another student
- Bullying
- Use of any illegal substances, items, or products
- Destroying property
- Any improper behavior that may endanger the safety and welfare of the students and/or bus driver.

The principal, assistant principal, or designee will notify parents of all complaints received and action taken. Parents will be notified by telephone whenever a child's bus riding privileges have been suspended.



ELEMENTARY SCHOOL COUNSELING



Mrs. Jennifer Cooley, Elementary School Counselor/School Psychologist, and Mrs. Allison Morehart, Elementary School Counselor, are available to assist students with their academic, social, and emotional development. We strive to provide a comprehensive developmental guidance program focusing on the three standards of the American School Counselor's Association:

Academic Standards:

- Developing an interest in learning
- Understanding personal responsibilities
- Developing study skills

Career Standards:

- Developing a positive attitude toward work and learning
- Gaining an awareness of different careers

Personal-Social Standards:

- Identifying and communicating different types of feelings
- Building self-concept
- Respecting individual differences
- Making and keeping friends
- Cooperating in a group
- Resolving conflicts
- Saying no to drugs and alcohol
- Learning about personal safety

Among the services provided by the elementary school counselors are:

- Short-term Individual Counseling
- Small Group Counseling/Lunch Bunches
- Large Group Developmental Classroom Guidance Lessons
- Peer Mediation Training and Supervision

- Crisis Intervention
- Consultation to Parents and Staff
- Referral to Outside Agencies

We look forward to working together with you and your child! Please contact us with any questions or referral concerns.

Jennifer Cooley can be reached at 570-326-3554 ext. 1104.

Allison Morehart can be reached at 570-326-3554 ext. 1105.

INTERVENTION SPECIALIST

Our building intervention specialist, Mr. Pride, is responsible for the implementation of behavioral intervention strategies with students. Referrals to the intervention specialist may come from classroom teachers, school counselors, school psychologist, and/or building principals.

THE AFTER-SCHOOL PROGRAM

The After-School Program is free to all qualifying students and is operated by the Loyalsock Township School District. The program operates from 2:55 p.m. until 4:30 p.m., Tuesday through Thursday. This program is for students from Schick Elementary in grades 3-5 who have been referred due to their academic performance to receive academic intervention. Students take part in many intervention programs designed to increase academic achievement. A snack is provided. More information on the after-school program will be sent home with qualifying students.

HEALTH SERVICES

The mission of our school health program is to increase children's awareness of healthy living and disease prevention and to maintain a safe and healthy environment.

I. ADMINISTRATION OF MEDICATION

The Loyalsock Township School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with their child's physician to arrange medication in time intervals to avoid school hours whenever possible. When medication must be given during school hours, certain procedures must be followed:

- The physician and parent must complete the necessary forms before medication and/or treatment can be administered. Doctor's order forms and parent permission forms are available in the nurse's office and on the school website.

- Any medication to be given during school hours must be delivered directly to the school nurse, the principal, or the designee by the parent or guardian. Do not send medication with your child.
- Medication must be brought in the original pharmaceutically-dispensed and properly labeled container. It must contain your child's name, medication, dosage and instructions.
- The nurse must have a written order from the doctor to discontinue or change the dosage of the medication.
- The first dose of all medications should be given at home.
- Medication (antibiotics) ordered three times daily should be given at home.

The Loyalsock Township School District maintains the belief that taking medication is a serious health matter. Any medication taken without a doctor's order, parent permission, and school nurse knowledge is not appropriate.

COMMUNICABLE DISEASES

Occasionally, it may be necessary to exclude a student from school due to symptoms of a contagious disease. Children suspected of having a communicable disease shall be immediately excluded from school. Examples of these are: impetigo, pink eye, strep throat, and ringworm. Parents, or their designee, are responsible for transporting their child home from school. It is very important that all students who are ill, or suffering from any contagion, be kept at home. This will hasten recovery and prevent the development of an epidemic. Parents should consult their family doctor immediately concerning treatment. Children may return to school when the child receives a written statement from their physician stating when they may return to school or the child must be completely recovered and be readmitted to school by the school nurse. Please keep your child home if you suspect a communicable disease.

HEALTH SCREENINGS

The school nurse is responsible for conducting health screenings in the schools and will make every effort to stress the importance of good health habits. Parents will be notified if any problem is discovered which might impede the physical development of their child. Screenings will be done throughout the school year. If you choose to be present for any of the screenings, please notify the certified school nurse at 570-326-3554, option #1 by September 15.

