

# 2018-2019 Student Handbook

## LACKAWANNA TRAIL ELEMENTARY CENTER

Mr. Matthew Rakauskas, Superintendent  
Mr. Brian Kearney, Elementary Principal

 *Students at Lackawanna Trail Elementary* 



**R.O.A.R**  
*are Respectful, Organized, Accepting, and Responsible*



**This Handbook belongs to:**

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom: \_\_\_\_\_

**NOTES:**

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### **After School Activities**

After school activities will be offered each school year. The activities will be held in the Spring, with each session lasting six weeks and will occur on Tuesdays, Wednesdays, and Thursdays. There is a minimal fee for student participation.

### **After School Events**

There are a variety of after school events that are held throughout the school year (concerts, PTO Family Fun Nights, dances, etc.). Elementary Center students are not permitted to attend these events alone. Instead, they must be chaperoned by an adult who stays for the duration of the program.

### **Attendance**

It is mandatory under the Pennsylvania Compulsory Attendance Law that students attend school regularly. The administration of Lackawanna Trail is committed to complying with these regulations.

Lackawanna Trail Students may be excused from school for illness, visits to health professionals, court attendance, death in the family, religious holidays, impassable roads, and for a family emergency (upon administration approval). Family educational trips may also be excused, but need to be approved by the administration at least one (1) week in advance of the departure date. If the visit/trip is approved, the student will be responsible for requesting missed academic assignments during his/her absence. No more than five (5) days total will be approved.

Following each absence a written excuse signed by the parent, guardian, physician, or other legal entity must be submitted to the attendance secretary within three (3) school days of the absence(s) in order to be legally documented. Each written excuse must contain the first and last name of the student, date(s) of absence, and reason for absence(s).

Failure to turn in an excuse or failure to turn in an excuse meeting the criteria listed above will result in unexcused absence(s).

When a student accumulates three (3) unexcused absences the administration will send an "Unlawful Unexcused Absence Letter" to the student's parent(s)/guardian which will include the dates of absences and a warning about future consequences. If an additional illegal absence should occur (four (4) illegal total) legal action may be taken through our local magistrate violation of Pennsylvania's Compulsory Attendance Laws (truancy).

Parents may write excuses for their child for fifteen (15) days of absence. Thereafter, a physician's note is required or the absence will be considered unexcused. However, if a child has accumulated three (3) days of unexcused absences before the fifteen (15) day parent note limit is reached, then ALL future absences will require a physician's note. Students are responsible for obtaining and submitting their excuses to the homeroom teacher. Excuses must include first/last name of student, dates and reasons for absences, and parent's signature.

The Elementary Center uses the following times to determine tardiness, early dismissals, and half-day absences:

- Tardy: Arrival after 9:00AM and prior to or at 10:30AM
- ½ Day AM Absence: Arrival after 10:30AM
- ½ Day PM Absence: Departure prior to or at 12:15PM
- Early Dismissal: Departure after 12:15PM

### **Books**

Students will be charged replacement cost for lost books (classroom and library). The minimum charge will be \$5.00.

### **Bring Your Own Device (BYOD)**

After registering a personal device with the district, students are permitted to bring technological devices like smart phones, tablets and laptops to school to use for administrator/teacher led instructional purposes ONLY. The District shall not be liable or responsible for the loss, damage, misuse, or theft of any electronic devices. Some of the policies that guide this initiative are the following: #226 *Search and Seizure*, #237 *Electronic and Personal Communication Devices*, #249 *Bullying/Cyberbullying*, and #815 *Acceptable Use of Internet, Technology, Computers and Network Resources*.

### **Bus Boarding**

3:20 PM: College Avenue walkers, bridge walkers, private transportation, and car pick-up will be dismissed with teacher supervision.

3:30 PM: All bus students will be dismissed to board the busses in one common staging area in the Elementary Center parking lot, with teacher supervision.

### **Bus Rules**

Bus rules are necessary to ensure safe transportation of students to and from school, as well as to and from school activities. All students are expected abide by these rules. Consequences for failure to comply with bus rules may result in disciplinary action or removal from the bus.

1. Students may not eat, drink, or chew gum on the bus.
2. Students are responsible for sitting in their assigned seats.
3. Students shall not put arms, feet, or heads out of the windows at any time or discard any items from the bus.
4. The use or possession of tobacco, alcohol, or drugs on the bus is not permitted.
5. The bus driver is in complete charge of his/her bus at all times and his/her directions to students must be obeyed.
6. Any damage to the bus or its equipment resulting from vandalism will result in the parents/guardian of the student(s) involved being billed for the cost of repairing or replacing the damage. The student may be referred to legal authorities.
7. Students may only ride their assigned buses to and from school with pick-up and drop-off only at their designated stops. In the event of an emergency, parents may request an alternate bus or stop. However, prior approval by an authorized school administrator and the bus driver must be secured. Such a change will be permitted only if space is

available on the alternate bus and the requested drop-off is at an approved stop. No requests will be granted for busses with 60 or more assigned passengers.

8. Students may be suspended from riding a bus, for cause, only by a member of the administration. Bus riding privileges may not be suspended, except in an emergency situation, without prior notification to the suspended student's parents. This notification will be sent upon recommendation of the administration.
9. Suspension of school bus privileges does not relieve the parents of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason shall be considered as an unexcused absence and an illegal absence for students under the age of 17.
10. Items that can be held on the student's lap or between the knees (and not endangering the safety of other students) can be carried on the bus.
11. Gym bags or any school project must not be placed in the aisle or areas near the entrance or exit doors.
12. Live animals, firearms, knives, explosives, glass items, aquariums, snowboards, skateboards, skis/poles, and anything of dangerous or objectionable nature are not allowed on the bus.
13. Individuals other than students or school personnel are not allowed to enter a school bus for any reason. (State law)
14. *Individual bus contractors may have additional rules which must be followed.*

### **Bus Rules—Parent/Guardian Responsibilities**

The safety of children is the number one priority of the School District. As a result, the following safety guidelines are for parents to review.

1. Parents are encouraged to walk with their children to and from bus stops.
2. Parents must ensure that their children arrive at their morning stop, five minutes before scheduled pick up.
3. Parents are responsible for their children's safety and well-being on the way to and from and while at the bus stops.
4. Parents are responsible for the proper conduct of their children on the way to and from and while at the bus stop.
5. Parents are responsible for their children's conduct, along with district personnel while their children are on the school bus.
6. Parents are expected to cooperate with school personnel regarding the effective and safe transport of their children.
7. Parents are encouraged to contact the school district transportation department when they observe unsafe conditions.
8. Every child should have a responsible adult to supervise him/her at school bus stops to ensure the child's safety.
9. All students who ride the bus are allowed to submit ONLY two drop off locations.

When parents are negligent in this area, the school district depends on citizens to report safety concerns such as children playing in the street or misbehaving at school bus stops.

### **Car Drop-Off/Pick-Up**

To prevent safety issues, families who utilize the car drop off in the morning should not drop students off at the rear recess doors prior to 8:40AM, as there is no supervision of children in that area before that time. Doors in that location will remain locked until 8:40AM.

When utilizing car pick-up at the end of the school day, parents are required to have their school issued car pick-up number in their driver's side window. For safety reasons, if the parent/guardian does not have their car pick-up number with them, they will have to enter the school building to sign their student out of school on that day.

