



**LINNTOWN ELEMENTARY SCHOOL
STUDENT / PARENT
HANDBOOK
2018-2019 SCHOOL YEAR**

Phone: (570) 522-3256
Fax: (570) 522-3330
<http://www.lasd.us>

1951 Washington Avenue
Lewisburg, PA 17837

Attendance Line: 522-3334

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.

This Linntown Handbook belongs to:

Name _____

Address _____

City _____ State _____ Zip _____

Homeroom _____ Teacher _____

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 Cathy Moser, Assistant Superintendent of Schools, P.O. Box 351, Lewisburg PA 17837, (570) 522-3255, FAX (570) 524-9313.

(LASD SCHOOL CALENDAR)

"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 ليويسبرغ تزود جميع الطلاب المؤهلين ببرنامج

(اللغة الإنجليزية كالتة ثانية)

إذا احتجت إلى معلومات مترجمة إلى لغتك الأم، الرجاء مراجعة

(جوي راجر) في المكتب الرئيسي للمدرسة في منطقة ليويسبرغ على

هاتف رقم (523-3220)

Школьный район Льюисбурга обеспечивет 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)

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WELCOME TO THE LINNTOWN ELEMENTARY SCHOOL



LETTER FROM THE PRINCIPAL

Dear Linntown Families:

I would like to take this opportunity to welcome you to Linntown Elementary School. All of us here at Linntown are committed to making your child's educational experience positive and successful. Our school community is comprised of dedicated and caring staff, phenomenal students, and a supportive group of parents. Your active support and cooperation, combined with our best professional efforts will enhance the programs that we have for our students.

Our handbook has been prepared to help you become familiar with Linntown's routines and procedures. These rules and regulations allow us to learn, work, and play together in a safe and orderly environment. Please take a few moments to read through the material, as it will answer many of the questions that you may have about what to expect at Linntown. We trust that you will keep this book handy and refer to it during the school year. Our partnership in providing an outstanding educational experience for all of our students can only grow stronger with close communication between the school and the home.

I am very excited about the year ahead of us and I am looking forward to working with you and your child. My door is always open, but I do ask that you first address any concerns with your child's teacher. Best wishes to you and your child for an exciting, enriching, and productive school year.

Sincerely,

Mr. Jeremiah Bennett
Linntown 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 Lewisburg High School. LASD policies that contain the rules, regulations, and guidelines can be found on the web at www.lasd.us. The school reserves the right to make changes or exception to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.

LINNTOWN SCHOOL RULES

Principles Guiding Linntown School Rules

The Linntown 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, Thrifty Threads vouchers, awards assembly, and other special privileges.

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**

Additional Behavior Guidelines

- Report to school on time.
- Always follow the school-wide rules.
- Leave all toys and trading cards at home, unless otherwise instructed by a teacher for a special purpose.
- Maintain self control at all times.
- Make arrangements with parents in advance for after-school activities.
- Plan ahead for home visits with other children.
- Be responsible for books, workbooks, student agendas, musical instruments.
- Take school notices home immediately.
- Set aside a consistently scheduled block of time for home study.
- Refrain from chewing gum in the building.

Re-teaching and Behavioral Intervention

1. **Re-teaching** – Students will also be participating in re-teaching sessions regularly to assist them in demonstrating their understanding of school and classroom rules and procedures. These re-teaching sessions will occur in a variety of different ways. A teacher may request re-teaching immediately when a difficulty arises. Students may be asked to attend a re-teaching session in the morning, at lunch, at recess, or after school. The decision to retrain the student immediately or at a delayed re-teaching session is left to the discretion of the intervening teacher. After utilizing problem-solving papers, notices of concern, or other interventions, it is possible that after school re-teaching sessions will be scheduled. The school works with the student and their family to plan and schedule these re-teachings.
2. **Behavioral Intervention** – Behavioral interventions used with a student will be documented and logged in our Linntown discipline records. Inappropriate behaviors will be addressed with a re-teaching opportunities and, if necessary, consequences. The consequence will be directly related to the behavior and it will provide an additional learning opportunity for the student. While the approach to discipline at Linntown is progressive, the level system is not a hierarchy, and entrance is permitted at any level, depending upon the behavior and severity. It is important to note that disciplinary actions that fall under LASD school policies carry specific disciplinary sanctions.

