

Please complete this form and return to your child's classroom teacher.

Please read the Elementary Student Handbook with your child and return this slip to your child's classroom teacher as soon as possible. Thank you.

I have received my copy of the Elementary Student Handbook.

Parent/Guardian Signature

Date

Student Name

Classroom Teacher

Grade / Section

=====

Lake-Lehman School District
PUBLICITY REFUSAL FORM
2016-17

Dear Parent/Guardian:

Student names and/or photos and/or videotape footage of Lake-Lehman School District students involved in various school-related activities often are used as part of the district's community relations program.

Student names and/or photos and/or videotape footage may be used in district publications (e.g., school yearbook, school newspaper, district newsletter), district video productions, on the district website, or externally in the media (newspapers, radio, and television). **If for any reason you do not want your child's name and image used in district publicity, please complete the form below and return it to your child's teacher by September 2, 2016.**

Please note: Signing this form means that your child's name and/or image will not be released to the media or used in district publicity even if he or she receives athletic, scholastic, or other school achievements. Neither can your child be present for any group activities that are photographed or videotaped for potential publication either within the school or externally in the media.

If you have any questions, please contact the building principal.

PUBLICITY REFUSAL FORM

If you do not want your child's name and image used in district publicity, please complete the information below and return this part of the form to your child's teacher by **September 2, 2016**.

Child's Name _____ Grade: _____

School _____ Teacher _____

I do not want my child's name and/or image used in district publicity. I understand that my signature on this form means that my child's name and/or image will not be released to the media or used in district publicity, even if he or she receives recognition for athletic, scholastic, or other school achievements. Neither can my child be present for any group activities that are photographed or videotaped for potential publication either within the school or externally in the media.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____

2016-2017
Lake-Lehman School District
P.O. Box 38, Lehman, PA 18627
James E. McGovern, Superintendent

ADMINISTRATION.....675-2165 / fax 675-7657
TRANSPORTATION.....675-2165

LEHMAN-JACKSON.....675-2165 / fax 674-5907
LAKE-NOXEN.....639-1129 / fax 639-3288
ROSS.....477-5050 or 256-7897 / fax 477-2461

Staff e-mail: lastnamefirstinitial@llsd.org

WEB SITE: <http://www.lake-lehman.k12.pa.us>

Please check the Lake-Lehman School District web site frequently. Each district school building has a link for updates; including school newsletters, calendars, menus, forms, teacher web sites, etc.

MISSION STATEMENT

The Mission of the Lake-Lehman School District is to inspire students to achieve personal fulfillment through the context of community, mastery, independence and generosity within a safe learning environment.+

SCHOOL HOURS Grades K-6: Monday-Friday 8:00 a.m. . 2:45 p.m.; Teacher Hours: 7:30 a.m. . 3:00 p.m.

INTRODUCTION

It is our pleasure to welcome you to Lake-Lehman School District! The faculty and staff join us in saying we hope this will be a successful and satisfying year for you.

The pages of this handbook contain important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. Open and clear communication between school and home is important to the success of our educational program.

We welcome your participation and support this school year and solicit your membership in the PTO. Working together, we will be able to reach our collective and individual goals and celebrate the achievements of our students.

Mr. Donald E. James, Principal
Lehman-Jackson Elementary

Mrs. Lori Bednarek, Principal
Ross Elementary

Mrs. Nancy Edkins, Principal
Lake-Noxen Elementary

ATTENDANCE

Regular attendance is essential to success in school. A student not only misses work on the day of absence, but is not prepared for the next day. All children are expected to attend each day unless they are ill or a family emergency arises.

Every absence or tardiness must be documented and is monitored daily in Gradebook.

An Elementary Absence Slip (available in the office or online) must be completed within 3 days after returning to school.

In cases of prolonged illness, a telephone call is requested. Homework assignments will be provided after three (3) or more days of absence.

Students absent for more than five (5) consecutive days or ten (10) days per quarter will be required to present a doctor's excuse for such absences. Excessive absences will be investigated by the district Home and School Resource Officer. Legal action will be taken, if necessary.

ARRIVAL / TARDINESS

Doors open and homeroom begins at 8:00 a.m. Students are not to be dropped off before 8:00 a.m. unless they are scheduled for Day Care. There is no supervision for children until 8:00 a.m. Students are expected to be in attendance during the homeroom period of 8:00 . 8:25 a.m. Persistent tardiness is not acceptable. A student who arrives late must report to the office with a note explaining the reason for tardiness.

EARLY DISMISSAL

A request to have a student excused from school early should be sent with the student the morning of the dismissal. The time and reason for leaving should be included. The student will remain in the classroom until the teacher is notified by the office to release the student. The parent, or authorized person, **must** report to the office and sign the child out. In order to ensure safety, all children will be dismissed from the office. Students will be released only to parents. If your child is to be released to another adult, written permission **must** be given by the parent and approved. When possible, medical and dental appointments should be made outside of school hours.