***Parents utilizing car pick up or drop off are not permitted to park in the front lot, enter the building, and sign their child out of the building.***

### **Child Study**

During the Child Study process, the team works together to identify struggling student's academic and/or behavioral strengths and needs. The purpose of this process is to provide students with reasonable accommodations and/or modifications so that they can succeed in the general education classroom. Sometimes, these prescribed changes benefit the student and they become successful in the general education classroom on their own. In other cases, the process demonstrates that additional supports are needed for the student to be successful and the Child Study process acts as a pre-referral for special education testing/services.

### **Computer and Internet Use**

Internet, Technology, Computer, and Network Resources shall include all technology owned and/or operated by the District. Users are expected to act in a reasonable, ethical and legal manner in accordance with federal and state law, District policy, accepted rules of network etiquette, and building rules when using the District's Internet, technology, computers and network resources. Use is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges. Specifically, the following uses are prohibited:

- Violating the law, facilitating illegal activity, or to encouraging others to do so;
- Violating any other District policy;
- Engaging in any intentional act which might threaten the health, safety, or welfare of any person or persons;
- Causing, or threatening to cause harm to others or damage to their property;
- Commercial purposes or for-profit purposes;
- Engaging in non-professional/non-academic Internet access (ex. Online shopping, travel reservations, gambling, unauthorized sites, etc.)
- Political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.);
- Tethering or otherwise connecting to a non-District owned device to access an



- unfiltered and/or unmonitored Internet connection;
- Bullying/Cyber-bullying, or communicating terroristic threats, discriminatory remarks, or hate;
  - Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
  - Communicating words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use;
  - Creating, accessing, or to distributing obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic material;
  - Attempting to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes;
  - Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization;
  - Attempting to physically harm or destroy the District’s Internet, technology, computers and network resources;
  - Jeopardizing the security of the District’s Internet, technology, computers and network resources, or attempting to circumvent any system security measures;
  - Concealing or attempting to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user;
  - Intentionally obtaining or modifying files, passwords, and/or data belonging to other users or to the District;
  - Sending any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests;
  - Committing plagiarism or assisting others in committing plagiarism;
  - Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff;
  - Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto Internet, technology, computers and network resources;
  - Copying District software without express authorization from a member of the District’s technology staff;
  - Unauthorized access, interference, possession, or distribution of confidential or private information without authorization;
  - Using proxies or other means to bypass or disable Internet content filters and monitoring;
  - Accessing a restricted system or changing settings or access rights to a restricted system or account without authorization;
  - Using encryption software that has not been previously approved by the District;
  - Sending unsolicited mass-email messages, also known as spam;
  - Scanning the District’s Internet, technology, computers and network resources for security vulnerabilities;
  - Accessing material that is harmful to minors or is determined inappropriate for minors

- in accordance with laws, Board policy or building rules;
- Using inappropriate language or profanity;
- Transmitting material that is offensive or objectionable to recipients;
- Disrupting the work or other users

### **Detention**

After school detention is used as a form of disciplinary action as a result of the violation of school rules. Students are urged to take it seriously. Detention supersedes all other school activities.

Detention will be held on Wednesdays from 3:30 p.m. until 4:30 p.m. under the supervision of a certified teacher. Parents will be required to pick up students promptly at 4:30 p.m. For safety reasons, parents/guardians will be required to come into the building and sign the student out of detention.

Parents or guardians of students assigned to detention will receive written notification and/or a telephone call from the Elementary Center administration indicating the reason for the assignment, and will be asked to respond to the main office of the Elementary Center.

If possible, a three-day notice will be provided because transportation of the student in detention will be the responsibility of the parent or guardian.

It is our hope that your child will never be placed in after-school detention and that problems can be solved before they become serious enough to warrant detention.

Students who do not attend their scheduled detention, and cannot provide a doctor's excuse for missing, will receive further disciplinary action.

When a student is assigned a detention late in the academic year, and there are no scheduled detention sessions remaining on Wednesdays, the administration will offer more than one option for the student to complete his/her detention. This may include, but is not limited to, an after school detention on a non-traditional day, a detention during the school day, or a detention prior to the school day. This will vary from year to year, based on administrative discretion.

### **Dress Policy (for LTSD Students)**

All articles of student dress must be appropriately sized to the student and worn properly. Clothing must not be excessively loose or tight. STUDENTS MAY NOT ADD TO, NOR SUBTRACT FROM, THE APPROVED STUDENT DRESS POLICY. Also, student clothing must be maintained in good condition, without holes, rips or tear, or additions.

The following guidelines apply:

Pants: All pants must be solid color secured at the waist by a belt, snap, button, elastic, Velcro, zipper or the like. Cargo pants, excessively baggy or tight pants, extra-wide, long or full pants,

military pants (fatigues), sweat pants, wind pants, yoga pants, and tight fitting athletic pants are not permitted \* Elementary students may wear sweatpants /wind pants on gym days only.

Skirts, Skorts, and Dresses: Skirt ,skort, and dress lengths should range from 2 inches above the knee to lengths not longer than the ankle These items are permissible in solids, stripes, plaids, and patterns. Dresses do not need to have a collar. (May be worn by female students only)

Shorts: All shorts may be a solid, stripes, plaids or patterns and of a formal/dress style. Shorts must be secured at the waist by a belt, snap, button, elastic, Velcro, zipper or the like and should be no shorter than two (2) inches above the knee. Gym shorts, spandex, jean shorts, fatigues or the like are not permitted. Cargo shorts are permitted. \*\*Elementary students may wear gym shorts on gym days only.\*\*

Capris: Solid color and must be of a formal/dress style. (May be worn by female students only)

Shirts: A collared, button-down shirt, dress or golf-style shirt is acceptable. All shirts must have a collar. Solids, stripes, plaids, and patterns are permissible. Shirt must have sleeves and long or short sleeves are acceptable. Shirts may not have more than two (2) buttons unbuttoned at the throat. A t-shirt, long sleeve t-shirt or turtleneck may be worn underneath an approved shirt. \*\*Elementary students may wear t-shirts (with no visible writing or pictures other than those defined in logo/spirit day sections) on gym days only.\*\*

Sweaters: Crew, turtleneck, V-neck sweaters or cardigan sweaters or sweater vests are acceptable. Solids, stripes, plaids, and patterns are permissible. A shirt or turtleneck may be worn underneath the sweater.

Sweatshirts: Crewneck sweatshirts may be worn. Solids, stripes, plaids, and patterns are permissible. No hooded sweatshirts are allowed. A shirt or turtleneck may be worn underneath the sweatshirt. Zip up sweatshirts must be zipped unless there is a collared shirt beneath the zip up (that conforms to shirt guidelines).

Turtlenecks: Turtlenecks may only be worn under a sweater or sweatshirt. Turtleneck sweaters may be worn independently.

All clothing must maintain modesty expectations. Any tops that expose a bare midriff, shoulders, back or chest are prohibited.

Shoes: Students shall wear dress shoes or sneakers. Flip-flops, rubber or plastic beach type shoes are not permitted. Any footwear that presents a safety issue will be prohibited. Socks must be worn if the style of the shoe is closed toe. Tights or nylons may be worn by females only. Shoes with wheels of any type are not permitted.

Boys Formal Attire: Men's or boy's suits or sport coats with solid pants, dress shoes, dress shirt and tie (in accordance with all other aspects of the dress policy).