The specific intervention or interventions will be determined by the classroom teacher and/or the principal and decisions will be made 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 supersede this document. Copies of all LASD policies are available in the school office or on the school website (www.lasd.us)

School Safety Policy Notification

The LASD and Linntown 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
#716 – Integrated Pest Management	#220- Student Expression
#815 – Acceptable Use of Computer Networks	

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

#218.1 Weapons Policy

The Board recognizes the importance of a safe school environment. Possession of weapons, weapon look-a-likes, and/or replicas of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law. Weapon the term shall include but not be limited to any knife, cutting instrument, cutting tool; nunchaku, stick, brass or metal knuckles; firearm including handgun, shotgun, rifle, bb or pellet gun; chemical agent; explosive device; and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Weapon Look-a-likes: Any instrument or implement designed to look like a weapon.

Replicas of Weapons: A reproduction or copy of a weapon and as such is a weapon.

Possession: Ownership, control, or the ability to exercised control over an item, e.g. an item is stored on the persons of the student, in the student's personal possessions, in a backpack, a vehicle, or in the student's locker. This policy shall not apply to a tool, implement or instrument when such tool, implement or instrument is being used as part of a school-approved program by an individual who is participating in the program nor to a weapon in the possession of or under the control of law enforcement and/or armed services personnel.

The Board prohibits possession of weapons, weapon look-alikes and/or replicas of weapons in any school district building; on school property, at any school-sponsored activity, event, or function regardless of location; in any public conveyance providing transportation to or from school or a school-sponsored activity, event, or function; or while the student is coming to or from school.

The Board shall expel for a period of not less than one (1) year any student who knowingly violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend discipline short of expulsion on a case-by-case basis. In the case of an exceptional student, the district shall take all necessary steps to comply with the Individuals With Disabilities Act.

Working Together

You can help your child and support the school by encouraging good health habits and sufficient rest; by building a positive attitude toward school and the teacher; by providing learning materials and experiences; and by creating an interest in reading a variety of literature. If you have any criticism of the school or the teacher, please do not discuss it in the presence of your child(ren). Come to the school to discuss the situation with the teacher or contact the teacher directly. By maintaining open lines of communication we can develop a greater understanding and appreciation for any given situation. By working together cooperatively, we can resolve any situation that may occur.

Olweus Bullying Prevention Program

Linntown uses the Olweus Bullying Prevention Program, a comprehensive, school-wide, researched 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 and all Linntown staff 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.

Linntown students participate in biweekly class meetings throughout the school year. These class meetings help students to understand the anti-bullying rules and how those rules play out in their daily school lives. Discussions, role-plays, and self-reflection are some of the possible activities included in classroom meetings. Through these meetings, students learn how to identify bullying behaviors what to do if they are bullied or see someone else being bullied. The classroom meetings also help to build a sense of community within the classroom.

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>

Playground Rules

The following rules are an overview of what is expected on the playground. In addition, weather situations and/or overall group conduct may also warrant additions and/or changes in the following guidelines. When this occurs, students will be informed by their classroom teachers regarding behavioral expectations, and training will occur.

- 1. Follow all school rules.**
- 2. Stay within designated boundary areas.**
 - a. Stay outside until recess ends. You may not return to the building during recess.**
 - b. Ask permission to retrieve equipment that is out of designated boundary areas.**
 - c. Soccer games, football games, kickball games need to be organized and under control. Most games should be played on the grass field.**
- 3. Use all equipment appropriately.**
 - Swings**
 - a. One person sitting down**
 - b. Swing only forward and backward, pushing yourself**
 - c. Share the swing after counting 50 full swings**
 - Slides**
 - a. Sit down facing front**
 - b. Go down the slides only**
 - c. Sliding board must be clear before you slide**

The tops of all equipment are off-limits.
- 4. When the signal is given to end the recess, line up quickly and quietly. All balls should be returned to the ball cart.**

All students must go out for recess unless re-teaching is occurring, a teacher is working with the student, students are completing missed assignments, or an excuse has been received. When weather necessitates, recess will be held indoors.

