

"The Lewisburg Area School District provides an English as a Second Language (ESL) program for all students who qualify.

If you need school information translated in our native language, please contact Joy Rager at the Lewisburg School District Central Office at 523-3220."

En el Distrito de Lewisburg hay un programa de aprender inglés como una lengua extranjera para todos los estudiantes que lo necesitan.

Si usted necesita información de la escuela en su propia lengua, por favor, llame a la señorita Joy Rager en la oficina central del Distrito de Lewisburg - número 523-3220.

إن المدرسة في منطقة لويسبرغ تزود جميع الطلاب المؤهلين ببرامج  
(اللغة الإنجليزية كلغة ثانية)  
إذا احتجت إلى معلومات مترجمة إلى لغتك الأم، الرجاء مراجعة  
(جوي راجر) في المكتب الرئيسي للمدرسة في منطقة لويسبرغ على  
هاتف رقم (523-3220)

Школьный район Льюисбурга обеспечивает уроки английского язык как второго языка -- ESL программа для всех учащихся, кто квалифицирован.

Если Вам нужна информация из школы переведенная на английский язык, пожалуйста обратитесь к Джоу Раджер (Joy Rager) в Центр Школьного р-на Льюисбурга по телефону (570) 523-3220

ルイズバーグ地区の公立学校では非英語圏からの児童・生徒のための英語教育プログラムを実施しております。

このプログラムに関する説明を日本語でお知りになりたい方は、ルイズバーグ公立学校本部のジョイ・レイジャー (Joy Rager) までお申しつけください。(電話番号 523-3220)



**Lewisburg Area School District**  
**Kelly Elementary School**  
325 Hospital Drive  
Lewisburg, PA 17837  
Phone (570) 522-3292  
FAX (570) 522-3296  
<http://www.lasd.us>

Chris Ruhl  
Principal

Dr. Steven Skalka  
Superintendent

August 23, 2017

Dear Parents/Guardians,

We are using this Family Handbook as a means of communicating between your home and the school. There are many important policies, guidelines, and services discussed in the following pages. **Please read and keep this handbook readily available throughout the school year.**

It is our hope that this handbook will be of assistance to you. Many of your questions have been anticipated and are discussed in some detail. However, we are available to clarify any school matter. We are here to help you and your child have a successful school year.

Your signature on this form acknowledges that you have received and reviewed all of the information in this Handbook. Please read this handbook carefully and complete the bottom of this letter and return to your child's classroom teacher by **August 28, 2017**. *If you have received more than one copy of this handbook, complete the top page for each child, keep one copy at home and please send the extra copy back to the classroom teacher.*

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Student's Name

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Parent/Guardian Signature

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Classroom Teacher's Name

# Together at Kelly

**Kelly Elementary School  
2017/2018**

## Handbook for Families

**Student Name** \_\_\_\_\_

It is the policy of the Lewisburg Area School District to maintain an environment free of discrimination, including harassment for all students and employees. The Lewisburg Area School District prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated. Please direct all inquiries regarding the nondiscrimination policy to the Assistant Superintendent of Schools, P.O. Box 351, Lewisburg PA 17837, (570) 522-3205, FAX (570) 524-9313.

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## Lewisburg Area School District

### Vision Statement

The Lewisburg Area School District is a learning community that prepares every child individually to meet the challenges of today and tomorrow.

## Lewisburg Area School District

### Mission Statement

The Lewisburg Area School District will provide all students with a safe, respectful, and challenging learning environment that is student-centered, personalized, data-guided, and supported through appropriate technologies and shared leadership. The district, in partnership with the greater community, will ensure an education that will enhance the viability of our region.

## Kelly Elementary School

### Mission Statement

The mission of Kelly Elementary School is to educate all primary age children. We use an awareness of children's basic needs, knowledge of the stages of development, and our belief in developmentally appropriate practices as the basis for making decisions for our children and our school.

### Quick Reference List

**Website:** <http://www.lasd.us>

**E-Mail:** To contact a staff member via e-mail, use the following address:

last name\_first initial@lasd.us

For example: ruhl\_c@lasd.us will reach the Principal, Mr. Ruhl.

Please DO NOT E-MAIL regarding attendance or transportation.

Please send a note, or call the office.

**Telephone Numbers:**

Kelly Elementary School .....(570) 522-3292

Kelly Attendance Line .....(570) 522-3335

Please call the office before 8:55 AM with homework requests due to absence.

Homework requests may be made over the attendance line at (570) 522-3335.

Homework can be picked up after 3:00 PM in the office.

Kelly School Fax .....(570) 522-3296

Food Service Director ..... (570) 522-3216

**Make cafeteria checks payable to: LASD Cafeteria.**

Health Suite.....(570) 522-3287

Guidance .....(570) 522-3247

Rohrer Bus Service .....(570) 524-5800



## MESSAGE FROM THE PRINCIPAL

Welcome to Kelly Elementary where student learning is our number one priority. The beginning of a new year always brings hectic times, but also marks the start of a new and exciting academic adventure.

The loving and caring staff at Kelly consists of qualified professionals who are capable and ready to provide your child with an abundance of learning opportunities. We are trained in the most current instructional practices to provide each child with the best education possible. The remainder of this handbook will give you a better understanding of the day-to-day operations of Kelly Elementary and outlines other services we provide to ensure student success.

We realize that learning extends far beyond the classroom, and for this reason we are committed to building positive relationships with our students, parents, and our community. We trust that in doing so we will all reap the benefits of working together as a team. We sincerely hope that you will join this team as an active member of our PSA. You are welcome to volunteer your time and resources. We are always in need of supportive parents and positive role models for our students.

I am looking forward to this school year and all that it will bring. We are fortunate to be able to work in the Lewisburg Area School District with supportive families and communities. I encourage you to contact myself or any of our staff members with any questions regarding your child.

Sincerely,

Chris Ruhl  
Principal

**Disclaimer**

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive and is advisory only to guide students, parents, and faculty of the Kelly Elementary School. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.



Kelly School Calendar

Insert special events calendar

Insert District Calendar Here

# Classroom and Basic School Information

## The School Day

Office Hours ----- 8:00 AM – 4:00 PM  
Students May Enter Building ----- 8:20 AM  
Grades K-3 ----- 8:45 AM - 3:30 PM

The school year operates on a six-day cycle. This allows us to schedule meetings and classes such as art, music, physical education, and library. You will receive information from your child's teacher regarding the cycle days on which art, music, physical education, and library are scheduled.

### AM Arrival of Students Being Dropped Off

Parents who drive their children to school may drop them off at the side of the building (doors #3 and #4) near the gymnasium between 8:20 AM and 8:45 AM. There is no early entry into the school building. Pull up parallel to the curb as you drop off your child. Please do not park your car at the curb. A single-line procedure is used and only students should exit the car at drop-off. Parents should go to the end of the sidewalk and drop your child off. Parents, who wish to escort their child to the drop-off area or help their child carry items, should park their car and walk the child to the entrance using the crosswalk. If you are entering the building with your child, park in a designated visitor parking space and proceed to the front entrance of the building to sign in.

### PM Pick-Up of Students

Dismissal of students begins at 3:30 P.M. Please park in the overflow parking lot, which is next to the faculty parking area, or in a designated visitor parking space. If your child brought a note to school stating that he/she would be picked up, wait at door #4 to meet your child. If no note was sent for the child's pickup, you must report to the main office. Leaving a phone message or sending an e-mail does not guarantee that your child will be sent to the parent pick-up area.

Please maintain a safe driving speed while on school property.

## Homework

Homework is assigned on a regular basis, and generally is to be about 10 minutes per grade level per night. For example, a second grade student can be expected to complete about 20 minutes of homework per night. Homework provides reinforcement of concepts, practice of skills, and study discipline. Done with care and diligence, it is an important ingredient for success in school. Therefore, students are required to complete and hand-in all assignments.