Girls' Formal Attire: Women's or girl's dresses or suits (in accordance with all other aspects of the dress policy). A sweater or blazer can be added to formal attire to meet the modesty expectations of the dress policy. A blouse may be worn if it meets modesty expectations. (without collar)

Other: Sunglasses, scarves, jackets, coats, head-coverings, bandanas and outerwear are not permitted during the school day. Headbands are permissible.

Logos, Writing, or Pictures: No clothing may have printing, sayings, scenes, or the like unless specifically permitted as described in this policy. Clothing may have "Lackawanna Trail" logos or any approved Trail affiliated logos. Manufacturer's logos that identify the manufacturer or brand present on these items at the time of purchase, 3" x 3" or smaller, are permitted. NO other self-made, manufactured or constructed logos are permitted.

Spirit Days: On Spirit Days, "Lackawanna Trail" logos are permitted on all items of student dress and are not limited in size. The item of clothing, however, may not contain any other advertisements (i.e., local businesses). Spirit Days will be designated and communicated by administration.

All articles of clothing must be worn neatly and sized appropriately for the student and be in accordance with this policy. Final determination of conformity to this dress policy shall be made by the administration and/or his/her designee(s) who at the time is immediately in charge. The administration reserves the right to make judgments when necessary regarding appropriate dress to ensure conformity and consistency.

Students who violate the student dress policy will be subject to the disciplinary consequences listed.

Discipline consequences:

For each student dress policy violation described below the administration reserves the right to elevate the level of an offense dependent upon its severity. Parent contact will be made for each violation. Regardless of the level or consequence the student may not return to class unless he/she conforms to the policy.

First Offense: Warning (written)

Second Offense: Level I detention

Third Offense: Level II detention

Fourth Offense: Level III (ISS or OSS)

### **Drugs & Alcohol**

Any student under the jurisdiction of the school, or anywhere at a school-sponsored activity found to be in possession of or under the influence of a mood altering substance, prescription drug (other than something that has been prescribed by a doctor and registered with the nurse according to school policy), pseudo-drug (look-alike), or drug paraphernalia, is subject to the

policy adopted by the Lackawanna Trail School District Board of Education.

### **Early Dismissals**

As much as possible, parents should schedule medical and other appointments after school hours. If, however, it is necessary to request an early dismissal on any given day, a written parental request **MUST** be submitted to the classroom teacher on the day that early dismissal is requested.

Under all circumstances, an adult (parent, guardian or other designated person), must report to the Main Office when picking up the child and sign the child out. No student, no matter his/her age, may sign himself/herself out.

### **Educational Trips**

In accordance with Board Policy, it is necessary that family trips for educational purposes be considered within the context of school purpose and the law.

Upon receipt of a written request from the parents/guardians of the students involved, students may be excused from school attendance to participate in an educational tour or trip in accordance with state regulations. Such travel shall be at the expense of the parent/guardian and shall be subject to direction and supervision by a parent, grandparent, or legal guardian.

Approval of these trips shall be requested, in writing, on forms provided by the district. Requests must be submitted at least one (1) week before the date of departure and should be completed in detail. Forms shall not be accepted after the trip.

Submission of the form does not constitute approval. These requests will be evaluated on the following criteria:

- A. Length of trip-number school days the student will miss.
- B. Only five (5) days per year shall be considered. Trips will not be approved during the PSSA testing windows. In extreme circumstances, the Superintendent may approve an educational trip for a period longer than five (5) days. The formal request will indicate the justification for the educational trip and an explanation as to why the trip cannot be taken during a school vacation or during the summer break.
- C. The number of absences accumulated prior to the scheduled trip.
- D. The purpose, the itinerary, and supportive educational aspects must be clearly explained for justifying such an experience beyond the classroom.
- E. Approval will be contingent upon the student's academic progress, attendance record, discipline record, and on the student's responsibility for keeping up with the assignments during the trip.

The building principal shall review each request for compliance with the stated conditions.

If approval is granted before the trip is taken, the student's absence will be excused. If prior approval is not received, the absence will be classified as an unlawful and/or unexcused absence. Should the student's absence extend beyond the approved time, such days will be classified as an unlawful and/or unexcused absence. If approval is denied, the absence will be classified as an unlawful and/or unexcused absence unless a doctor's excuse is provided.

All students are responsible for making up school work and tests missed during an approved trip. Work that is not made up shall count as a failure. All work assigned prior to the trip must be returned the first day back or this will count as a failure.

Unapproved trips shall be treated as unexcused absences. As such, no work missed may be made up.

Attendance need not always be within school facilities. A student will be considered in attendance if present at any place where school is in session by authority of the Board, the student is receiving approved tutorial instruction or health care, the student is engaged in an approved and properly supervised independent study, work-study or career education program, or the student is receiving approved homebound instruction.

#### **Emergency Contact Information**

Change of address, telephone number, or name should be reported in writing to the Main Office. A physical address must be provided; a post office box number will be considered insufficient.

#### **Emergency School Closings**

School cancellations, delays, and early dismissals will be announced over local radio and television stations:

*Local Television Channels: Local Radio Stations:*

WNEP - 16 WKRZ - 98.5 FM

WBRE - 28 WICK - 104.9 FM

School Website- [www.ltsd.org](http://www.ltsd.org)

School hotline: 570 945-5186

If an early dismissal of students is called because of inclement weather or other emergency, the local television and radio stations will be contacted.

**Parents should have a plan for their child's supervision in the event of an early dismissal.**

### **Field Trips**

Grade level or specialized area field trips (like gifted or band) are scheduled throughout the school year to various places. Some field trips are free, while others are paid for in full or part by the LTPTO or families. Specific information regarding field trips will be sent home by the student's teacher. Parents/Guardians will be asked to complete a permission slip in order for the student to attend the field trip. Additionally, students must be in good standing with regard to attendance, behavior, and grades to be eligible to attend field trips.

For safety reasons, when you pick up your student from a field trip, you will be asked to come into the building and sign the student out so that we ensure that the student is going home with an appropriate person.

### **Food Services**

The Nutrition Group will continually offer a wide variety of food choices with a focus on health and wellness. Providing students with seven main food choice options daily at lunch along with a variety of fruits, vegetables, and milk is the perfect recipe to support academic achievement.

- Breakfast is free to all students.
- We offer SchoolCafe', a safe and secure way for parents to view your child's account balance, make payments to your child's cafeteria account and review daily spending and purchases. Download schoolcafe.com from the App Store or Internet.
- Free/Reduced applications are available or apply online at <https://www.paschoolmeals.com>

All children will be mailed an application for free/reduced lunches and breakfast with their assignment letter. Only those who wish to apply need to return the forms. Please keep in mind that we are required to provide every parent with the opportunity to apply. Our cafeteria uses a computerized debit system for student lunch purchases.

## **GUIDELINES FOR PROMOTION/RETENTION:**

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The information on this page is an overall guideline to be read and implemented in conjunction with the following pages pertaining to specific grade level criteria. Decisions regarding promotion/retention will include, but not be limited to, consideration of the following:

### **Academic Guidelines**

- Overall Grades
- Level of functioning

### **Promotion/Retention Considerations**

- Age in relation to placement
- Effort as compared to individual ability
- Social, emotional, and physical maturity
- Attendance

### **Test Data**

- Achievement
- Intelligence

### **Medical Data**

- School Nurse's report
- Other medical information

### **Other Data**

- Has been referred to Child Study
- Has received or is currently receiving Title I services
- Progress towards IEP goals
- Diagnosed with a medical or psychological condition potentially affecting success of the student (documented and on file with LTEC prior to retention)

The classroom teacher has the greatest knowledge of the student's achievement. However, the Retention Committee and the Elementary Principal must approve all retentions. Decisions will be made on an individual basis.