Linntown students do go out during the winter months. Students need to come to school with appropriate outside attire including jackets, hats, and gloves. As a general rule, shorts are acceptable during the 1st and 4th marking periods, but should not be worn during the 2nd and 3rd marking periods during cold weather. This announcement will be made by the building principal each year according to his/her discretion based on weather conditions. Students must also have appropriate clothing in order to be granted permission to play in the snow during recess. Snow boots and pants along with a coat are considered appropriate clothing.

Consequences

- * Reteaching (immediate and on-site)
- * Problem-solving paper
- * Loss of subsequent recess privileges
- * Time-out at the wall
- * Problem-solving paper and conference with principal

RIDING A SCHOOL BUS

(LASD Policy #810AG)

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 buses. 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.

If a student will be riding a bus other than his/her assigned to a child-care provider, an alternate transportation form must be completed and approved by the Business Office. Forms come home with students on the first day of school and are also available in the Linntown office.

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

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**
- **No food 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 includes, but is not limited to:

- Warnings and/or reteaching
- Loss of bus riding privileges for one-three days
- Loss of bus riding privileges for one week
- Loss of bus riding privileges for the remainder of the year.

BEGINNING/ENDING OF SCHOOL DAY

Doors Open for Students: 8:15 am

First Bell to Dismiss to Homeroom: 8:35 am

Second Bell: 8:45 am (Students arriving after 8:45 are marked as tardy.)

Parent Pick-Up/Walker Dismissal: 3:25 pm

Bus Dismissal: 3:30 pm

Students riding buses will exit from the north side of the building in front of the school. Walkers and students being picked up by parents will exit through the west door. Parents picking up their child must follow the traffic pattern as directed by the crossing guards. Parents must remain in their vehicles when picking up their children. Parking in the parking lot and walking over to get your child creates a safety hazard. **Picking up students at 19th and Adams Avenue or in the parking lot across from the school is prohibited.**

Building Security:

EMERGENCY SCHOOL CLOSINGS

If the decision is made to close school due to inclement weather, local television and radio stations will broadcast this information. All delays, cancellations, and early dismissals will be announced over the following TV and radio stations:

TV: WNEP-Channel 16, WYOU-Channel 22, WBRE-Channel 28 **RADIO:** WHLM-106.5FM, WPGM 1570 AM, WTGC 1010 AM, WTGC 1010 AM, WGRC 91.3 FM, WMLP 1380 AM, WYGL 1240 AM, WKOK 1070AM, WQKX 94.1FM, WILQ 105 FM, KISS 102. The district website has the closing/delay information available. (www.lasd.us)

The district is currently using the School Messenger system to keep our district families up to date on important announcements such as school closings and information about school events. All students enrolled in the district will receive the phone calls for school closing and other emergency announcements unless they specifically send a request to the district to have their phone numbers barred from use by the system. They will also receive emails to the parent(s) email accounts if that information has been provided on the emergency contact forms. (see next page for instructions)

School Messenger Text Messaging

You may register for SMS text messaging as part of our school emergency broadcasting system. The service is provided by SchoolMessenger. Information about this service can be found at www.SchoolMessenger.com/txtmsg. The district will only use the service to provide information that is timely and relevant.

In order to participate two steps must be taken:

1) For this service you must indicate your willingness to receive text messages to your phone. The process is simple and only takes a few seconds to complete. Simply text any one of the following words to the number 68453: subscribe, optin, yes. You will know you were successful if you receive the following reply message: "You're now registered with the SchoolMessenger notification service. Reply STOP to cancel, HELP for help. Msg&data rates may apply .3msgs/mo. [schoolmessenger.com/tm&rdquo](http://schoolmessenger.com/tm”);

You may repeat the opt-in process for a second wireless number.