Although parents usually assist or monitor homework, the main responsibility for completing homework rests with the child. In the absence of self-discipline, the parent/guardian needs to structure the homework time.

Consider these suggestions:

1. Have your child carry an assignment notebook to record assignments.
2. Identify a quiet place for study in your home.
3. Identify a time for daily study.
4. If your child says there are no written assignments, create a study routine (i.e., use the vocabulary in dark print to create word lists.)

5. Stress the importance of ongoing review and avoiding the tendency to study only right before the test.
6. Monitor the assignment log and help your child make good decisions about his/her study time.

**Please call the office before 8:45 AM with homework requests due to absence. Homework requests may be made over the attendance line (570) 522-3335. Homework can be picked up after 3:00 PM in the office.**

## **Promotion & Retention**

Students shall be promoted to the next grade level based upon mastery of the curriculum for the current year enrolled as determined by the building principal. In extenuating circumstances, a student may be retained if in the opinion of the professional staff, the individual needs of the student would be best served by the repetition of the student's current grade. Promotion and retention policies are fully addressed in School Board Policy 215.

## **Special Area Programs**

### **Art**

The art program at Kelly Elementary is process oriented. Children experience a variety of media, learning new skills and building on previously learned techniques. Art appreciation is taught through looking at art, talking about art and studying various artists and cultures throughout time. The art program grows each year through this multimedia approach to creativity and problem solving.

It is strongly recommended that your child wear older clothes on art days. Although paint shirts are available, accidents do happen. Most stains are removable if they are pretreated and then laundered.

Most artwork is kept in portfolios until the annual art show in the spring. Your child's best work is then selected for display. Other works are kept in the portfolio as a means of assessment.

You can help encourage your child's interest in art by providing art materials at home. If the family vacation includes a trip to a city with a museum, stop in and visit! You'll be surprised at how much your child can teach you about art!

### **Library/Media Center**

The Library/Media Center is open during most school hours. Children are scheduled for a class visit once each cycle for story time and instruction, but are encouraged to visit the library frequently.

Books may be signed out for one cycle and are due on or before the following library class. Items may be renewed up to three times at the discretion of the librarian.

### *Kindergarten*

May borrow one book at a time during the first part of the year. At the beginning of January, kindergarten may borrow two books at a time. These books must be returned before borrowing another.

### *First and Second Grades*

May borrow two books at a time. These books must be returned before borrowing another.

### *Third Grade*

May borrow three books at a time. These books must be returned before borrowing another.

### *Overdue Materials*

Overdue notices will be sent home every week and parents will be notified by phone or mail if materials are extremely overdue. Report cards may be withheld until book is returned or fine is paid.

## **Music**

At Kelly, students take part in a variety of activities in music class. These are designed to help your child develop musical skills and to know and appreciate many different styles of music. Singing activities include songs from our American folk tradition, songs from many different parts of the world, patriotic and holiday songs, and songs that are part of musical programs in which your child takes part. Your child will listen to music written in many styles and become familiar with many kinds of performing groups. Movement is also a basic part of our program. In addition, time is spent playing simple instruments and discovering basic concepts about how music is put together. You can reinforce what your child is learning in school in several ways. You can listen to music together, attend community concerts, and encourage your child to take part in school performing groups. You may also wish to check out recordings from the library. Ask your child about some of the music class activities. In this way, music can be extended into your home. Concerts are held in the winter and spring, one per grade level for the year, in grades one through three.

## **Physical Education**

The Physical Education program at Kelly is designed to offer students the opportunity to participate in a wide variety of activities. These activities help develop motor skill performance as well as individual fitness levels. Childhood obesity is an epidemic in today's society and our physical education curriculum includes numerous games and activities that incorporate fitness. Students will be engaged in physical activities that are developmentally appropriate and develop health. In addition, our program is designed to help students develop an appreciation for activity and games. You may continue to foster this development by playing games and doing family activities at home. Encourage your child to wear comfortable, play clothes and **SNEAKERS** for class.

## **Student Progress and Conferences**

Student progress will be reported to parents by two methods. The first report (45 days) will consist of parent-teacher conferences. Students' progress will be discussed and parents will receive a copy of the report card. The teacher will notify you of the day and time of the conference. For the second report (90 days), the third report (135 days), and the fourth report (180 days) a report card will be sent home. An optional conference can be scheduled at the end of the third quarter (135 days) at the parent's or teacher's request.

Teachers will contact parents if they are concerned about academic, behavioral, or physical health needs of the student. Likewise, parents should contact the teacher if they have a concern. It is only through open communication and the cooperation of home and school that your child will receive the education that best meets his/her present and future needs.

## Other School Guidelines

### Principles Guiding Kelly School Rules

The Kelly School rules are designed to promote belonging, define limits, develop responsible behaviors, develop skills in conflict resolution and decision-making, and to support instruction. The goal is to provide students with an appropriate learning climate, as well as the tools for successful living both as children and later as adults. The principles guiding our rules are these three beliefs:

1. **All students and staff have a right to a safe, peaceful and healthful learning environment.**
2. **All students have the right to learn and all teachers have the right to teach.**
3. **Students and staff will be respectful of one another and school and individual property.**

### Commendations

A variety of opportunities exist to recognize students whose behaviors are commendable. Some of the opportunities may be classroom/teacher specific while others are school wide. Examples of these opportunities include: positive comments on report cards, positive comments/correspondence from staff to students regarding behavior, classroom/teacher programs, Dragon Stars, awards assembly, and other special privileges.

### Distribution of Cards and Invitations

In some circumstances, students may wish to distribute holiday cards or party invitations to other students in their classroom. We request that parents only send in cards or party invitations to be distributed if all students from a class are invited. When some students are invited and others are not, some students may feel hurt feelings because of being left out. This can create a difficult situation for the teacher to address. If you wish to distribute a smaller quantity for a limited number of students, please use the PSA family directory to contact families directly.

### Four School-Wide Rules

The four school-wide-rules listed below will be expected and enforced in all areas of the school classrooms, hallways, cafeterias, playgrounds, buses, etc., and posted throughout the school. The staff will review and train students at the beginning of each school year. Immediate and ongoing re-teaching opportunities will be provided for all students to assure that they can successfully exhibit expected behaviors. Additional trainings will be provided to address any new situations and/or procedural changes.

1. **Be Responsible**
2. **Be Kind**
3. **Be Safe**
4. **Be a Learner**

## School-Wide Positive Behavior Support

Kelly's School Improvement Team developed the School-Wide Positive Behavior Support program to teach and recognize positive behavior in every classroom.

School-Wide Positive Behavior Support encompasses data collection and use, the establishing of a clear set of positively stated behavioral expectations and the teaching of those expected behaviors. The School Improvement Team has developed more concise rules for the school, copies of which are posted in every classroom. Teachers will instruct students on expected behaviors in such settings as the classroom, hallway, bathroom, playground, cafeteria, specials and the bus. Positive student behavior will be rewarded through the Dragon Stars program. This system of recognition will be for all students, with all staff members participating. We believe that teaching the behavior we expect at the beginning should result in less time required for re-teaching expectations, allowing teachers more time for instruction and helping students to experience increased success.

While the focus at Kelly is on promoting positive school-wide behavior, there will be instances where inappropriate behaviors occur. Consequences for inappropriate behavior will be directly related to the behavior and will provide a learning opportunity for the student. Examples of such consequences/learning opportunities are listed below:

Re-teaching	Problem-Solving Paper
Time-Out	Loss of Privileges
Conference w/Guidance Counselor	Conference w/Principal
Parent Contact/Conference	In-School Suspension
Out-of-School Suspension	

**Severely disruptive behavior will result in the immediate removal of the student from the situation and a conference with the principal.**

The classroom teacher and/or principal will determine the appropriate intervention strategies for each situation on an individual basis. All federal and state guidelines regarding students who are identified and/or protected by the Americans with Disabilities Act will be followed. Certain behaviors are also subject to federal and state laws as well as District policies, therefore, when addressing these behaviors, district policies and state and federal laws will supercede this document. Copies of all LASD policies are available in the school office or on the school website ([www.lasd.us](http://www.lasd.us)).