INCLEMENT WEATHER

The superintendent, through the advice of bus contractors and PennDOT, determines when severe weather necessitates the need for school delays or early dismissals. Through the global calling system, each family will receive an automated phone call for notification of emergency late starts, cancellations and early dismissals. Announcements are also made over local radio and TV stations and their internet websites as well as the school district website. **PLEASE DO NOT CALL THE SCHOOL** as we receive the information at the same time as the general public. School phone lines must be kept open during these emergency situations.

PLEASE BE SURE YOUR CHILD KNOWS WHAT PROCEDURE TO FOLLOW IN THE EVENT OF AN EMERGENCY OR WEATHER-RELATED EARLY DISMISSAL. The office **will not** be able to accept phone messages for alternative arrangements or reminders for individual children.

SNOW EMERGENCY BUS ROUTES

For the safety of our students, we have established snow school bus routes for use when school is delayed or dismissed due to weather conditions. A delay can be caused by snow or cold temperatures. When a delay is caused by snow, emergency bus routes will be in effect. **These bus routes are posted on the district website: www.lake-lehman.k12.pa.us.** It is imperative that your child be at the designated stop at least ten minutes earlier than usual pick-up. If the bus does not arrive at the scheduled time, please wait an additional thirty minutes at which time your child may wait in a sheltered area but must watch for the bus to arrive. Failure to attend school will result in an unexcused absence when transportation has been provided. Parents must arrange to be at the designated stops to receive their children, especially in the case of an early dismissal. Please discuss with your child what he or she should do if you are unable to meet the bus.

TRANSPORTATION

Students are only permitted to ride their assigned bus route. **Bus passes to ride another bus are not accepted.**

A Transportation Request Form must be approved and on file in the Transportation Coordinators office to provide pick-up and drop-off service at stops other than the student's home (example: day care). Please allow a minimum of two days notice for bus changes when moving to a new residence. Forms are available on the district web site.

For a safe and enjoyable ride to and from school, children should be reminded frequently about the rules for good behavior on the bus:

- Be on time
- Wait for bus outside at bus stop, not indoors
- Enter and leave the bus in an orderly manner
- Follow the directions of the bus driver
- Remain seated until the bus stops
- Keep the aisles clear
- No live animals, large objects, or glass containers
- Keep conversation voices

School bus transportation is a privilege and will be withdrawn for inappropriate behavior. Bus drivers will make the first contact in notifying parents of misconduct. Parents will be notified through written incident reports of continued misbehavior. Bus suspensions will generally be issued **after** the third write up.

The Lake-Lehman School District reserves the right to place audio/video equipment on the buses as deemed necessary.

FAMILY TRIPS

A family planning a trip during the school year must submit a written request outlining the itinerary. The Educational Trip Request Form is available on the district web site. Please consult the school calendar for dates of standardized testing. It is requested that families not schedule trips during these times. If the trip is approved as educational, the days missed may be approved as an excused absence. The maximum number of days excused for educational trips shall not exceed ten (10) per school year. Failure to have prior approval will constitute an illegal absence. Teachers will not be able to provide assignments in advance of their classroom instruction. Missed assignments will be made up upon the student's return to school.

HOMEWORK

At Back-to-School Night your child's teacher will explain homework and class expectations. Elementary students can expect to have homework several evenings each week. The purpose of homework is to reinforce concepts and provide additional practice of skills learned during the school day. Responsibility for homework should gradually increase for grades 1-6. Parents are encouraged to cooperate by providing support at home.

CLASSROOM AVAILABILITY

Students are given ample time at the end of each day to prepare for dismissal. Having once left the classroom, students are not permitted to return for forgotten items or assignments.

GRADEBOOK

Parents of Lake-Lehman students can monitor their child's grades through the internet. Daily student attendance and grading information are available to parents via Gradebook. Attendance information is updated in near real-time and teachers generally update grade information daily and weekly. Each student is issued a username and password. For security reasons the district will not disclose username or password over the phone or email. Lost passwords may be retrieved by contacting the Instructional Technology Department by phone, email or in person.

PROGRESS REPORTS

Progress reports are available to parents on Gradebook. Hard copies of student progress reports will be distributed upon request.

REPORT CARDS

Report cards are issued four times a year, at nine (9) week intervals. Parents may also access report cards through Gradebook. (Kindergarten students do not receive a first quarter report card.) Kindergarten report cards are not available on Gradebook.

PROMOTION AND RETENTION

The school recognizes that the personal, social, physical, and educational growth of children will vary, and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the school that each child be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her development.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade by demonstrating mastery of the required skills and knowledge. The recommendation of the classroom teacher shall be required for promotion or retention of a student. The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

ASSIGNMENT OF CHILDREN TO NEXT GRADE

Assignment of children to the next grade is a carefully planned process. Students are assigned with the purpose of creating heterogeneous classes with boys, girls, talented students, students with special needs, and others evenly mixed in each classroom. In order to have the flexibility to develop appropriate and educationally sound classrooms, **Lake-Lehman School District will not honor requests for specific teachers.** By honoring requests, we would lose the ability to meet our needs in class development. However, we realize that there are times when a strong reason exists for a parent not wanting a particular placement. If that is your situation, you are asked to send a written note directly to the principal. Your child's placement is important to you and is a priority to us. We ask that you trust our staff to make the best decisions for all students.