2) In addition to performing the opt-in process above you'll want to insure that the district has your 2 wireless number(s) in our student information database. If you haven't already provided that information to your school, please contact them as soon as possible.

3) To unsubscribe a phone number text the word STOP to the number 68453. If you wish to unsubscribe on their website, go to the following page. www.schoolmessenger/txtmsg The instructions to unsubscribe are at the bottom of the page.

Please remember that all text messaging charges will apply when you sign up for this service. You may want to check with your cell phone service provider before registering to receive text messages. The district will not be responsible for text messaging fees.

SCHOOL VISITATION

Visitors are welcome at our school and we encourage parents to visit our schools. We do ask that you make arrangements ahead of time with the classroom teacher or principal. Upon arrival we ask that you sign in at the main office where you may be asked to provide identification credentials. Visitors should wear the nametags given to them and refrain from going to other locations in the building other than what they put at the time of sign-in. At the end of the visit, visitors should sign-out in the main office.

In the event that visitations of non-enrolled students are requested, arrangements must be made in advance and are limited to one day. The building principal and/or classroom teacher will make the final determination about student visitors in the classroom.

VOLUNTEERS (Policy 916)

Linntown Elementary School supports and encourages the participation of parents/guardians and community residents enhance the educational, co-curricular and extracurricular programs of the district. Please use the following link to refer to our district policies concerning the necessary steps for volunteering in our district. <http://www.boarddocs.com/pa/lewi/Board.nsf/Public>

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. Copies will be made free of charge by the school upon the presentation of the custody order in the office of the building principal.

CHANGE OF ADDRESS

It is important that all changes in address, name, or telephone numbers be reported to our office. Accurate records are necessary to be able to notify parents in case of an emergency.

MOVING FROM THE DISTRICT

All transfers of students are made through the office. Anyone moving from the District should notify the office as soon as possible to insure that all necessary paperwork can be completed to make the child's transfer as smooth as possible.

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. It is located at the end of the school lobby near the cafeteria. Parents and students are encouraged to claim their items. All items not claimed by the end of June will be donated to our "Thrifty Threads" incentive program or to charity.

ATTENDANCE/TARDINESS/TRUANCY

LASD Policy 204-compulsory attendance

Regular attendance is vital to the growth and development of our learners. Attendance is checked daily and records are maintained. Parents may be required to provide a doctor's excuse after the 8th day of cumulative absence for sickness to be considered as excused. Listed below are excused absences:

- *Illness
- *Death in the immediate family
- *Release for religious holidays
- *Medical appointments
- *Other "urgent" reasons if approved by the principal
- *Required court attendance
- *Approved family educational trips
- *Approved school/class touring trips
- *Quarantine

Any absence that is for reasons other than those listed above, or if the parent fails to notify of school of the reason for absence within three days, the absence will be determined to be illegal. After 3 illegal absences, parents will be notified to schedule a School Attendance Improvement Conference. Legal action will be required if any student accumulates more than 6 illegal absences.

If your child is tardy, please send a note of explanation and have your child sign in at the office.

A student arriving at school less than 2 hours late will be considered tardy. A student who reports to school more than 2 hours late will be considered absent for a half day.

Six unexcused tardies will convert to one illegal absence. At this time, the attendance committee will review the student's attendance records. Parents will be contacted either by telephone or in writing regarding the pattern of tardiness.

Habitually Truant: When a student has been absent for six (6) days during the current school year without lawful excuse.

When a student under fifteen (15) years of age is habitually truant, district staff:

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local Children & Youth agency.
2. May file a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the student.

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency of file a citation with the appropriate judge, district staff shall provide verification that the school held a School Attendance Improvement Conference.