### School Safety Policy Notification

The LASD and Kelly Elementary regard the safety and security of our students, staff, and property essential in order to provide quality teaching and learning experiences. The following policies remain in effect to safeguard all members of our school community:

#216AG – Student Records Policy	#218.1 - Weapons Policy
#219 – Student Complaints	#226AG – Search and Seizure
#248 – Unlawful Harassment	#716 – Integrated Pest Management
#220 - Student Expression	#815 – Acceptable Use of Computer Networks

Copies of these policies are available in the Kelly School Office or on the district website.

## **Olweus Bullying Prevention Program**

Kelly Elementary School uses the Olweus Bullying Prevention Program, a comprehensive, school-wide, program designed to reduce and prevent bullying problems and improve peer relations. This research-based program, named after founder Dan Olweus, is not a curriculum, but a program that deals with bullying at the school wide, classroom, individual, and community levels.

The Olweus Bullying Prevention Program is based on four key rules:

1. We will not bully others
2. We will help students who are being bullied
3. We will include students who are left out
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

The Olweus Bullying Prevention Program is a school-wide initiative. All Kelly Elementary School staff members have received professional development from our school counselor who is a certified trainer. Components of the program include:

- School-wide kickoff events
- School rules against bullying
- Activities to help students understand what is and isn't bullying
- Regularly scheduled class meetings
- Bullying and intervention procedures
- Means for students to report bullying concerns
- Annual spring survey for students.

If you have any questions about the program, please feel free to contact the school counselor or principal.

Additional information on the Olweus Bullying Prevention Program can be found online at:

<http://www.olweus.org/public/index.page>



## Acceptable Use of Computer Networks

(LASD Policy #815)

Our school district recognizes the valuable contribution of technology in education. All students will be permitted to access the World Wide Web unless prohibited by written notification from a parent or guardian. Our district complies with the Federal *Child Internet Protection Act* and protects students through filters and a firewall that attempt to limit access to inappropriate sites. However, parents or guardians have the right to choose to exempt their child from Internet access.

### LEWISBURG AREA SCHOOL DISTRICT STUDENT INTERNET EXEMPTION PROCESS

If you wish to prohibit your child from Internet access and being issued an e-mail account, please contact the office of the school your child attends and request an Internet Exemption Form.

Complete the form and return it to the school office. Parents/Guardians need to complete a new form as their child enters each school building in the district. The form will remain active during the child's attendance in that school building unless otherwise notified in writing by the parent or guardian. If you have questions, please contact the school office.

## Attendance

(LASD Policy #204)

Daily attendance is an important part of a successful school experience. (*Approved educational trip days are considered an excused absence and will be included in the accumulative days of absence.*)

To foster learning and achievement we encourage daily attendance. However, we do not expect you to send an ill child to school. We are asking you to call the 24-hour school attendance line (570-522-3335 for Kelly School) by 8:45 AM if your child is going to be absent from school. In the event you should forget to call, we will call your home concerning your child's absence. When your child returns to school following an absence, **please DO NOT E-MAIL, please send a note stating the date and the reason for the absence.** There are forms for your convenience in the back of this handbook. Absences are classified as "Excused" or "Illegal" according to the reason for absence. The following conditions constitute a legal cause for absence from school:

- Illness
- Obtaining health care or therapy service by licensed practitioner
- Quarantine
- Recovery from accident
- Required court attendance
- Death in family
- Family educational trips (see policy – maximum of five cumulative days per year)
- Another "urgent reason" to be considered only if it directly affects the student and is agreed to by the school principal.

The following justifiable absences for part of the school day are:

- Medical or dental appointments
- Court appearances
- Family emergencies
- Other urgent reasons approved by the building principal

### Religious Related Absences

All absences in observance of a religious holiday observed by a bona fide religious group shall be excused upon written parental request. A penalty shall not be attached to an absence for a religious holiday.

### **Absences**

Once your child has accumulated ten or more absences verified by parental notification, a letter will be sent home. Your child will be required to bring a medical excuse from a licensed practitioner for subsequent absences after this letter has been sent.

### **Tardy**

When a student comes to school after 8:45 AM, he/she will be marked tardy and must be accompanied by the parent or guardian for admission to school. This is for safety purposes. An admission slip must be filled out in the office by the parent or guardian. **The school's clock system may differ from those found in the home, automobile, or cell phone. Please allow ample time for drop-off so that students are not marked tardy to school (students may enter the building at 8:20 AM)**

If a student enters school after 12:00 PM or is excused before 1:30 PM he/she will be considered present for a half day only. If the student is not present before 1:30 PM, they are considered absent for the whole day.

### **Unexcused Tardy**

Unexcused tardiness is cumulative. A student accumulating **six unexcused tardies** to school, regardless of the degree of lateness, shall be charged with one day of illegal absence.

### **Unexcused/Unlawful Absence**

After three unexcused/unlawful absences, a letter is sent notifying the parent/guardian of the consequences if the illegal absences continue. A School Attendance Improvement Conference will be held after three or more unexcused absences and a School Attendance Improvement Plan will be developed. Consequences for additional unexcused absences may include a referral to community agency for intervention and/or citation by school truancy officer.

## **Approval of Educational Trips**

According to LASD Policy #204.1, an Educational Trip Form must be received by the principal from the parent/guardian no less than one (1) week prior to the anticipated absence. Educational **Trip requests may be completed online from the Kelly Elementary website under the *Quick Links* or by picking up a form in the main office.** No request will be approved for an educational trip during the first and/or last week of each semester. A total of 5 days per school year can be approved as Educational Trips. For more details, see *Educational Trips (Not School Sponsored)* under *Miscellaneous Procedures and Information*.

## **Riding a School Bus**

(LASD Policy #810)

Bus routes and schedules are provided to all families whose students ride the district buses. Safe school transportation is considered an integral part of the total educational program. Riding a

school bus is a PRIVILEGE contingent upon proper and courteous conduct. We recognize that safe school bus operation is only possible with the full cooperation of our parents, students and school staff. Students must get on and off the bus at their assigned stop. If for child-care or emergency reasons, a child needs to get on or off at another stop or ride another bus, the school must be provided with a **written** notice from the parent/guardian. This notice must be approved by the administration.

All students who ride a bus are required to go home on their assigned bus. If a student is leaving school in any other manner than normally assigned, please send an explanatory note with your child to present to the homeroom teacher who will forward this note to the main office. **Please DO NOT E-MAIL** as we may not receive the information. IF you must make changes in transportation after the school day has begun, please call the office (570-522-3292).

If a student will be riding a bus other than his/her assigned bus to a child-care provider, and Alternative Transportation Form must be completed and approved by the Business Office. These forms are available at the school office.

The school district uses cameras at certain areas of the building for security purposes. Rohrer Bus Service also has video cameras with audio capabilities placed on school buses. The actions recorded by these devices may be used in disciplinary procedures (Policy #810).

## **BUS CONDUCT RULES**

Students who ride the bus are expected to:

- **Stay in their seats while the bus is in motion**
- **Speak in low voices, using NO profanity**
- **Refrain from throwing objects**
- **Keep head, arms and hands inside the bus**
- **Keep hands and feet to themselves**
- **Cooperate with the bus driver**
- **Act in a respectful manner**
- **Not eat or drink on the bus**

Lack of self-control in following the bus riding procedures may result in a discipline report being filled by the bus driver with the principal. The principal must take disciplinary action. That action may include loss of bus riding privileges.