K-2 READING STAGES	MARKING CODES		
A = Advanced B = Benchmark S = Strategic I = Intensive	+ = Consistently Displayed ✓ = Progressing -- = Needs Improvement O = Of Concern	A = 93-100 B = 85-92 C = 77-84 D = 70-76 F = Below 70 INC = Incomplete	E = Excellent S = Satisfactory I = Improving N = Needs Improvement U = Unsatisfactory

**KINDERGARTEN:**

Retention will be discussed for those students who have not made significant progress in reading and/or math.

Not making significant progress in reading is defined as the child receiving 3 “O’s” (Of concern) in each marking period at the Intensive Level.

Not making significant progress in math is defined as the child receiving 2 "O's" (Of concern) in each marking period in *Recognizes Numerals Correctly*, *Writes Numerals Correctly* and/or *Identify Shapes*. Not making significant progress also includes earning 1 "O" (Of concern) in *Demonstrates Beginning Addition Concepts* (which is only assessed in the 3rd and 4th marking periods).

Parental consent is required for retention in kindergarten.

**1ST GRADE:**

Retention will be discussed for those students who have not made significant progress in reading and/or math.

Not making significant progress in reading is defined as the child receiving 2 “O’s” (Of concern) in the first and second marking periods or 3 “O’s” (Of concern) in the third and fourth marking periods at the Intensive Level.

Not making significant progress in math is defined as the child receiving 3 "O's" (Of concern) of 8 possible in *Addition Facts* and/or *Subtraction Facts* across all marking periods.

**2ND GRADE:**

Retention will be discussed for those students who have not made significant progress in reading and/or math.

Not making significant progress in reading is defined as the child receiving “O’s” (Of concern) in Fluency and Comprehension (with Vocabulary as a secondary consideration) consistently each marking period at the Intensive Level.

Not making significant progress in math is defined as an overall average of less than 70%.

**3RD GRADE:**

Students who have not made significant progress in at least two of the following content areas will be considered for retention:

- Reading
- Language
- Mathematics
- Social Science

Not making significant progress is defined as an overall average of less than 70%.

**4TH GRADE:**

Students who have not made significant progress in at least two of the following content areas will be considered for retention:

- Reading
- Language
- Mathematics
- Science

Not making significant progress is defined as an overall average of less than 70%.

**5TH and 6TH GRADES:**

Students who have not made significant progress in at least two of the following content areas will be considered for retention:

- Reading
- Language
- Mathematics
- Science/Health
- Social Studies

Not making significant progress is defined as an overall average of less than 70%.

### **Retention/Promotion Procedures**

**The Retention Committee is comprised of the following:**

- Elementary Principal
- School Counselor
- Grade Level Teachers
- Special Education Director / Special Education Teachers
- Title I (Reading and Math) Teachers
- School Psychologist

**At the end of the second and third marking periods:**

1. Teachers in Grades 3, 4, 5, and 6 will notify the Elementary Principal of students who have received grades of 75% or below in two or more subjects.
2. The Elementary Principal will submit the list of names to the Guidance Counselor and meet

with the Retention Committee to discuss the academic progress of these students.

3. The Elementary Principal will send a letter of concern to parents/guardians. These letters will be signed by the parents/guardians and returned to the Elementary Principal.
4. The Elementary Principal and the Guidance Counselor will review the names and determine appropriate action to be taken.

**In the middle of the fourth marking period:**

1. If retention is a consideration, the Elementary Principal will meet with students who are at risk for being retained to discuss academic concerns and possible outcomes.
2. Members of the Retention Committee will closely monitor all students being considered for retention.

**Before the end of the school year:**

The Retention Committee will schedule meetings to review all data and make recommendations.

**Final determination with regard to promotion/retention will be made prior to the end of the school year.**

**The Elementary Principal will notify the parents/guardians to inform them of the retention recommendation.**

**Gum Chewing**

Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation and cleaning problems and costly repair. Therefore, **gum is not permitted.**

**Health Services**

A school nurse is on duty throughout the school day. Students who become ill during the day should, upon receiving permission from the assigned teacher, report to the health suite. If it is necessary for the student to go home, the nurse will inform the parent or guardian and the student will be released to them.

**Illness**

If your child becomes seriously ill at school or is injured, we will contact you immediately. If we cannot reach you, we will use the emergency contact information which you have provided.

**Please notify the elementary office whenever there is a change in your home or work phone number so that we may update our records.**

**Immunizations**

Before coming to school, students beginning for the first time are required by law to have the following immunizations:

- DT (usually given as DPT)-At least four (4) doses, with the fourth having been administered after the age of four (4).

- Polio-3 doses
- MMR-2 doses
- Hepatitis B Vaccine-3 doses
- Chicken Pox (Varicella)-2 doses

### **Medication Rules**

It is the policy of the Lackawanna Trail School District not to distribute medication of any kind without the written permission of the physician and parent. This includes non-prescription medicines. Students are not allowed to have medications of any type in their possession. All medications must be given to the school nurse and must be brought to the nurse by the parent/guardian.

### **Homebound Instruction**

When a student is prevented from attending school for an extended period of time, parents may request homebound instruction. To be eligible for this service, a statement from the student's physician must indicate that the condition will keep the student out of classes for at least 10 days. If a student will be absent for a short period of time, parents may obtain assignments by contacting the main office. For further information on homebound instruction, contact the school counselor.

### **Homework**

Home study is a necessary part of each student's educational program. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Failure to complete homework may result in loss of recess or after school detention.

If your child is going to be absent, please request homework from the office before 9:00 a.m. Requests made for work after that time will be sent home the following day.

### **Honor Roll**

Students in 5th and 6th grades who have attained an average of 90, with no grade at or below 84, will be named to the Honor Roll for that particular marking period and receive a certificate for this achievement.

### **Law Enforcement Officials**

It shall be the policy of Lackawanna Trail School District to maintain a reasonable and cooperative atmosphere between the school system and the law enforcement agencies. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers may be necessary within their respective jurisdictions. The school district's administrators shall, at all times, be responsible to protect and guarantee the rights of the students.

### **Messages and Deliveries**

Messages and deliveries from home should be left in the Main Office. Only in an emergency will a student be called out of class. Contact with students must be made through the Main Office only. Parents are asked not to call the school to leave messages except in an emergency situation.

### **Parent Conferences**

Parent conferences will be held after the first and mid third marking periods. For students in grades K-3, conferences are to be scheduled with the student's teacher. For students in grades 4-6, parents will schedule conferences via the students Google Account Calendar. Additionally, parents are encouraged to request a conference with faculty members whenever they have a concern about a student's progress.

### **Parent Teacher Organization**

The Lackawanna Trail Elementary Center is fortunate to have an active parent teacher organization (PTO). The organization provides many services to the students and the staff throughout the school year. Parents are encouraged to join and participate in the organization. PTO meetings are held on the third Tuesday of each month at 6:00 p.m. in the Elementary Center.