REPORTING STUDENT ABSENCE

The Lewisburg Area School District uses a Telephone Call-In system for reporting all student absences. This system is designed to provide better communication between home and school.

Please call **570-522-3334** prior to the beginning of the school day and report the absence and the reason for the absence. To speed up data collection and to help verify the authenticity of the call-in, please provide the following information: "Attendance Call" - Identify yourself. Give your child's name, homeroom number and teacher's name. Give the reason for absence and expected return. Please indicate your desire for homework and arrangements for securing it. **Homework may be picked up in the office between 2:45 and 3:45 PM. Homework will not be prepared unless requested.**

If you are taking your child out of school, please stop in the office and sign the attendance clipboard. The office staff will have your child meet you in the office.

EDUCATIONAL TRIPS

LASD Educational Trips 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 absence unless there is a documentation of extraordinary illness/injury. Forms are available in the school office. 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.

The Linntown Educational Trip form is now available online under the Quick Links section on the school website.

BREAKFAST/LUNCH PROGRAM

Linntown has an excellent breakfast and lunch program. The District provides hot balanced meals, including milk, and served at a minimal fee. Extra milk, and a la carte items may be purchased for an additional fee. A price list for these items is available through the cafeteria. Breakfast is available beginning at 8:15 each school day. Breakfast is not served on days when school is delayed. **Students may enjoy breakfast until 8:45 but may not be tardy as a result of breakfast.**

Breakfast and Lunch Prices:

Breakfast: \$1.30; Reduced \$.30

Lunch: \$2.50; Reduced- .40

Milk: \$.50

We use the Etrition system in the cafeteria. Parents may log on to www.EZSchoolPay.com in order to check their child's account balance or add money to the account. This is a debit account, whereby money can be deposited and the student can purchase food items using their personal pin number. **If parents choose not to use the online option, checks are preferred for deposit and should be made out to LASD Food Service. Please include your child's lunch account number in the memo line of the check.**

FREE AND REDUCED LUNCHESES

Parents of students eligible for free or reduced lunches **must fill out an online** application form. This form can be found on our district webpage at www.lasd.us. From the main page click on the district services tab followed by the food service tab. Near the bottom of the page is the link to complete the form online. If you lack an internet connection, please contact our Linntown office at 570.522.3256 to discuss other methods for completing the form.

*Because of the large number of students eating lunch during each period, we are unable to accommodate parent requests to eat lunch at school with their child.

Wellness Policy (#246)

Policy 246: School Wellness is available for review on the district website. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. If you would like more information about this policy, triennial assessment, or how to become involved with the district Wellness Committee, please contact the Assistant Superintendent of schools.

TEXTBOOKS/SCHOOL EQUIPMENT

In teaching respect for property, we stress the need to care for and prolong the life of textbooks and electronic devices. School materials are the responsibility of each student.

Books/iPads will be assigned according to a number that is recorded and maintained by the teacher or technology supervisor. 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. (Please see Linntown iPad Handbook for specific procedures for iPads including

billing scale for lost/damaged iPads and chargers. This handbook will be sent home near the beginning of the year prior to iPads coming home)

TAPING OR PHOTOGRAPHING STUDENTS FOR EDUCATIONAL PURPOSES OR PUBLIC RELATIONS-LASD POLICY #911AG

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.**

SAFE SCHOOLS FAMILY DIRECTORY

Each year, the Lewisburg Area School District Elementary PSA provides families with a safe schools directory. This information includes the students' names, addresses, home phone numbers, and homerooms. Parents may opt out of having their child's information included by contacting the Linntown office by September 15th of each school year.

SAFETY PRECAUTIONS

Students are to go home immediately after dismissal. The playground is not supervised after school.

Electronic Devices The Board prohibits unauthorized use of personal electronic devices by students during the school day. (Policy #237).

HEALTH SERVICES

Drugs, Alcohol and Tobacco Policies:

LASD Policies # 223 and 223.AG; #227 and #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.dragon.k12.pa.us).