## **Cafeteria Information**

### **Cafeteria Information**

The lunch program includes options of purchasing the school lunch or carrying a lunch to school. Lunches provided at school are prepared according to strict nutritional standards and are prepared on site at Kelly Elementary. For packers, milk may be purchased separately. The district wellness policy discourages fast food items. This creates an awkward situation for students. Parents may occasionally dine with their child if prior arrangements are made with the principal.

We use a point of sale system in the cafeteria. With this system each student has an “account” with the cafeteria. This is a debit account, whereby money can be deposited and the student can purchase food items using the account. If there is money in the account, the purchases are deducted. If there is no money in the account, the computer will ask for the price of the purchase. If the student is eligible for free meals, the computer acts as if the student has meal credits in the account. Reduced meals will be deducted from their accounts at reduced prices. Cashiers will let the student know when their account balances are getting low. The account can be used to purchase any food item in the cafeteria by entering the student’s six-digit ID number.

The biggest advantage of the program is that it allows parents to deposit money into the students’ account on a weekly, monthly, or yearly basis. Checks are preferred for deposit and should be made out to the “**LASD Food Service.**” You may also set up online payments through **EZSchoolPay.com**. There is a transaction fee.

If a student does not have money in their account and needs to charge, he/she may do so; however, the student needs to bring in his/her money on the next school day. A student may charge up to three times, but after the third time the choice of menu items may be limited. Free and reduced lunches are available to those who qualify. Applications for free or reduced lunches may be made online at **EZMealApp.com** at the beginning of each school year.

### ***Prices***

Elementary Student:

Breakfast: \$1.30 Reduced price breakfast: \$0.30

Lunch: \$2.50 Reduced price lunch: \$0.40

Milk: \$.50

Adult:

Lunch (entrée, fruit, vegetable, and milk) \$3.50

### **Dress and Grooming**

(LASD POLICY #225 & 225AG)

Kelly recognizes that individual student’s attire is a choice of personal style and individual preference. However, we strongly encourage families to consider the health, safety, and educational programs of students when selecting appropriate clothing for school. Student clothing or attire:

- should not present any safety or health hazard to the child or others;
- should not interfere with school work or create a disruption in class;
- should be appropriate for weather conditions and/or season.

Since children do go outside for recess in winter, we strongly recommend children have gloves, warm coats and headwear. We cannot provide hats or gloves for your children due to hygiene reasons. If children wish to play in the snow, boots, and snow pants are also required.

While School Board Policy #225 does not specify the acceptable types of shoes at school, children should wear comfortable shoes that can be used on playground equipment and in gym classes. The shoes should have an ankle strap and no platform. Flip flops, slides, and clogs are strongly discouraged for safety reasons. Shoes need to be safe for wear on mulch, gravel, uneven field surfaces, and gym and playground equipment. Your child may not be permitted to play on the playground equipment without proper shoes. Sneakers are best if it is at all possible for your children to wear them. No shoes with inserted wheels are permitted.

## Drugs, Alcohol and Tobacco

(LASD POLICY #223 AND 223.AG; #227 & 227AG)

Full text copies of these policies are located in the policy manual located in the principal's office or on the district website ([www.lasd.us](http://www.lasd.us)).

The Board prohibits tobacco use and possession by students at any time in a school building and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district. The Board prohibits any student from being under the influence, using, possessing, distributing or selling any drug, drug look-alike, drug paraphernalia, or any ordinary item used to mimic any drug or drug paraphernalia, on school property, on school vehicles (including any buses contracted by the LASD), at school activities, or at any school-sponsored functions. Students in violation of these policies shall be subject to disciplinary action as outlined in **Policy #218**.

## Recess

Recess periods are provided as part of our regular school day. Fresh air and free exercise are essential for proper child development, physically, and educationally. It is assumed that all students will take part in these recesses. A pupil returning to school following an illness will be excused from recess for a period of up to three days provided a written explanation is provided. Any period longer than three days will require a doctor's excuse.

Since children do go outside for recess in winter, we strongly recommend children have gloves, warm coats, and headwear. We cannot provide hats or gloves for your children, for reasons of hygiene. ***If children wish to play in the snow, boots and snow pants are also required. Children will not be allowed outside during extreme weather conditions.***

## Playground Rules

1. Follow directions the first time they are given.
2. Go to and from the playground in a quiet, orderly, and prompt manner.
  - a. Always walk in halls, through doors, and on playground walkway.
  - b. When in line: remain quiet, face the front of the line, and keep hands and feet to yourself.
3. Use equipment and playground properly.
  - a. No running or tag games within mulched area or on the equipment.
  - b. Only go up on ladders.
  - c. Only down on slides.
  - d. Go around games in progress.
  - e. Keep off the fence.
  - f. Walk only on steps to field.
  - g. No climbing or sitting on the handrail of steps.
  - h. Field is for organized games or jogging.
4. Use positive words to address others and resolve conflict.
5. Keep hands, feet, and objects to yourself. Rough play, such as, tackling, grabbing, wrestling, kicking, hitting, or pushing another person will not be permitted.
6. Once outdoors remain outdoors.
  - a. Students need permission from adults to go inside if needed.
  - b. Play away from windows, doorways or walkways.
7. Dress for the weather.

- a. Boots must be worn to go in snow.
- b. Snow pants must be worn to slide down hills. (If not dressed properly students must remain on cleared areas.)
- c. Clogs should not be worn to school

#### **The consequences for breaking a rule are**

1. First offense – Warning/Re-teaching
2. Second offense - Time-out from recess.
3. Third offense – Written notice to classroom teacher, parent is notified and a consequence will follow such as
  - missing recess
  - restricted play to a specified area
  - others that may be determined by classroom teacher and recess staff.

If the behavior is severe, a student may be sent immediately to the principal.

### **Telephone Calls**

Due to the number of students in the school, **students cannot be called to the phone during the day**. Parents wishing to leave telephone messages for their son or daughter should telephone **(570) 522-3292** before 3:15 PM. Messages will be given to the student's teacher from the school office. The student's teacher will see that the student receives and understands the message. After 3:15 PM, telephone messages cannot be honored due to the dismissal procedure.

Students will not be allowed to make telephone calls from the school except in the case of an emergency.

### **Textbooks/School Equipment**

In teaching respect for property, we stress the need to care for and prolong the life of textbooks. School materials are the responsibility of each student. Books will be assigned according to a number that is recorded and maintained by the teacher. Lost or damaged textbooks will result in the student/family being billed for the book at the replacement cost. Damage to school equipment or property will also be billed at replacement cost.

Lost or damaged materials must be paid for. **Checks should be made payable to the Lewisburg Area School District**. Parents will be notified of lost or damaged materials, and report cards will be held until obligations are met.

### **Taping or Photographing Students for Educational Purposes or Public Relations**

We have the responsibility to control the educational environment, to ensure quality instructional time and protect the privacy rights of all persons. Events that can be taped or photographed include sporting events, plays, concerts, special school functions etc. Please check with the Principal and teacher for permission to tape or photograph other events. Students may be photographed during the school year for use in local newspapers, yearbooks, website, or social media site. With the exception of the yearbook, no identifying information will accompany the

photos. **If you do not want your child photographed or videotaped for any reason, please notify the school office in writing.** (LASD POLICY #911AG)

## **Web 2.0 Tools**

Web 2.0 tools are an important part of your child's education in the 21st Century. Teachers are utilizing a variety of websites to promote collaboration among students. During the school year, your child's teachers may be using tools such as wikis, blogs, social bookmarking sites, and other Web 2.0 websites. In order to be in compliance with COPPA (the Children's Online Privacy Protection Act) for students under the age of thirteen, information such as home addresses, phone numbers, or home emails will not be provided when students are creating accounts. Some sites may require a valid email address. In this case, students would use their school-assigned email addresses, which are heavily filtered and monitored. All of the sites used are ones that teachers have researched and enhance the teaching and learning process. If you wish for your child to not have access to these websites, please contact the school in writing. If you have any questions about the usage of Web 2.0 tools in the classroom, please contact the building principal.