### **Playground Rules**

- No tag or other games in the wood chip area.
- Do not go over the fence for balls.
- Stay away from 1st floor classroom windows.
- No tackling.
- Swings
  - No jumping or flipping off.
  - Straight swinging; no twisting.
  - Walk in safe area in front and back.
  - No climbing on poles.
- Yellow Jungle Gym
  - No going on top of tube.
  - Down slides-not up.
  - One at a time on slides.
  - No tag play on or around.
  - No jumping off top.
- Sliding Board
  - One at a time going down the slide.
  - Sitting only (legs inside slide edges).
  - No going up slide.
  - Stay off poles-no climbing up or sliding down.
  - Do not flip over top bar...go under.
- Silver Jungle Gym

- No jumping off (climb or slide down poles).
  - No sitting on top.
- Blacktop Area
  - Throwing Super balls off the wall is prohibited

### **Progress Reports**

Student progress reports may be sent home anytime between marking periods to parents of student who need some type of special attention. Both positive and negative reports are generally sent home at the mid-point of the marking period; however, they may be issued at anytime.

### **Promotion/Retention**

English, Language Arts and Mathematics development at Lackawanna Trail Elementary Center is the foundation of a student's academic growth, development and achievement. They are essential to a student's overall advancement through school. These three subject areas are given a great deal of weight when considering retention or promotion. In addition to academic achievement and performance, social, emotional and physical factors are also given consideration as part of the Total Evaluation Process for Retention or Promotion.

### **Psychological Services**

A school psychologist is available to provide assessment and consultation regarding academic, functional, and behavioral supports needed for pupils

### **Recess**

Weather permitting, students have outdoor recess daily. Always dress your child for an outdoor recess. Student should abide by the playground rules. *(See Playground Rules.)*

### **Report Cards**

Pupil progress is reported four times a year. Report cards are issued at the conclusion of each nine week marking period. Report card envelopes should be signed and returned to the classroom teacher.

### **School Counseling Services**

A full-time school counselor is available to students and parents. The counselor is available to assist students with educational problems, social problems, and crisis situations.

### **School Insurance**

School insurance is available to all students. A packet will be sent home. Purchase of the insurance is optional.

### **Snacks**

Students are permitted to bring snacks to school to have during class time as designated by the classroom teacher. Snacks should be healthy in nature and not violate the Wellness Policy.

### **Soda**

Soda and other soft drinks should not be brought to school for classroom use. Only water is permitted in water bottles.

### **Student Assistance Program (SAP)**

In Pennsylvania, every school district is required to have a plan for identifying and assisting students who experience “barriers to learning”. The Secretary of Education has established the Student Assistance Program (SAP) as a system for assisting parents and school personnel in removing these barriers. The SAP team is made up of school and agency staff and is available to help families access school and community services for students in need. The SAP team does not diagnose, treat, or refer students for treatment but rather provide families with information to help them make choices that will help students succeed in school.

### **Surveys**

From time to time, the school administers third party surveys concerning topics such as alcohol and tobacco use among young students. For more information about such surveys, please contact administration.

### **Tardiness**

Students who arrive at school late (after 9:00AM but prior to or at 10:30AM) will be marked tardy. It is necessary for students to report to the Elementary Office for a pass before proceeding to their classrooms. All students who are tardy must enter via the door by the Main Office. The doors at the playground area will be locked.

### **Textbooks**

Students are furnished with textbooks as needed. Students are expected to exercise good judgment and care in using the books loaned to them. Reasonable depreciation is expected as a result of daily use. Students must pay for lost textbooks and those which have sustained unreasonable damage.

### **Tobacco Products**

Smoking is not permitted anywhere in school, on school grounds, or on school transportation. Tobacco and tobacco products are not permitted and will be confiscated. Any student seen or caught using or having in their possession tobacco in any form (including cigarettes electronic cigarettes/e-vaporizers, snuff or chewing tobacco) will suffer disciplinary action. Any confiscated items will NOT be returned to a student or parent/guardian.

### **Toys/Electronic Devices**

Toys or other such items like electronic gaming devices or consoles (including electronic and personal communication devices with a primary purpose of gaming) should not be brought to school. The school will not be responsible if these items are lost, stolen or damaged, nor will the school be responsible to conduct an investigation.

### **Visitors to School**

In order to protect the interests and safety of students and staff, all visitors must report to the Main Office and sign in. Upon doing so, visitors will receive a visitors badge which is to be worn for the length of the stay. The badge will indicate the visitor's name, date, and destination. For safety reasons, visitors are not permitted to be in a location other than that specified on the visitor's badge. Student visitation during the day is not permitted.

### **Weapons**

Possession of weapons in the school/on school grounds at any time is prohibited by law. The definition of "weapon," for purposes of this section, shall include, but not be limited to any knife, cutting instrument, cutting tool, instrument, firearm or implement capable of inflicting serious bodily harm. Look-alikes are included.

### **Weekly Newsletter**

A weekly newsletter will be sent home with students at the end of each week and posted on the LTEC webpage. This will include the menu for the upcoming week, along with any important announcements. Please watch for this to come home so that you will be apprised of upcoming school events.

### **Weekly Schedule**

The Lackawanna Trail Elementary Center operates on a five-day rotating schedule. Parents will be notified as to which special (art, computer, library, music, physical education) the student has on each day. Days are not skipped if there is no school (holidays, snow days, etc.), but continue consecutively on each day that school is in session.

### **School Wide Positive Behavior Support**

School-wide Positive Behavior Support (SWPBS) is a systems approach to establishing the whole-school social culture and intensive individual behavior supports needed for our school to achieve social and academic gains while minimizing problem behavior for all students. SWPBS is NOT a specific curriculum, intervention, or practice, but a decision making framework that guides selection, integration, and implementation of scientifically-based academic and behavioral practices for improving academic and behavior outcomes

The Lackawanna Trail Elementary Center's motto is: Students at LTEC are *Respectful, Organized, Accepting, and Responsible* or R.O.A.R. Each is broken down into expected behaviors in the following areas of the school: hallways/stairwells, bathrooms, classrooms, specials classes, bus, and the playground.

How does the R.O.A.R. system work?

Classroom behavior expectations are directly taught (formally at the beginning and mid-point of the school year) and when students have difficulty with a particular expectation, it is immediately re-taught. Students are rewarded for consistently demonstrating the expected



behaviors in several ways:

1. Earning R.O.A.R. tickets and staff restating why the ticket was given
2. Positive phone calls home to parents are encouraged by administration
3. Exchanging tickets for items at the R.O.A.R. store
4. Scheduled monthly reward days (during the school day on the last Friday of each month)
5. Beginning and end of school year Fun Fest Events

The Lackawanna Trail Elementary Center utilizes a new office discipline referral form (see below) to communicate both minor and major discipline concerns to families. These forms are to be signed and returned to the main office by the next school day.

All students who receive 0 major office discipline referrals will participate in monthly reward days. Students who have received a major referral within the month will be re-taught the expected behaviors during our reward day by our school counselor, law enforcement liaison, social worker, or principal.