Students in violation of these policies shall be subject to disciplinary action as outlined in **Policy #218**.

Linntown Health Services

LASD Medical Emergencies Policy #210 and 210.2 requires each student's parent/guardian to complete the information for the Medical Emergency Form and Health Update Form each year.

The school nurse performs screenings each year on every student that include: height, weight and vision. In the school year 05-06 a body mass index (BMI) is also mandated for K-4th grade students. A student may also have their hearing checked if indicated. The school nurse makes referrals to parent/guardian if any problems are found. The nurse maintains accurate health records and complies with school confidentiality policies.

Administering Medications

Guidelines from the Pennsylvania Department of Health suggest that schools should not become drug-dispensing units. However, there is recognition on the part of the School District and the Department of Health, that students may need medication when the prescribed timing precludes the administration by

the parent. In the event that your child must take medications during school hours, the following guidelines MUST be followed:

***Please note that ALL medications brought from home, prescription or over-the-counter now require a doctor's authorization for the school to administer.** (Policy #210AG)

*Parents must complete the District's Medication Authorization Form for all medications, including over the counter medications.

*The prescribing Physician must also write a note to the school identifying the medication, the student's name, time and dosage to be taken.

*** Any medication to be given during school hours must be delivered directly to the school nurse by the student's parent(s) or guardian(s).**

*All medications must be in their original containers. For prescription medications, pharmacists will provide two original containers at your request.

Our procedure for the administration of medications is: The nursing staff will (1) ensure that all information required is in order, (2) keep medication in a lockable storage area, (3) hand each student the prescribed medication at the prescribed time, (4) supervise the self-administration of the medication, and (5) log the date and time of administration.

Asthma Inhalers (Policy #210.2; Complete policy available online or in the policy manual located in the principal's office.)

It is Linntown practice for asthma inhalers to be kept in the nurse's office. A student whose parent/guardian completes the written requirements for the student to possess an asthma inhaler and self-administer the prescribed medication in the school setting shall demonstrate to the school nurse the capability for self-administration and responsible behavior in the use of the medication.

The school district will be stocking several medications in the health suite. They are as follows: generic forms of Tylenol, Advil, Tums, and cough drops. Epinephrine will also be kept in the health suite for emergency situations. These medications (except epinephrine) cannot be administered unless written permission is received on the health input form.

CHIP (Children's Health Insurance Programs)-Applications for this program can be obtained in the school nurse's office.

PHYSICAL EDUCATION CLASS REGULATIONS

Students are encouraged to wear gym shoes during physical education classes. This type of footwear provides the child with some built-in safety features. All students are expected to participate in regularly scheduled PE classes. Physical education class is required for all students. If your child cannot participate in a physical education class, please provide medical documentation and a parent note. We do offer an adaptive physical education class for those students unable to participate in our regular program.

DRESS AND GROOMING

LASD DRESS AND GROOMING POLICY (#225 AND #225AG)

The Board of Education has recognized that dress and grooming are the manifestation of personal style and individual preference. Therefore, the Policy statement on the subject reads: "The board grants to each student and/or his/her parents/guardian, the privilege of choosing his/her own style of dress and grooming so long as it does not cause a health or safety problem for themselves or others, does not disrupt school operations, and complies with the following guidelines."

1. Students may be required to wear certain types of clothing while participating in physical education classes, applied technology classes, extra-curricular activities, or other situations where special attire is needed.
2. Students have the responsibility to keep themselves, their clothes, and their hair clean.
3. Students must at all times wear shoes, and wear garments that adequately cover the torso and are at least mid-thigh length.
4. Shorts/Bare Legs (capris, skirts without tights, etc) are not permitted during the second and third marking periods, unless permission is granted by the principal. Announcements will be made when shorts should no longer be worn and when they are permitted again.