## **Student Services**

The following services are available for students who qualify:

Reading/Math Support - Title I - Support provided to learners who will benefit from additional, intensive reading or math instruction. Specifically designed instruction provides students with appropriate instruction in areas they are experiencing difficulties. Students qualify for this service using the Terra Nova from the previous school year and other benchmark screenings.

Learning Support-Individualized educational support provided to learners eligible for special education with modifications or adaptations made in the curriculum as per the IEP.

Adaptive Physical Education- Adaptive physical education will be offered to students who are referred based on information from the physical education teachers, classroom teachers, and the learning and/or academic intervention teams.

Speech-Articulation or language composition support provided to eligible learners.

English Language Learners (ELL)-Program differentiation provided to learners whose primary language is one other than English. Students are screened for these needs as they complete a home language survey at the time of enrollment, as required by law.

Gifted Support-specially designed instruction and programming supports provided to learners who are eligible for gifted identification.

Academic Intervention Team – structured interventions provided for students with academic and/or behavior needs. Identification of students eligible for these programs are determined through the district's Child's Find Process.

## **Kelly Elementary Title I School Parent Involvement Plan**

In addition to the guidelines for parent involvement found in our Lewisburg School District Parent Relations Policy (LASD #918), the Kelly Elementary School works in partnership with our parents to carry out the guidelines of our Title I Reading/Math Program. We view the education of students as a cooperative effort among school, parents, and community. The Kelly Parent Involvement Plan provides for the participation of all Title I parents in our Reading/Math program and this plan is updated annually to meet the changing needs of parents and the school.

Parent involvement in Kelly Elementary is not limited to attendance at PSA meetings or volunteering in our school. We value parents' educational efforts in assisting with the education of their children both at home and at school. Kelly Elementary School involves parents annually in the planning, reviewing, and improving our Parent Involvement Plan.

The following information will be provided and discussed with the parents of participating children:

- Timely information about our Title I Reading/Math services, including program guidelines and requirements, and eligibility requirements, and parent rights for involvement
- School Performance Profiles
- Individual student assessment results
- A description and explanation of the state's academic standards and assessment anchors as well as the school's academic curriculum and the forms of assessment used to determine proficiency levels students are expected to meet
- Opportunities of regular meetings and workshops
- Suggested activities parents can do at home with their children to improve achievement
- Timely responses to concerns expressed by parents

We further ensure:

- All information regarding school and parent programs and meetings will be sent to parents of participating Title I children in an understandable format, language, and in timely manner.
- Through our Student – Parent Handbook we will continue to assure that all teachers working with our children are highly qualified.
- Parents can request to convene a Title I school meeting to formulate decision-making suggestions or ideas related to the education of their children.
- The School – Parent Compact will be distributed and signed by all parties. This compact outlines the responsibilities of school staff and parents for working to improve academic achievement within the Title I program. Copies of the signed compact will be kept on file in the Kelly Elementary School.
- Kelly Elementary School will provide parents with instructional strategies and training necessary to help improve their children's academic achievement when working with them at home. Parent workshops, conferences, and computer training within the district will be available to encourage parent involvement.



## **Guidance Counseling**

The guidance program is an important part of the Kelly School. The role of the guidance counselor includes:

- helping students develop an awareness of their own feelings
- helping students interact better with one another
- helping students find solutions to their problems
- helping students develop appropriate behavior patterns for dealing with relationships with teachers and peers in the school setting
- encourage students to become confident individuals
- helping parents be a part of their child's educational program
- assisting students in adjusting to transitions in their lives, including parental separation, divorce, and loss of family members
- providing supports and resources for parents
- screening of students for support programs

The guidance department helps students by being a part of grade level teams, being a part of the Instructional Support Team, screening students for various programs, meeting with parents/guardians, and working with students in in-class programs, group and individual settings.

As you believe that you need to share information concerning your child, contact the guidance department at Kelly.

## Health Services

First aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during the school day. The nurse by law may not diagnose, prescribe treatment or administer medication without a doctor's order. The nurse also assists in programs for health maintenance and the prevention and control of disease.

**Screenings:** Every student at Kelly Elementary will have height, weight, vision, and hearing screenings completed each year. In addition, all students will have their BMI (body, mass, index) calculated according to the Pennsylvania Department of Health regulations and will receive a letter with these results. If you have any questions concerning BMI, you may call the school nurse where your student attends school. For additional information you may also review the Centers for Disease Control website concerning BMI at <http://www.cdc.gov/nccdphp/dnpa/bmi/index.htm>. Maintaining a healthy weight is an important step toward promoting a healthy lifestyle. If a student's parent/guardian(s) oppose to these health screening, please notify the school nurse in writing. The student's parent(s) will be informed of any abnormal results of the vision and hearing screenings.

**Exams:** Students who are in kindergarten and those who enter from out of state need to have a **physical exam**. You may choose to have this completed by your family physician, or by our school physician. A copy must be kept in each student's health record.

Students who are in kindergarten and grade 3, and those who enter from out of state, need to have a **dental exam**. You may choose to have this completed by your family dentist, or by our school dentist. A copy must be kept in each student's school health record.

**Illness: Please keep your child home if he or she has an elevated temperature of 100 degrees or above, is vomiting, is having diarrhea in the last 12 to 24 hours or has a contagious health condition.** If your child has a contagious health condition, please call the school nurse to make her aware of your child's condition. When excluded by the school nurse for a possible contagious condition, a physicians' note is required for re-entry.

**Emergency Forms:** Please complete your child's emergency form at the beginning of the year and return it promptly. Contact the office with any address, phone number and work place changes. **Include three LOCAL emergency contacts on this form.**

**Health Update Forms:** Please complete your child's health update form at the beginning of the year and return it promptly. This information will be kept in the health suite and will be kept confidential. The information will be shared only with your permission on a need-to-know basis. Mark your choices of "as needed" medications (see below) on this form. This will permit the school nurses/personnel to treat your child with medication if symptoms arise during the school day.

### **Medications (LASD POLICY AND #210 AND #210AG):**

It is requested that parents make every effort to administer medications at home either before or after school to minimize classroom interruptions. Please talk to your physician about medication dosing schedules.

The school district will be stocking several over the counter medications in the health suites. They are listed on the health update form. These medications cannot be administered unless written permission is received on the health update form. These medications are not intended for continuous, frequent use and will be administered at the discretion of the school nurse or school personnel.

**All medication, prescription and over-the-counter, must be brought to school BY THE PARENT OR GUARDIAN in the original container.** Medication in plastic bags, envelopes, or other unlabeled containers will **NOT** be accepted. If your child needs to take medication other than those listed above, please complete a medication authorization form.

**All medication, prescription and over-the-counter,** needs the prescribing physician's complete order and signature. (This does not include medications stocked by the school district.)

Only a written request signed by the parent/guardian accompanied by a medication order from a licensed prescriber containing the following will be accepted:

- a. Date.
- b. Child's name.
- c. Diagnosis.
- d. Name of the medication.
- e. Route and dosage of the medication.
- f. Required administration time and frequency.
- g. Termination date for administration of the medication.
- h. Listing of all other medication being taken at present, both prescription and nonprescription.
- i. Any restrictions on school activities.
- j. Any particular condition or circumstances relating to this patient that should cause the school nurse not to administer the medication.
- k. Any particular side effects relating to this patient that the school nurse and any school personnel should make special effort to inquire about or observe.
- l. Physician's phone number.
- m. Physician's signature.

The initial dosage of the medication shall have been administered either at the student's home, the physician's office, or the hospital, except in the case of an emergency. In the case of an emergency, the initial dosage may be administered in school. Initial dosage refers to the first dosage administered from the prescription.

A fax copy will be accepted when faxed directly from the prescribing physician's office. Our fax number is 570-522-3296.