Lackawanna Trail Elementary Center

**Office Referral Form**

Name: _____ Date: _____ Time: _____ Teacher: _____ Grade:      K      1      2      3      4      5      6 Referring Staff: _____	<p style="text-align: center;"><b>Location</b></p> <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Playground <input type="checkbox"/> Cafeteria <input type="checkbox"/> Bathroom <input type="checkbox"/> Bus <input type="checkbox"/> Other _____
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Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Preparedness <input type="checkbox"/> Missed Homework <input type="checkbox"/> Calling Out <input type="checkbox"/> Refusing to Work <input type="checkbox"/> Minor Dishonesty <input type="checkbox"/> Minor Pushing/Arguing <input type="checkbox"/> Bullying - Minor <input type="checkbox"/> Inappropriate use of Technology <input type="checkbox"/> Dress Code <input type="checkbox"/> Minor Disruption <input type="checkbox"/> Chewing Gum <input type="checkbox"/> Running in Hall <input type="checkbox"/> Disrespect <input type="checkbox"/> Inappropriate Tone/Attitude <input type="checkbox"/> Inappropriate comments <input type="checkbox"/> Put Downs	<input type="checkbox"/> Chronic Minor Infractions (3 or more) <input type="checkbox"/> Truancy <input type="checkbox"/> Bullying - Major <input type="checkbox"/> Fighting <input type="checkbox"/> Weapons <input type="checkbox"/> Aggressive Physical Contact <input type="checkbox"/> Threats <input type="checkbox"/> Vandalism <input type="checkbox"/> Inappropriate Language (use of a curse word) <input type="checkbox"/> Drugs, Alcohol, Tobacco <input type="checkbox"/> Cheating <input type="checkbox"/> Leaving School Grounds <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain Peer Attention <input type="checkbox"/> Obtain Adult Attention <input type="checkbox"/> Obtain Item/Activity Avoid <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult(s) <input type="checkbox"/> Avoid Task <p style="text-align: center;"><u>Referral Comments (if necessary)</u></p>

Action Taken	
<input type="checkbox"/> Time Out/Detention <input type="checkbox"/> Conference with Student <input type="checkbox"/> Loss of Privileges <input type="checkbox"/> Parent Contact <input type="checkbox"/> Individualized Instruction	<input type="checkbox"/> In-School Suspension (_____hours/days) <input type="checkbox"/> Out-of-School Suspension (_____hours/days) <input type="checkbox"/> Action Pending <input type="checkbox"/> Other _____

**Others involved in incident:**       None       Teacher       Substitute       Unknown  
     Peers       Staff       Other \_\_\_\_\_

**Other Comments:**  
 I need to talk to the students' teacher       I need to talk to the administrator.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **LTEC Student Discipline Philosophy**

### **Statement of Beliefs**

We are firmly committed to the belief that good discipline, more often than not, begins at home. The parent is the first teacher of his/her child and should develop positive behaviors and the proper attitudes toward school. It is also necessary that parents:

- Recognize that the teacher, in accordance with Pennsylvania school law, takes the place of the parent while the child is in school or is being transported by the district.
- Teach their child respect for authority, the law, the rights of others, and for private and public property.
- Realize that a disruptive student not only hinders his/her education progress, but also the educational rights of the others around him/her.
- Insure prompt and regular school attendance as well as comply with state attendance laws and procedures.
- Work with the school in carrying out recommendations regarding discipline, keeping in mind the best interest of the student.

Guidelines on school discipline are essential if we are to establish an orderly procedure of consequences for a student, when school rules are broken.

For a discipline system to work effectively and be used realistically, every member of the school staff must understand and support the guidelines. The staff must also accept the responsibility to follow through consistently with each and every violation.

### **Discipline Guidelines**

- All detentions, suspensions and community service will be at the discretion of the administrators based on the findings of their investigation.
- There are additional policies pertaining to the discipline and treatment of special education students.
- Expulsions may result after repeated violations or a combination of offenses based on the findings of a formal hearing in front of the school board. A single offense, depending on its seriousness, may require expulsion.

#### **Detentions:**

Level I Offenses will require a Wednesday after school detention. It will be supervised by a certified teacher and will be held from 3:30 p.m. to 4:30 p.m. It is the responsibility of the parents to pick up the child promptly at 4:30 p.m., therefore a three day notice will be provided.

Level II offenses will require two Wednesday after school detentions. Students failing to serve detention for a Level I offense will be assigned an automatic Level II offense. Failure to serve a Level II offense will result in suspension from school for 1-3 days.

Students may not participate in extra-curricular activities during the time he/she is scheduled for detention. Further, students on suspension may not participate in any school function until

the suspension is lifted or completed.

#### Suspensions:

Levels III and IV violations require suspension, with possible referral to the Superintendent and/or the School Board for consideration of expulsion. The Superintendent receives notice of all Level IV violations.

For every suspension, a conference with the parents/guardians and administration will be held. The student may not return to school until this conference has taken place. Delaying this meeting will constitute an illegal/unlawful absence.

This four-tiered approach seeks to provide concrete consequences for student offenders in a fair and consistent manner. The offenses listed below are to be used as guidelines for behavior. This list is not all-inclusive. The list is to be used only as examples of offenses a student may commit. There are times when a student may commit an offense that is not listed but will still warrant a consequence.

#### Level I Offenses (examples only)

- Horseplay or unsafe behavior
- Unauthorized/improper use of school property
- Disruptive behavior or classroom disturbances
- Gum chewing or throwing food
- Unprepared for class
- Cafeteria misconduct
- Cheating or lying
- Chronic unexcused tardiness
- Dress code violation

Disciplinary Action: Each violation of a Level I Offense may require after school detention (3:30-4:30). Cutting a Level I detention will require the assignment of a Level II detention.

#### Level II Offenses (examples only)

- Offensive/foul language or gestures
- Possession of inappropriate items
- Threatening behaviors
- Forgery of documents
- Insubordination
- Verbal confrontations or harassment
- Inappropriate clothing – DELETE because it's repeated level 1 now
- Bus misconduct
- Repeated Level I Offenses

Disciplinary Action: Level II offenses will require two Wednesday after school detentions.

Cutting a Level II detention may result in a suspension not to exceed 3 days.

#### Level III Offenses (examples only)

- Fighting
- Stealing
- Vandalism of school or personal property
- Possession/use/distribution of tobacco products or illegal substances (including E-Cigarettes)
- Possession/distribution of pieces or parts of weapons/explosives (e.g. spent shell casings, gun sights or clips, etc.)
- Leaving school property without permission
- Extortion/harassment/bullying
- Repeated Level II offenses

Disciplinary Action: Each violation of a Level III will require a 1 to 3 day out of school suspension, with possible referral to the Superintendent and/or School Board for consideration of expulsion.

#### Level IV Offenses (examples only)

- Assault
- Bomb threats, false alarms, terroristic threats
- Possession/use/distribution of weapons or explosives
- Possession/use/distribution of a controlled substance or look-a-like substance
- Repeated Level III offenses

Disciplinary Action: Each violation of Level IV offense will require a mandatory, minimum 3 day suspension and possible referral to the Superintendent or School Board for possible expulsion.

#### In-School/Out-of-School Suspension:

For every in-school suspension and out-of-school suspension, a parent conference with administration will be held. The student may not return to school until such time as the conference is held.

#### Out-of-School Suspension:

Students will be suspended out-of-school for serious violations of school rules and/or an accumulation of offenses. A parent conference is necessary as part of the student's Due Process Rights. A student suspended from school cannot attend school and/or attend any school events. A student cannot be on school property during the term of his/her suspension.