PHYSICAL/DENTAL EXAMINATIONS

Your family doctor and dentist are best qualified to evaluate your child's health. You may choose to have the physical and dental exams completed by

them. It is necessary for the school nurse to have a record of these checkups. The appropriate forms are available in the nurse's office or on our website.

The school district offers free physical and dental exams each year at school. Our school board policy allows us to exclude your child from all after-school activities unless the dental and physical exams are completed. This includes, but is not limited to, sports, Odyssey of the Mind, band and chorus programs and competitions, club activities, school plays, and the after-school program. Twelfth grade students may be excluded from graduation. **WE DO NOT WANT THIS TO HAPPEN TO YOUR CHILD.** Please make sure your child receives his/her dental and physical examinations in the appropriate grades.

ILL/INJURED STUDENTS

A school nurse is available to students and parents every day. If a student becomes ill or is injured during the school day, he/she must report to the school nurse (or to the office if the nurse is not available). In the case of illness or accidents, a school nurse or designee will administer immediate attention and first aid treatment. Parents will be notified if further care is needed or if it is necessary for the child to leave school. Transportation is the responsibility of the parent. In an emergency, the student may be transported to the hospital by ambulance. Parents are requested to complete the first aid information card and return it to school as soon as possible. This will allow parents to be contacted if their child becomes ill. **A student must be fever free for 24 hours prior to their return to school.**

IMMUNIZATIONS

All students are required to have a certificate of immunization on file before attending school. Required immunizations include:

- 2 varicella (chicken pox) vaccinations for kindergarteners
- 2 doses of measles, mumps, rubella (MMR) vaccine
- 4 doses of oral polio vaccine, with the last one to be administered on or after the fourth birthday.
- 3 doses of hepatitis B vaccine
- 4 doses of tetanus and diphtheria (Td), with the last one to be administered on or after the fourth birthday.

FOOD ALLERGIES

Some of our students have life-threatening food allergies. For their safety, it is imperative for parents to inform their child's teacher, school nurse, and food service director in writing about food allergies. We encourage parents of allergic children to provide a special "treat box" for the classroom. The child can go to this "treat box" when other students bring in birthday treats which may be potentially harmful. Classroom celebrations are important to all

students, and we want to do everything possible to work together to ensure the safety of your child.

*LTSD provides a peanut-free table where students with peanut allergies may sit during lunch and/or breakfast in the cafeteria.

FOOD RESTRICTIONS/BIRTHDAY PARTIES

Homemade food items and snacks are not permitted in schools with the intent of sharing these with others for the purposes of classroom parties, birthday celebrations, etc. Please consider that there is a possibility of severe food allergies in your child's classroom. If it is necessary to have food in classrooms, only commercially prepared foods should be served. It is recommended that you contact your child's teacher in advance before sending food items to the classroom. Our food service department offers a birthday basket package. Please see the school website under Our District/Food Services for more information.

FOOD SERVICES

The Loyalsock Township School District Food Services staff continually strives to organize and deliver a program, incorporating the National School Lunch and Breakfast Program guidelines that are nutritionally sound, quality-controlled, and educationally beneficial. Students may buy a balanced lunch or, if they bring a lunch from home, may purchase milk, juice, and/or snacks. Minimally, a 30-minute lunch period is provided for all students. Detailed breakfast and lunch menus are sent home each month. Several main choices are available daily.

2019-2020 Meal Prices

Breakfast \$1.30	Reduced Breakfast \$0.30
Lunch \$2.40	Reduced Lunch \$0.40
Milk \$0.50	

Parents may check their child's cafeteria account balance and food purchases online as well as make electronic cafeteria account payments through MySchoolBucks.com. Instructions for using this service may be found on the district website under Our District/Food Services. The preferred method of payment is prepayment online through MySchoolBucks.com. Envelopes are available for you to complete with your child's name, PIN# and amount remitted if you wish to pay by check. Checks should be made payable to: Loyalsock Cafeteria Fund. Print the student's name and PIN # on the check. Cash deposits are not recommended. Please contact Joan London or Beth Hufnagel at 570-323-3211 or meals@ltsd.k12.pa.us for further information.

CAFETERIA CHARGE POLICY

In the event a child should forget his/her lunch money or have insufficient funds in his/her cafeteria account to cover a meal purchase, a school lunch will be provided.

LOST AND FOUND

As a precaution it is highly recommended families write their child's name on the inside tag of their student's clothing. By doing so, it will be much easier to find the owner of the clothing. Small articles such as glasses, jewelry, or money are taken to the office.