**Asthma Inhalers (LASD POLICY #210.2):**

Students may possess asthma inhalers and self-administer the prescribed medication used to treat asthma with proper authorization. Parent/guardian must contact the school nurse to obtain form and procedure required to obtain authorization.

**Clothing:** The Health Suite has a limited supply of clothing for use to replace soiled clothing until the child can get home. These loaned clothes must be laundered and returned to the school. Please contact the nurse if you are able to donate new or lightly used clothing, new underwear and new socks.

Please contact our school nurse about any health concerns. The health suite phone number is 570-522-3287. We also have available Children's Health Insurance Program or CHIP forms in the nurse's office if you need health insurance for your child.

## Miscellaneous Procedures and Information

### Alternative Bus Transportation

The school board has established special busing arrangements to alternative caretakers for children with working parents. Alternative-transportation forms, available at the Kelly School Office, must be completed and returned to the Director of Administrative Services at Central Office.

*If you are requesting that your child ride a different bus, or that he or she ride the same bus but get off at a different bus stop for one day, the office must have a note from the parent stating the following:*

- *child's name*
- *teacher's name*
- *date*
- *bus number child is to ride and the exact stop at which child is to get off*

Leaving a phone message does not guarantee that alternative transportation is in place.

### Bullying/Cyberbullying

#### **(LASD POLICY #249)**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Policy #249 is available for review online or in the school office.

### Custody

In situations where court determined custody is in effect, the school district should be given a copy of the custody order. This will enable the district to maintain its impartial and unbiased position in these matters and prevent possible disruption or embarrassment for the child. **If the school has not received official court orders concerning custody, then both parents have equal rights.**

### Distribution of Materials to Parents/Guardians by Students

Students regularly receive class newsletters and papers from the school, as well as assignments from their teachers. Community notifications and events are available on the district website.

## **Educational Trip (Not School Sponsored)**

(LASD Policy #204.1)

An “Educational Leave” form should be completed at least one week prior to the trip to have an educational trip considered a legal absence. **A student may not accumulate more than 5 (five) school days absence for an educational school trip in one school year.** No educational trip requests for absence during the first or last five days of each semester will be approved. No requests will be approved for a student with ten or more days of absence unless there is a documentation of extraordinary illness/injury. **Forms are available in the school office or may be completed online through the Kelly Elementary website under the *Quick Links*.** The Principal must approve the application at least five (5) days prior to the planned absence. **NO HOMEWORK** will be prepared in advance for educational trips unless arrangements can be made with the individual teacher. Additional guidelines regarding educational trips can be found on the back of the request form.

## **Electronic Devices**

(LASD Policy #237)

The Board prohibits unauthorized use of personal electronic devices by students during the school day. We discourage parents from sending electronic games, cell phones, or other devices to school. The school is not responsible for loss or damage to electronic devices brought to school.

## **Gifts Delivered To School**

**The delivery of gifts, such as balloons, flowers, presents, etc. to school is discouraged.** Because of the disruption of the classroom and possible problems transporting these items on a school bus, please refrain from sending gifts. If a gift is delivered to school, it will be held in the school office until dismissal and it will be the responsibility of the parent to transport the gift home.

## **Lost and Found**

It has been our experience that children have a tendency to misplace clothing and other important items. To avoid losing these objects permanently, we suggest that some mark of identification be placed on articles brought to school. A lost and found area is accessible to children to check in case an item has been misplaced. Parents may request to check the lost and found for lost items when visiting our school. Items left in the lost and found for an extended period of time will be donated to local charities throughout the school year.

## **Parent-Requested Early Dismissal**

When your child needs to be dismissed before the 3:30 dismissal, **send a note to the school stating the time you would like your child dismissed, the child’s full name, and the child’s teacher’s name. Parents should report to the office to complete a dismissal form, and the secretary will notify the teacher that you have arrived.** Your child will be dismissed from the class when you arrive. (See: “A Note To School” on last page of handbook) Leaving a phone message, or sending an e-mail does not guarantee that the early dismissal request has been received. Parents, who are in the building and wish to take their children home early, should report to the office in order to complete sign-out procedures.

## **Release of Students**

Children will be released to a parent or guardian who has custody of the child. **Notification to the office is required when someone other than a legal parent or guardian will pick up the student.**

## **Safe Schools Family Directory**

Each year, the Lewisburg Area School District Elementary PSA provides families with a safe schools directory. This directory information is gathered from our student information system and reflects information provided by parents on the school emergency form including student names, addresses, phone numbers, email addresses, parent names, and homerooms. **Parents may opt out** of having their child's information included by contacting the Kelly Elementary School office (570-522-3292) by **September 15th of each school year.**

## **School-Sponsored Field Trips**

Each grade level at Kelly Elementary School schedules field trips for students, some of which have expenses that students incur. School Board Policy #121 guidelines are followed for scheduling, approving, and supervising field trips.

## **Security**

The school is responsible for students on school property during instructional time, during school-sponsored activities, and while they are on buses and/or school-owned vehicles. Kelly Elementary School has developed guidelines to ensure the safety of the students at Kelly during the school day and in the event of an emergency. These guidelines pertain to entering the building and dealing with various crises. Fire, tornado, and intruder drills are held throughout the year. It is our goal to maintain a safe and friendly environment for the students. We appreciate your support in this endeavor.

### **Entering the Building**

1. Proceed to the main entrance to the building.
2. Ring the buzzer.
3. A staff member will ask your name as well as the reason for the visit.
4. You will then be buzzed in to the building.
5. You must sign in as well as wear a visitor sticker or badge.
6. Show your photo ID to the office personnel upon arriving in the building, or show your photo ID if you are picking up a student.
7. Admission to the building may be denied if there is a security concern.
8. When leaving, sign out and return your visitor sticker or badge.

### **Visitors to the Building**

All visitors are expected to remain in the area of the building for which they have signed-in. Please refrain from visiting other areas of the building, including classrooms, without prior permission from the office and classroom teacher. These limitations are important to limit classroom disruptions and to maintain building security.

### **Use of Video Cameras for Disciplinary Purposes**

Kelly Elementary School utilizes cameras at certain areas of the building for security purposes. Rohrer Bus Service also has video cameras with audio capabilities placed on school buses. The actions recorded by these devices may be used in a disciplinary procedure.

### **Crisis Plan for Kelly Elementary School**

The Kelly Emergency Plan is coordinated with the District Plan and other building plans. In the event of an emergency at Kelly, the **Crisis Team** (consisting of the **Principal (or designee)**, **District Safety Coordinator (or designee)**, and **Central Office Coordinator**) will determine the procedures to be followed. The Crisis Team will contact appropriate outside agencies according to the district plan. The Kelly plan will be reviewed and changed as needed by the Safety Team. The plan consists of the following actions:

1. identify immediate problem
2. dismissal of students, staff and others to evacuation site or by regular dismissal
3. or retention of those in building until safe conditions resume

During a time of crisis it is always very difficult for everyone. We realize that as parents you would be very concerned for your child. We are also concerned for your child. Please be assured that our plan is designed to provide safety for all students and staff at Kelly.

**If a crisis occurs at Kelly that would affect the entire school, parents should NOT come to the school to pick up their children. All students will be bused home at an appropriate time.** If students need to be evacuated to another site, ALL students will be bused home either from that site or they will be taken to the Middle School and bused home from there. If a crisis occurs that causes us to retain the students in the building until it is safe for dismissal, ALL students will be bused home when conditions are safe. PLEASE HAVE YOUR CHILD LEARN HIS BUS NUMBER AND REVIEW IT WITH YOUR CHILD FROM TIME TO TIME even if your child never rides the bus. The school district asks that ALL PARENTS follow the above guidelines in order to avoid confusion and to provide the safest procedure for all.