#### Referral to Superintendent:

The building Principal will refer students, when necessary, to the Superintendent for an extended suspension in-excess of ten (10) days and/or a possible expulsion hearing before the Board of Education.

## **SCHOOL DISTRICT FORMS**

### List of No Child Left Behind Forms

- Access to student information by military or college recruiters.
- Notice to obtain written parental consent for military or college recruiters.
- FERPA: Annual notice of student education record privacy.
- FERPA: Annual notice for disclosure of school directory information.
- Protection of Pupil Rights Amendment. (PPRA) annual notice to parents.
- Protection of Pupil Rights Amendment. (PPRA) scheduled activities and surveys.
- Notice of Educational Services for Homeless Children and Youth.

### List of District Forms

- Electronic Information Networks individual user access informed consent.
- Lackawanna Trail School District Home Language Survey (new students only).

These forms are mailed in the summer mailings. If you did not receive a copy of these forms, please contact the school.

## **CHAPTER 12. STUDENTS AND STUDENT SERVICES**

- **STUDENT RIGHTS AND RESPONSIBILITIES**
  - 12.1. Free education and attendance.
  - 12.2. Student responsibilities.
  - 12.3. School rules.
  - 12.4. Discrimination.
  - 12.5. Corporal punishment.
  - 12.6. Exclusions from school.
  - 12.7. Exclusion from classes—in-school suspension.
  - 12.8. Hearings.
  - 12.9. Freedom of expression.
  - 12.10. Flag Salute and the Pledge of Allegiance.
  - 12.11. Hair and dress.
  - 12.12. Confidential communications.
  - 12.13. [Reserved].
  - 12.14. Searches.
  - 12.15. [Reserved].
  - 12.16. Definitions.
- **STUDENT RECORDS**
  - 12.31. General requirements.
  - 12.32. Elements of the plan.
  - 12.33. [Reserved].

- **SERVICES TO STUDENTS**

12.41. Student services.

12.42. Student assistance program.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **§ 12.1. Free education and attendance.**

(a) All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.

(b) Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students.

A student may not be excluded from the public schools or from extracurricular activities because:

(1) The student is married.

(2) The student is pregnant.

(3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).

The student is an eligible student identified under Chapter 14 (relating to special education services and programs).

### **§ 12.2. Student responsibilities.**

(a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

(b) No student has the right to interfere with the education of 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.

(c) Students should express their ideas and opinions in a respectful manner.

(d) It is the responsibility of the students to conform to the following:

(1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.

(2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.

(3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.

(4) Assist the school staff in operating a safe school for the students enrolled therein.

(5) Comply with Commonwealth and local laws.

(6) Exercise proper care when using public facilities and equipment.

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(7) Attend school daily and be on time at all classes and other school functions.

(8) Make up work when absent from school.

(9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.

(10) Report accurately in student media.

Not use obscene language in student media or on school premises.

### **§ 12.3. School rules.**

(a) The governing board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A governing board has only those powers that are enumerated in the statutes of the Commonwealth, or that may reasonably be implied or necessary for the orderly operation of the school.

(b) Governing boards may not make rules that are arbitrary, capricious, discriminatory or outside their grant of authority from the General Assembly. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

(c) Each governing board shall adopt a code of student conduct that includes policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents or guardians. Copies of the code shall also be available in each school library.

### **§ 12.4. Discrimination.**

Consistent with the Pennsylvania Human Relations Act (43 P. S. §§ 951—963), a student may not be denied access to a free and full public education, nor may a student be subject to disciplinary action on account of race, sex, color, religion, sexual orientation, national origin or disability.

### **§ 12.5. Corporal punishment.**

(a) Corporal punishment is defined as physically punishing a student for an infraction of the discipline policy. Use of corporal punishment is prohibited.

(b) Teachers and school authorities may use reasonable force under the following circumstances:

(1) To quell a disturbance.

(2) To obtain possession of weapons or other dangerous objects.

(3) For the purpose of self-defense.

For the protection of persons or property.

### **§ 12.6. Exclusions from school.**

(a) The governing board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

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



(1) Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

(i) Suspensions may be given by the principal or person in charge of the public school.

(ii) A student may not be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.

(iii) The parents or guardians and the superintendent of the district shall be notified immediately in writing when the student is suspended.

(iv) When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements in § 12.8(c) (relating to hearings).

(v) Suspensions may not be made to run consecutively beyond the 10 school day period.

(vi) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the governing board.

(2) Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

(c) During the period prior to the hearing and decision of the governing board in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

(d) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days. A student may not be excluded from school for longer than 15 school days without a formal hearing unless mutually agreed upon by both parties. Any student so excluded shall be provided with alternative education, which may include home study.

(e) Students who are under 17 years of age are still subject to the compulsory school attendance law even though expelled and shall be provided an education.

(1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, tutorial or correspondence study, or another educational program approved by the district's superintendent.

(2) Within 30 days of action by the governing board, the parents or guardians shall submit to the school district written evidence that the required education is being provided as described in paragraph (1) or that they are unable to do so. If the parents or guardians are unable to provide the required education, the school entity shall, within 10 days of receipt of the notification, make provision for the student's education. A student with a disability shall be provided educational services as required by the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

If the approved educational program is not complied with, the school entity may take action in accordance with 42 Pa.C.S. Chapter 63 (relating to the Juvenile Act) to ensure that the child will receive a proper education. See § 12.1(b) (relating to free education and attendance).

### **§ 12.7. Exclusion from classes—in-school suspension.**

(a) A student may not receive an in-school suspension unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the

suspension becomes effective.

(b) Communication to the parents or guardian shall follow the suspension action taken by the school.

(c) When the in-school suspension exceeds 10 consecutive school days, an informal hearing with the principal shall be offered to the student and the student's parent or guardian prior to the 11th school day in accordance with the procedures in § 12.8 (relating to hearings).

(d) The student's school entity has the responsibility to make provision for the student's education during the period of the in-school suspension.

### **§ 12.8. Hearings.**

(a) *General.* Education is a statutory right, and students shall be afforded due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing.

(b) *Formal hearings.* A formal hearing is required in all expulsion actions.

This hearing may be held before the governing board or an authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire governing board is required to expel a student. The following due process requirements shall be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parents or guardians by certified mail.

(2) At least 3 days' notice of the time and place of the hearing shall be given. A copy of the expulsion policy, notice that legal counsel may represent the student and hearing procedures shall be included with the hearing notice. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.

(3) The hearing shall be held in private unless the student or parent requests a public hearing.

(4) The student may be represented by counsel, at the expense of the parents or guardians, and may have a parent or guardian attend the hearing.

(5) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

(6) The student has the right to request that the witnesses appear in person and answer questions or be cross-examined.

(7) The student has the right to testify and present witnesses on his own behalf.

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

(9) The proceeding shall be held within 15 school days of the notification of charges, unless mutually agreed to by both parties. A hearing may be delayed for any of the following reasons, in which case the hearing shall be held as soon as reasonably possible:

(i) Laboratory reports are needed from law enforcement agencies.

(ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).

(iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

(10) Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

(c) *Informal hearings.* The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

(1) The informal hearing is held to bring forth all relevant information regarding the event for which the student may be suspended and for students, their parents or guardians and school officials to discuss ways by which future offenses might be avoided.

(2) The following due process requirements shall be observed in regard to the informal hearing:

(i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.