Students may **not** wear:

1. Chains other than necklaces.
2. Hats or any type of full head covering inside the school buildings.
3. Tank tops or camisoles with straps less than one inch wide
4. Clothing which:
 - Is gang-related.
 - Insufficiently conceals undergarments.
 - Calls unusual attention to anatomical detail.
 - Displays or suggests inappropriate messages or symbols, including but not limited to messages and symbols referring to tobacco, drug or alcohol advertisement, any substance prohibited on school property, profane language, vulgar statements, satanic or hate messages or symbols, religious, ethnic, sexual, or racial intolerance, and death, suicide or violence.

When, in the judgment of the principal, students are in violation of these guidelines, they will be encouraged to comply with a request to dress appropriately. If compliance is not forthcoming, a parent conference will be held. Should the situation not be remedied, appropriate disciplinary action will be taken to insure the right of others to a quality educational program.

LEWISBURG AREA SCHOOL DISTRICT STUDENT INTERNET EXEMPTION PROCESS

Our school district policy (#815 Acceptable Use of Computer Networks) 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.

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.**

STUDENT EMAIL ACCOUNTS

Linntown students will be given a school email account which their teachers may choose to use for classroom assignments. The email will be part of Google's Apps for Educational Entities. If a parent wants their child to be exempted from having a school email account, they should send written notification to the district. Please call the school principal if you would like additional information about the student email accounts.

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.

REPORTING STUDENT PROGRESS

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. The learner may be invited to the conference should parent or the teacher desire. For the second report (90 days), and 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 conclusion of the third quarter (135 days) should parents or teachers request.

Teachers will contact parents before the end of a reporting period if they are concerned about the academic, behavioral, or physical health needs of the student. Conversely, 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 which best meets his/her present and future needs.

Linntown parents are able to access their children's grades through **PowerSchool**, our online management system. Letters are sent home each year detailing account information. Please allow a minimum of six days for teachers to enter grades and assignments into the gradebook. Due to the nature of some assignments, additional time may be needed. If you lose your log on information, please contact the school and a new letter will be mailed home.

Grading Practices

GRADING KEY: Key to Academic Areas (scores are percentages)

Advanced	90-99	Basic	70-79
Proficient	80-89	Below Basic	69-Below

Key to Sub Areas

O -Outstanding-The learner is demonstrating exceptional effort.

S-Satisfactory-The learner is demonstrating an appropriate attempt to achieve a particular goal.

I-Improving-The learner is beginning to demonstrate an appropriate attempt to achieve a goal.

N-Needs Improvement-The learner is not demonstrating an attempt to achieve a goal.

X-Not Evaluated at this time-For one or more reasons, assessment cannot be given at this time.

Key to Fine Arts

A Advanced Skills-The learner demonstrates exceptional levels of skill attainment

P Proficient Skills-The learner demonstrates the expected level of skill attainment.

B Basic Skills-The learner demonstrates an appropriate attempt to attain the basics of the skills.

HOMEWORK

The Linntown staff recognizes the need for homework on the part of students as a supplement to the learning activities of the classroom. Homework is an integral part of the instructional process. It represents an extension of the teachers directed practice activities into the home where the student does independent practice on similar learning activities. Homework should also be used to extend students cognitive ability by helping them work toward high levels of thinking. These assignments take the form of projects, reports, term papers and research projects. Each Linntown student is issued an agenda book where he/she is to write down homework assignments. Classroom teachers may ask that you check and sign the booklet each evening.

Levels and Time Limits:

It should be understood that each grade level serves as the foundation for the next. Homework should be introduced in the elementary school years to encourage responsibility as well as good study habits and study skills. We recognize, however, the amount of time devoted to homework and its degree of difficulty will vary according to the age and special needs of individual students. As a general rule of thumb, students should have between 40-60 minutes of homework each evening, although this will vary by student. If you are noticing that it is taking your child considerably longer to complete his/her homework, please contact the classroom teacher.

Special Programs

Reading Support -Reading support provided to learners testing behind expected reading proficiency.

Math Support- Math support provided to learners testing behind expected reading proficiency.

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

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.

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 is determined through the district's Child's Find Process.