### **Snow Days**

On **snow days** it is best to have your child ride the bus. The bus is a very safe vehicle and the bus drivers are trained drivers. There is confusion that causes potential dangers when parents transport their children to and from school on these days. *If you must pick-up your child on snow days, please do not come for your child until dismissal. We will follow the procedure indicated as though the dismissal were at regular time, unless you call the school to indicate otherwise. If you sent a note to indicate your child would be picked up, he or she will be sent to the pickup area; if the child is scheduled to ride the bus, he or she will be sent to ride the bus home.*

In the event that it becomes necessary to close school early, delay the opening of school, or cancel classes for any reason, the following radio and TV stations will be notified:

Danville	WPGM	96.7 on FM dial
Lewisburg	WGRC	91.3 on FM dial
Mifflinburg	WWBE	98.3 on FM dial
Mifflinburg	WLGL	92.3 on FM dial
Milton	WMLP	1380 on AM dial
Selinsgrove	WYGL	1240 on AM dial
Sunbury	WQKX	94 on FM dial
Williamsport	WILQ	107.9 on FM dial
Williamsport	KISS	102.7 on FM dial
WB/Scranton	WYOU	Channel 22
WB/Scranton	WNEP	Channel 16
WB/Scranton	WBRE	Channel 28

Please listen to your radio or check the district website ([www.lasd.us](http://www.lasd.us)) in the morning so that you will be aware of any changes in school routine. You may also sign-up for email, text, or phone notifications at [www.SchoolMessenger.com/tm](http://www.SchoolMessenger.com/tm). We request that you **DO NOT CALL THE SCHOOL**. Telephone lines must remain open for emergency calls. You are urged to make prior arrangements so that your child will know what to do and where to go in case of an early dismissal. The written prior arrangements may be sent to the office for our records in the event of an early dismissal.

## **Student Expression**

(LASD POLICY #220)

Procedures for student distribution of items and materials to other students and student's rights regarding expression are contained in Policy #220, available for review online or in the school office.

## **Student Record Policy**

(LASD POLICIES #216 AND 216 AG)

As required by the Family Educational Rights and Privacy Act of 1974, the Lewisburg Area School District has a written policy regarding the control of data in student records. This policy may be viewed on-line at <http://www.lasd.us/> under "School Board" and then under "District Policies" or may be viewed at the offices of the superintendent or the elementary, middle or high school principals. Parents may request to review the records by scheduling an appointment through the guidance counselors. Parents have the right to inspect, review, request copies of records, and request correction of their child's school records.

## **Visits to Kelly by Other Children**

Visits are not encouraged. However, there are times that children are visiting Lewisburg from other areas. The Kelly students and the child may benefit from a visit. To have a child visit Kelly School, a written request needs to be submitted to the principal five days prior to the requested visit. The following information must accompany the request:

1. Visiting child's name
2. Age of the visiting child
3. Reason for the visit
4. An emergency contact name and number

The principal will approve the request if it meets with the regular-classroom and special-area teachers' plans for the day. The visit may not cause a disruption in learning for the Kelly Students.

## **Volunteers**

There are many opportunities to volunteer at Kelly including Kid Writing, chaperoning field trips, book fairs, and many other PSA activities. A volunteer is any individual that has direct contact with children and has the possibility of care, supervision, guidance, or control of children or routine. A visitor is any individual that has limited contact with children and is always under direct supervision of a staff member.



**All volunteers are required to have the appropriate clearances on file with the district office.** Please refer to the volunteer handbook for complete details (available at the Kelly office or at [www.lasd.us](http://www.lasd.us))

The Elementary PSA realizes that paying for volunteer clearances may be a financial hardship for some. The cost of these clearances will be reimbursed by the PSA if your family qualifies for a free or reduced lunch under the National School Lunch Program and, within one school year, you volunteer for a minimum of five hours or at three events that require clearances.

To apply for reimbursement, please send the following to your building principal:

- Copies of the receipts from your clearances (PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI Criminal Background Check)
- A completed PSA reimbursement form, including the record of your volunteer hours

Documentation for reimbursement can be sent throughout the school year, but should be sent in no later than the last Friday in May. Upon approval, a check will be mailed to your residence. All information regarding your request will be kept confidential. If you have difficulty meeting these reimbursement requirements, please contact the building principal.

Classroom volunteers work under the discretion of teachers. They may also offer special skills, as needed, to enrich the classroom or school program. The utilization of the volunteer program by teachers is vital for improving the quality of education both in our schools and in our community.

The school volunteers provide the following kinds of services:

1. General help to relieve the classroom teacher or other school personnel of non-professional chores.
2. Provide special help to an individual child or to a small group of children.
3. Enrich the school curriculum in areas requiring special talents, skills or abilities.
4. Provide resource speakers for classrooms.

**Volunteers MUST report to the office upon entering the building.**

**Volunteers must wear a visitor badge.**

## **Communicating with School**

### **Communication with Teachers**

Parents are encouraged to contact teachers with concerns or questions. We cannot address your concerns if we are not aware of them. The procedure is to send a note with the student requesting an appointment or to call the school office to arrange an appointment. *Teachers cannot be disturbed while they are supervising children or instructing a class.* Report to the office upon entering the building. A secretary will contact the teacher to see if he/she is ready for the conference. Although you may not receive an immediate response, you are also welcome to e-mail the teacher. Instructions are in the quick reference list at the front of this handbook. **Please DO NOT E-MAIL regarding attendance or transportation. Please send a note, or call the office.**

If you have a concern regarding your child’s teacher, our district’s policy encourages you to first contact the teacher and work to resolve the matter. If the concern continues or you are unwilling to address the matter directly with the teacher, you may contact the building principal (Board Policy #906).

### **Important Telephone Numbers**

Kelly Elementary School .....(570) 522-3292  
Kelly Attendance Line .....(570) 522-3335  
Rohrer Bus Service .....(570) 524-5800

### **Student Complaints**

(LASD POLICY #219)

Students have the right to make a complaint known to a staff member, who will attempt to resolve the issue. A chain of authority is outlined in policy #219.

### **Other Information**

#### **Kelly Elementary School PSA**

The Lewisburg Elementary Parent School Association (PSA) is a volunteer organization serving all elementary students in kindergarten through fifth grade. The goal of the PSA is to provide support to the students and the schools. Our success depends on parent volunteers willing to become involved by sharing time, talents and energy with the students and staff. The efforts of the PSA are seen in informative Arts & Enrichment student programs, book fairs, room parent classroom support and educational grants that support teacher efforts, just to name a few.

As a parent of a Kelly Elementary student, you are a member of the Parent School Association. Please take advantage of the many opportunities provided throughout year to be a part of your children’s education. Getting involved is very rewarding. The PSA looks forward to working with you to make this a great school year. For more information about the PSA, please visit the district website at [www.lasd.us](http://www.lasd.us).

#### **School-Age Child Care (SACC)**

The Lewisburg Area School District has a School-Age Child Care (SACC) program available for all families with children enrolled in the district. The program operates starting at 6:30 AM until the beginning of the school day and from the end of the school day until 6:30 PM. SACC continues to operate when school is delayed or closed due to inclement weather. For more information, please visit the SACC website at: <http://www.lasd.us/page/2615>

**Parents are responsible for communicating any changes to their child’s dismissal plans directly to the main office (570-522-3292).**

## Legal Notifications:

### **FERPA Notification**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Lewisburg Area School District receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Kelly Elementary School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Kelly Elementary School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### **Personally Identifiable Information (PII)**

FERPA permits the disclosure of Personally Identifiable Information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system

and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

The school considers name and address of enrolled students or their parents to be directory information. The school will release directory information to school associated organizations that are recognized by the school district, such as PSA to support the school and student activities. Kelly Elementary School directory information *is* included in the PSA Safe Schools Directory. Parents or students have the right to submit notification in writing to the school within 15 days from the receipt of this handbook that he or she does not want any or all of the directory information to be published in the PSA Safe Schools Directory.