PHYSICAL EDUCATION CLASS

Students are encouraged to wear comfortable play clothes and SNEAKERS during physical education classes. Sneakers provide the child with built-in safety features not found in flip flops, crocs, boots, or high heels. All students are expected to participate in regularly scheduled PE classes. If your child cannot participate in a physical education class, please provide medical documentation or a note to the physical education teacher.

RESPONSIBILITY FOR LIBRARY BOOKS/TEXTBOOKS

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

FIELD TRIPS

Parents are required to provide written consent for students to attend school field trips. When attending school field trips, **all students must ride to and from the field trip destination on district transportation (e.g. school bus).** For safety and accountability reasons, students may not ride to or from the field trip site with a parent, even if that parent is serving as a chaperone.

PARENT TEACHER ORGANIZATION (PTO)

Volunteer Guidelines

The relationship between home and school is vital to the success of your child and the school. We have an OUTSTANDING PTO, which is actively involved in the school. They fund assemblies, field trips, classroom parties and other activities that broaden our children's experiences and enhance their learning.

Our parents often give us the extra set of hands we need to do small group instruction, math games, learning centers, photocopying, organizing materials, etc. We have volunteer guidelines, which are part of creating a safe environment for your child and to protect you and the school from liability.

If you are a weekly volunteer, you will be required to fill out a Donald E. Schick Elementary volunteer form. These forms can be picked up at the office, or they can be found on the Schick home page.

Information on PTO events, Giant Rewards Card, Box Tops for Education, Target Take Charge for Education, and more can be found on the school website.

VISITOR POLICY

The Loyalsock Township School District welcomes visitors to our school. In order to limit interruptions to teaching and learning environments and to maximize safety, visitors to classrooms must have a previously scheduled appointment scheduled with a teacher. Persons wishing to enter the school building between the hours of 7:00 a.m. and 3:30 p.m. will be required to sign in at the front office and receive a visitor's badge immediately upon entering the building. Visitors may be requested to provide identification. Parents/guardians dropping off students at the beginning of the school day are not permitted to enter the building.

The following are a few tips on how to get the most out of your visit:

- Call the school in advance to arrange meetings and visitations.
- If you wish you speak with your child's teacher, contact the teacher in advance to arrange a mutually agreed-upon time. Meetings need to occur during non-instructional time.
- If you wish to meet with the guidance counselor or principal, we ask that you contact him or her in advance to set up a meeting. This helps to ensure that we can give you our undivided attention.
- Parents will not be permitted to visit the cafeteria during the child's lunch period.

DELIVERIES (INSTRUMENTS, FORGOTTEN LUNCHES, P.E. CLOTHES, ETC.)

Please make sure your child is prepared for school. With that in mind, we understand that everyone forgets things occasionally. If that occurs, we ask that you drop instruments and PE clothing (in a bag with the child's name) at the office. We will call your child to the office to pick up the forgotten articles during non-instructional time. If students forget their packed lunch, they are encouraged to purchase a school lunch and pay for it the next day.

We do not permit "fast food" deliveries for lunches.

Issuing or passing out party invitations to students is prohibited in school, unless all students in the class receive an invitation. Items sent to school for students (i.e. gifts, flowers, balloons, etc.) will not be delivered to homerooms

or the cafeteria. Students may make arrangements to pick up those items after dismissal.

REPORT CARDS

Report cards are issued to all students three times a year. Report cards will go home this year on the following schedule: December 7, March 21, and the last day of school. Parent/Teacher conferences are scheduled for November 8 and 9 and as needed March 21.

Your child's progress is reported according to the state's standards. Standards-based report cards give you detailed and accurate information about your child's development and progress.

PENNSYLVANIA STATE SYSTEM OF SCHOOL ASSESSMENT

The State Board of Education, through the Pennsylvania Department of Education, mandates that students in specific grade levels (3-5) be tested using instruments developed by the state. Parents have the right to refuse, based on religious reasons, to permit their child to participate and/or to inspect the tests prior to permitting their child to participate. Parents who wish to examine the test, or withhold permission for their child to participate, should contact the principal in writing.

2018-2019 PSSA TESTING SCHEDULE

April 20-24, 2020	ELA Assessments	Grades 3,4, 5
April 27 – May 1, 2020	Math Assessments	
April 27 – May 1, 2020	Science Assessment	Grade 4

SCHOOL RECORDS

Parents should keep all student emergency card and health record information up to date. **Parents/guardians 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 and provide a NEW proof of residency.**

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 principal.