(ii) Sufficient notice of the time and place of the informal hearing shall be given.

(iii) A student has the right to question any witnesses present at the hearing.

(iv) A student has the right to speak and produce witnesses on his own behalf.

(v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

### **§ 12.9. Freedom of expression.**

(a) The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth.

(b) Students shall have the right to express themselves unless the expression materially and substantially interferes with the educational process, threatens serious harm to the school or community, encourages unlawful activity or interferes with another individual's rights.

(c) Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands and any other means of common communication, provided that the use of public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.

(1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.

(2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

(d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.

(e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.

(f) Bulletin boards must conform to the following:

(1) School authorities may restrict the use of certain bulletin boards.

(2) Bulletin board space should be provided for the use of students and student organizations.

(3) School officials may require that notices or other communications be officially dated before posting, and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.

(g) School newspapers and publications must conform to the following:

(1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).

(2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.

(3) School officials may not censor or restrict material simply because it is critical of the school or its administration.

(4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

(5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

(h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).

(i) School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.

(1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

The place of the activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.

#### **§ 12.10. Flag Salute and the Pledge of Allegiance.**

It is the responsibility of every citizen to show proper respect for his country and its flag.

(1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.

Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

#### **§ 12.11. Hair and dress.**

(a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.

(b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.

(c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.

(d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

### **§ 12.12. Confidential communications.**

Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.

See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).

(b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

### **§ 12.13. [Reserved].**

### **§ 12.14. Searches.**

(a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.

(b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.

(c) Prior to a locker search, students shall be notified and given an opportunity to be present. When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

### **§ 12.15. [Reserved].**

### **§ 12.16. Definitions.**

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

*Corporal punishment*—A form of physical discipline that is intended to cause pain and fear and in which a student is spanked, paddled or hit on any part of the body with a hand or instrument.

*Governing board*—The board of school directors of a school district, joint school committee of a joint school or joint vocational school, intermediate unit board of directors, or the board of trustees of a charter school or cyber-charter school.

*Pre-kindergarten*—A program operated by a school district or by a community agency under contract from a school district that is open to children who are at least 3 years of age and completed prior to the school district's entry age for kindergarten, unless individual exceptions to the age requirements are made by the school district.

*School entity*—A local public education provider (for example—public school, charter school, cyber-charter school, area vocational-technical school or intermediate unit).

*Student assistance program*—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with

information so they may access services within the community.

*Student services*—Services designed by a school entity to support the instructional program and to help students attain their educational and career goals.

(i) Services may include school counseling, health services (under Article XIV of the Public School Code of 1949 (24 P. S. §§ 14-1401—14-1423) and 28 Pa. Code Chapter 23 (relating to school health)), psychological services, social work and home and school visitor services.

(ii) School entities may supplement, but may not supplant, these services through school-based, school-linked, or coordinated services provided by locally available social and human services agencies.

## **STUDENT RECORDS**

### **§ 12.31. General requirements.**

(a) The governing board of every school entity shall adopt a plan for the collection, maintenance and dissemination of student records

(b) Copies of the adopted plan shall be maintained by the school entity and updated as required by changes in State or Federal law.

(c) Copies of the plan shall be submitted to the Department only upon request of the Secretary.

**NOTICE TO PARENTS OF CHILDREN WHO RESIDE IN  
LACKAWANNA TRAIL SCHOOL DISTRICT**

In compliance with state and federal law, notice is hereby given by the Lackawanna Trail School District that ongoing Child Find activities are conducted as part of the school programs for the purpose of identifying students who may be in need of special education and related services (*eligible students*). Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism	8. Other Health Impairment
2. Deafness	9. Serious Emotional Disturbance
3. Deaf-blindness	10. Specific Learning Disability
4. Hearing Impairment	11. Speech/Language Impairment
5. Mental Retardation	12. Traumatic Brain Injury
6. Multiple Disabilities	13. Visual Impairment, Including
7. Orthopedic Impairment	14. Blindness

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request.

You may request screening and evaluation at any time, whether or not your child is enrolled in the District’s public school program. Requests for evaluation and screening are to be made in writing to:

Director Special Education  
Lackawanna Trail School District  
PO Box 85, Factoryville, Pa 18419  
(570) 945-5184

In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student’s abilities. In order to qualify a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for “protected hand-capped students” are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children provision of services, evaluation and screening (including purpose, time and location), and the right to due process procedures,

you may contact, in writing the person listed above or any building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the person named above or any building principal.

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request.

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## **COMPLAINT RESOLUTION PROCESS FOR FEDERAL PROGRAMS OF THE NO CHILD LEFT BEHIND ACT OF 2001**

### **Introduction**

The No Child Left Behind Act of 2001 (NCLB) legislation requires Local Educational Agencies (LEAs) to adopt written procedures for "receiving and resolving any complaint alleging violations of the law in administration of programs." In accordance with this legislative requirement, the **Lackawanna Trail School District** has adopted the following procedures.

### **Definition**

A "complaint" is a written, signed statement filed by an individual or an organization. It must include:

A statement that the district has violated a requirement of federal statute or regulations which apply to programs under the No Child Left Behind Act.  
The facts on which the statement is based.

Information on any discussions, meetings or correspondence with PDE or the district regarding the complaint.



## **Complaint Resolution Procedures**

***Referral*** – Complaints against the Lackawanna Trail School District must be filed in writing with the Lackawanna Trail Elementary Center Principal.

***Acknowledgement*** – The Elementary Principal will acknowledge receipt of the complaint in writing and inform the Federal Programs Coordinator and Superintendent.

***Investigation*** – The Elementary Principal will thoroughly investigate the complaint and attempt to resolve it informally. If the problem cannot be resolved informally, it will be referred to the Federal Programs Coordinator.

***Opportunity to Present Evidence*** – At the Federal Programs Coordinator’s discretion, the complainant (or a representative) may provide evidence. Such presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.

***Report and Recommended Resolution*** – Once the Federal Programs Coordinator has finished the investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Federal Programs Coordinator will issue the report to all parties of the complaint, along with the Elementary Principal and the Superintendent.

***Follow-up*** – The Federal Programs Coordinator will ensure that the resolution of the complaint or appeal is implemented.

***Time Limit*** – The period between Lackawanna Trail School District’s receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.

***Right to Appeal*** – In appropriate cases, the complainant may appeal the recommended resolution to the Chief of the Division of Federal Programs, Pennsylvania Department of Education.

### **Filing a Complaint**

Complaints should be dated and filed in writing with the Lackawanna Trail Elementary Center Principal.

## **Right to Request Teacher Qualifications**

As a parent of a student at the Lackawanna Trail Elementary Center, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law (NCLB, Section 1111(h)(6)(A)) allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications. (This provision only applies to those individuals paid with Title I funds. Currently, no assistants in the district are paid with Title I funds).

# LACKAWANNA TRAIL ELEMENTARY CENTER

## Lackawanna Trail School Board

Philip Stark, President  
David Thorne, Vice President  
Dr. Michael Mould, Treasurer  
Kevin Mulhern, Secretary  
Adrian Bianchi  
Robert Minick  
Debby Naylor  
Joseph Ross  
Joseph Strauch

179 College Avenue  
Factoryville, PA 18419  
Phone: 570-945-5181      FAX: 570-945-3832  
**[www.ltsd.org](http://www.ltsd.org)**

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