### **Federal Programs Notification**

The Lewisburg Area School District offers various learning support programs through the use of funds from the U.S. Department of Education. These funds are used to operate our Title 1 Remedial Reading and Math Programs in grades K-3. The Remedial Reading and Math Programs are designed to improve reading and math skills and to help students to achieve at proficient levels in the regular classroom. Federal dollars are also used for many professional development activities for our teaching staff. To learn more about Federal Programs and how they may be of assistance to students who reside in the Lewisburg Area School District, please contact Cathy Moser, Assistant Superintendent at (570) 522-3255.

### **No Child Left Behind Act Parental Notifications**

**Curriculum Review** – Parent/guardian notification of right to inspect instructional materials, excluding tests in accordance with School Board Policy #105.1 – required annually at the beginning of the school year.

**Invasive physical examinations & screenings** – Parent/guardian right to opt-out. Required annually (prior to administration) at the beginning of the school year.

**Surveys** – Parent/guardian right to inspect surveys administered by school and right to opt-out. Prior written consent for 8 restricted topics. Required annually at beginning of the school year.

**Assessment instruments and data** – Parent/guardians right to review assessment instruments and data (except personally identifiable info) required annually at beginning of school year.

**Students attending Title 1 schools** – Parents/guardians have right to request qualifications of teachers or paraprofessionals performing instructional duties for student. Required annually at beginning of school year.

**Violence and Drug Prevention efforts, programs, and activities** – Schools must make a reasonable effort to notify parent/guardians of programs and activities and their right to opt-out.

### **Pesticide Application Notification Registry**

(LASD POLICY #716)

The Lewisburg Area School District used an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. We focus on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary, and will not be routinely applied. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school’s Pesticide Notification Registry. If you would like to be placed on this registry, please notify each school that you have a child attending, by writing a note requesting placement on the Pesticide Notification Registry, that includes your name, child’s name, address, and telephone number where you can be reached. Each school year a new notification registry will be prepared. You will be required to notify the school each year if you wish to be included on the registry.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any parent or guardian who has requested to be placed on the registry. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids.

### **Lewisburg Area School District Annual Notice of Gifted Support Services**

The Lewisburg Area School District is committed to providing Gifted Support services to those students who are eligible and in need of these services.

Each school district shall conduct awareness activities to inform the public of gifted educational services and programs and the manner by which to request these services and programs. These awareness activities shall be designed to reach parents of students enrolled in the public schools and the parents of school age children not enrolled in the public schools.

The Lewisburg Area School District provides programming for students who are identified as Mentally Gifted. This term includes a person who has an IQ of 130 or higher or when multiple criteria as set forth in Chapter 16 regulations and in Department Guidelines indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by testing, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include an assessment by a certified school psychologist.

#### Identification (Child Find) Activities:

Building level teams meet regularly at the elementary, intermediate, middle school, and high school levels to monitor student progress, to develop intervention strategies, and to identify students who may need gifted services. The teams consider a variety of academic, behavioral, speech/language, and motor development information. Teachers within the district are trained in referral procedures. Guidance counselors, working in collaboration with their district colleagues at all levels, are also important front line personnel in child find procedures.

The Lewisburg Area School District has an assessment plan which specifies the type of evaluations that are administered at various grade levels. The analysis of assessment results is an important child find strategy, and students may be referred to the school guidance counselor and/or school psychologist for additional assessment.

#### Initiating an Evaluation:

Parents who have questions about their child's academic or developmental growth and believe that their child may be Mentally Gifted should contact the appropriate building principal, school guidance counselor, or the Gifted Coordinator to request screening and/or evaluation. A parental request for a gifted evaluation should be made in writing.

#### Confidentiality of Student Records:

If a screening procedure finds evidence of giftedness and a gifted evaluation is recommended, the district must issue a Permission to Evaluate form to parents or guardians. Written consent is required prior to conducting the evaluation. An evaluation report is prepared after the assessments are completed. The written record of the results is called an educational record and is maintained by the District. The record contains information that personally identifies a child's name, name of parents or other family members, address, and other traceable information. The school district protects the confidentiality of personally identifiable information according to the district's Student Records policy and FERPA (Federal Educational Rights and Privacy Act).

Further information about gifted education is available from building principals or Gifted Coordinator at 570-522-3277.

## **Lewisburg Area School District Annual Notice of Special Education Services and Programs**

Lewisburg Area School District is committed to providing a free appropriate public education (FAPE) to students with disabilities. The District must annually provide notice to the public about special education services and procedures to identify, locate, and evaluate all students who may be eligible for and in need of special education.

In addition to public school students residing within the district, the Lewisburg Area School District considers all children with disabilities attending private school as well as children who are homeless, wards of the state, and those who are highly mobile such as migrant children.

### Identification (Child Find) Activities:

Building level teams meet regularly at the elementary, intermediate, middle school, and high school levels to monitor concerns about student progress, to develop intervention strategies, and to identify students who may need multidisciplinary evaluations. The teams consider a variety of academic, behavioral, speech language, and motor development information. Teachers within the district are trained in referral procedures. Guidance counselors, working in collaboration with their district colleagues at all levels are also important front line personnel in child find procedures.

Lewisburg Area School District has an assessment plan which specifies the type of evaluations that are administered at various grade levels. The analysis of assessment results is an important child find strategy, and students may be referred to the school psychologist for additional achievement screenings.

### Potential Signs of Developmental Delays and Other Risk Factors for Disabilities

The Individuals with Disabilities Improvement Act (IDEIA) lists 13 disabilities categories. The following contains excerpts from the definitions.

1. **Autism** means a developmental disability significantly affecting verbal and nonverbal communication and social interaction usually evident before the age of three.
2. **Deaf-blindness** means concomitant hearing and visual impairments.
3. **Deafness** means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing with or without amplification.
4. **Emotional disturbance** is a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance 1). Inability to learn that cannot be explained by intellectual, sensory, or health factors 2). An inability to build or maintain satisfactory interpersonal relationships with peers and teachers 3). Inappropriate types of behavior or feelings under normal circumstances 4). A general pervasive mood of unhappiness or depression 5). A tendency to develop physical symptoms or fears associated with personal or school problems.
5. **Hearing Impairment** means an impairment in hearing whether permanent or fluctuating that adversely affects a child's educational performance but that is not included in the definition of deafness.



6. **Mental Retardation** means a significantly sub-average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period.
7. **Multiple Disabilities** means concomitant impairments the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments.
8. **Orthopedic Impairment** means a severe orthopedic impairment that adversely affects a child's educational performance.
9. **Other Health Impairment** means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli that results in limited alertness with respect to the educational environment that 1) is due to chronic or acute health problems 2) adversely affects a child's educational performance.
10. **Specific Learning Disability** is a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoke or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations.
11. **Speech Language Impairment** means a communication disorder, such as stuttering, impaired articulation, language impairment, or a voice impairment that adversely affects a child's educational performance.
12. **Traumatic Brain Injury** means an acquired injury to the brain caused by external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance.
13. **Visual Impairment including blindness** means an impairment in vision that even with correction adversely affects a child's educational performance.

#### Initiating an Evaluation

Parents who have concerns about their child's academic or developmental growth and believe that their child may have symptoms or characteristics similar to those noted above should contact the appropriate building principal, school guidance counselor, or the Special Education Office to request screening and/or evaluation. A parental request for a multidisciplinary evaluation should be made in writing. A form is available from the building principals or through the Special Education Office.

#### Further information

For more in-depth information regarding special education services please see the district's website: [www.lasd.us](http://www.lasd.us) or notice as posted in the office at each school building. Parents can also obtain more information by calling the building principal or the Special Education Office at 570-522-3277.

### **Other Policy Notifications and Information**

The LASD has policies that address the education of homeless students (policy #251) as well as students in foster care (policy 255).

We encourage our families to review any district policy through our district website at: <http://www.boarddocs.com/pa/lewi/Board.nsf/Public>