CUSTODY CONCERNS

It is the responsibility of the parent to notify the school of any custody matters or concerns and to provide the school with current copies of necessary legal documentation (custody agreements, court orders, PFA's, etc.). **In the school environment, both parents shall have access to the child and the child's school records unless there is a court order that explicitly states otherwise.**

WITHDRAWAL FROM SCHOOL

When students change residency and move from the district, a report of the change needs to be made to the office before the change is made. Prior to withdrawal, all materials must be returned and other obligations met.

SPECIAL SERVICES

Some parents 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. For additional information or to request assistance for your child/student, contact Jennifer Cooley or Allison Morehart, School Counselors at 570-326-3554.

TITLE I PROGRAM

The [Title I](#) program at Loyalsock Township School District is a federally funded program that supplements the district's literacy curriculum. The instructional program serves students in grades kindergarten through fifth. The Title I program is primarily an in-class model with limited pull-out support by certified reading specialists and highly qualified paraprofessionals. Early literacy techniques and strategies incorporate the essential components of reading and writing instruction, which are based on current scientifically-based reading research including:

1. Phonemic Awareness

2. Phonics
3. Vocabulary Development
4. Reading Fluency, including oral reading skills
5. Reading Comprehension Strategies

The goal of the Title I program is to provide students with skills and strategies that will empower them to be confident and successful as they strive to achieve proficiency towards meeting the [Pennsylvania Core Standards](#). In grades K-3, instruction is focused on fostering the development of the emergent literacy skills that support children in their efforts as they “learn to read.” In grades 4-5, Title I teachers support students’ independent reading skills and strategies as they “read to learn.” Students in grades K-5 are eligible to receive Title I services based on multiple assessment criteria as determined by the Loyalsock Township Local Education Association.

Curriculum-Based Assessment Tasks include:

1. Comprehension
2. Accuracy
3. Constructed Reading Responses to Literature

Title I staff and classroom teachers administer school-wide assessments in grades K-5 during the months of September, January and April to monitor the students’ progress, strengths, and areas of need. The results of the assessments drive the students’ literacy instruction. District-wide benchmarks have been developed to monitor yearly progress. Students who are not proficient in all assessment areas and who are most in need will receive Title I support. All assessment tasks have been aligned to meet the [Pennsylvania Core Standards in English Language Arts](#). Local assessment results are maintained within the district as directed by the Pennsylvania Department of Education. The PSSA Math, Reading & Writing results in grades 3-8 and 11 will determine the degree of proficiency of the Loyalsock Township Schools.

Parent involvement is an integral component of the [Title I program at Loyalsock Township’s School District’s Schick Elementary](#). Parents are invited and encouraged to participate in parent workshops, trainings, Title I meetings, and parent-teacher conferences. Parent workshops and reading incentive programs will offer several opportunities for parents to learn and model effective reading techniques and strategies with their children at home.

EMERGENCY SCHOOL CLOSINGS AND DELAYS

In the event school is to be cancelled or the length of the school day is modified due to inclement weather or other emergency, announcements will be made over the following media:

- Radio stations: WILQ 105.1 FM, WZXR 99.3 FM, WKSJ 102.7 FM, WRAK 1400 AM, WJSA 96.3 FM, WBZD 93.3 FM, WGRC 91.3 FM, WRVH 107.9, WWPA 1340 AM.
- Television stations: WBRE – 28 (www.pahomepage.com), WYOU – 22 (www.pahomepage.com), WNEP – 16 (www.wnep.com)
- Websites: Loyalsock Township School District’s homepage: <http://www.loyalsocklancers.org>
- Principal Remind 101

Parents are encouraged to make provisions in advance for the care of their children during early dismissals, school closings, and delayed openings. Make sure your child knows how he/she is getting home. Please inform the school, in writing, of emergency procedures in case of early dismissal or emergency closing.

By law, we are not allowed to release children to anyone not listed on the child’s emergency card unless we have a note signed in advance by the child’s parent/guardian.

FORMS

The following forms can be printed from the LTSD website at www.loyalsocklancers.org/schick / “FORMS” / ‘Student Forms’

Student absentee note

Planned family vacation

Internet waiver

Network waiver

Dental examination (PDF)

Physical examination (PDF)

Medication form

Request for Administration of Medication

School Volunteer Form

All forms can be printed out, completed, and submitted to the office. These forms are also available in the office.