Notifications Required by NCLB

- **Curriculum Review** – Parent/guardian notification of right to inspect instructional materials, excluding tests in accordance with district policy (#105.1)-required annually at beginning of school year

- **Invasive physical examinations & screenings** – Parent/guardian right to opt-out. Require annually (prior to administration) at beginning of 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 school year
- **Assessment instruments and data**-Parent/guardian right to review assessment instruments and data (except personally identifiable info) required annually at beginning of school year
- **Students attending Title I 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 parents/guardians of programs and activities and their right to opt-out

FERPA Notification

Notification of Rights under FERPA for Elementary and Secondary Schools

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 [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 [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)(I) - (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. Linntown 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 Program in grades K-3 as well as our English as a Second Language (ESL) program. The Remedial

Reading Program is designed to improve reading skills and help students to achieve at proficient levels in the regular classroom. Federal funds also support our After School Homework Clubs in grades 4-8. This program allows students to work directly with a classroom teacher after school to successfully complete their assignments. 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 Mrs. Cathy Moser, Assistant Superintendent, at (570) 522-3255.

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 a 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' 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 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 570-522-2026.

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 570-522-2026.

Pesticide Application Notification Registry

The Lewisburg Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. We focus on making the school building and ground 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. Please include your email address if you would like to be notified electronically. 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.

As the Integrated Pest Management Coordinator for the school district, I will be happy to answer any questions you may have. I can be reached by calling (570) 522-3268.

Sincerely,

Delbert Gallegos
Director of Buildings and Grounds

Other Policy Notifications and Information

Policy 103: Nondiscrimination in School and Classroom Practices is available for review on the district website. The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. Any violation of this policy should be immediately reported to the building principal or district compliance officer (Assistant Superintendent).

Policy 103.1: Nondiscrimination - Qualified Students With Disabilities is available for review on the district website. The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. Any violation of this policy should be immediately reported to the Section 504 building administrator or Assistant Superintendent (Section 504 district administrator).

209.2: Diabetes management

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities.

Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.

Policy 235.1: Surveys is available for review on the district website. The school will inform parents in advance of surveys being given to students as described in this policy. Parents may opt their child out of participation in any survey in writing at any time. Parents may request access to any survey or other material described in this policy by contacting the building principal.

Policy 246: School Wellness is available for review on the district website. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. If you would like more information about this policy, triennial assessment, or how to become involved with the district Wellness Committee, please contact the Assistant Superintendent of schools.

Policy 251: Homeless Students describes the district's responsibilities in supporting homeless students. For more information regarding help for homeless students, please contact the school counselor, principal, or Assistant Superintendent.

Linntown Elementary Creative Problem Solving Paper

Student Name _____

Grade _____

Date _____

1. I created a problem because I:

 2. Explain how your behavior affected others:

 3. List at least three strategies that will help resolve this problem now and in the future:
 - a.

 - b.

 - c.

 4. Which school rule or rules did you break resulting in this problem-solving paper?
 - a. Be Kind
 - b. Be Safe
 - c. Be Responsible
 - d. Be a Learner
-

_____ Parent Signature

Please discuss this with your parents. **This is not a punishment.** This problem-solving paper is designed to “check for understanding” and to provide you with an opportunity to correct this behavior in the future. Return this sheet, signed by your parents and completed by you to:

Person you should return signed copy to:

Date

Parent Signature

Student Signature

Quick Reference List

Website: www.lasd.us

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

Teacher's last name_first initial@lasd.us

For example: bennett_j@lasd.us

Linntown Office: 570-522-3256

Linntown Fax: 570-522-3330

Attendance Line: 570-522-3334

Cafeteria: 570-523-3220 x.3020

(Make checks payable to LASD Food Service)

Health Suite: 570-523-3220 x.3005

Guidance: 570-523-3220 x. 3010

Rohrer Bus: 570-524-5800



We encourage our families to review any district policy through our district website at:

<http://www.boarddocs.com/pa/lewi/Board.nsf/Public>