PARENT-TEACHER CONFERENCES

Communication is an essential part of the education program. We feel it is very important for parents to keep in close contact with the child's teacher concerning his/her progress. Parents are **welcome** and **encouraged** to get involved in their child's educational experience. Please remember to schedule a conference in advance so a time that is convenient for all can be established. Scheduled parent-teacher conferences are held in November.

CHILD STUDY TEAM

Instructional support is offered through regular education for those children experiencing academic, behavioral or social difficulties. The Child Study Team helps to identify problems and implement strategies designed to help students meet with success. The team consists of the principal, guidance counselor, Title I reading specialist, classroom teachers and parents. Requests for assistance can be made by teachers or parents. Our goal is to help all our students develop strategies that enable them to become independent learners.

PSSA TESTING SCHEDULE 2016-17

The Pennsylvania Department of Education requires annual administration of the Pennsylvania System of School Assessment (PSSA) tests. The 2016-2017 school year testing schedule is: Grades 3. 6 English/Language Arts . April 3-7, 2017; Grades 3. 6 Mathematics . April 24-28, 2017; Grade 4 Science . May 1-5, 2017. These tests are very important in determining how well our students are performing in relation to the state standards. **Please do not schedule any vacations or trips during this time.** Parents/guardians will receive individual student test results.

PERSONAL PROPERTY

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. A lost and found box is located in the health room office.

RECESS

Unless outdoor temperatures drop below 20 degrees, recess will be held outdoors most days during the winter. It is important that your child is dressed properly for the weather. Children should have coat, hat, gloves, and boots. Most of the equipment that is needed for recess activities is provided by the school. At times, students bring articles and pieces of equipment from home that are inappropriate for use on our playgrounds. Please do not permit your child to bring the following: hard baseballs/balls, bats, toy guns, any sharp objects, skateboards, scooters, roller skates.

ELECTRONIC EQUIPMENT AND TOYS

Electronic games, ipods, cell phones, etc. are enjoyable for children of all ages. However, because of the potential interruptions to the learning environment and the danger of their being broken, lost, or stolen, these items are to remain at home. Special exceptions may be granted when they relate to school projects.

EMERGENCY INFORMATION CARD

Emergency contact cards are distributed each year. Please complete all information, sign and date the card. We request that you provide the school with at least two emergency numbers in addition to your home and work numbers in the event you cannot be reached. Additional contacts can be added on the back of the card. ***Please keep this information up to date.***

MEDICINE: The Lake-Lehman School District follows the PA State Mandated Policy for Administration of Medication during school hours. There will be no exceptions made.

STUDENT DRESS CODE

The following attire is not permissible in the Lake-Lehman School District:

- Clothing which displays inappropriate pictures, gestures, or words, drug use, alcohol/tobacco products, weapons, profanity, or sexual innuendo.
- Halter tops, tank tops, shirts or blouses exposing the midriff, or other immodest clothing.
- Baggy pants worn below the waistline that reveals undergarments.
- Pajamas or other sleepwear
- Hats of any type or style that must be removed upon entering the building.
- Jeans with excessive rips or holes.
- Shorts are allowed provided the length extends at least to the end of the student's fully extended fingertips.
- Shoes must be appropriate for outdoor recess and gym class.

Constant and willful violation of the dress code will result in disciplinary action.

SCHOOL PICTURES / PUBLICITY PHOTOS

School pictures are taken every year and are offered for sale to the children on a prepaid basis. You are in no way obligated to purchase these pictures. All children will have their picture taken for school records.

If you do not want to have photos of your child included in our school newsletters, yearbooks, or local newspaper publicity, please complete the Publicity Refusal form found in this handbook.

STUDENT WELLNESS POLICY

The Lake-Lehman School District has adopted a Student Wellness Policy. The law required each school district participating in the National School Lunch Program to develop a wellness policy that promotes the health of students and addresses the growing problem of childhood obesity. This policy is a federal mandate under the Child Nutrition and WIC Reauthorization Act of 2004.

The Lake-Lehman Board of School Directors has adopted a Student Wellness Policy that includes measurable goals for nutrition education, physical activity, food provided on campus and other school-based activities designed to promote student wellness. The goals set forth in this policy establish regulations for ala-carte foods, fundraisers, vending machines, classroom parties and foods used as rewards. We are requesting all parents and caregivers assist us with these efforts.

Classroom Celebrations

- All classroom party foods for holidays should be nutritious. Holiday party food arrangements will be coordinated by individual classroom teachers.
- All children's birthdays will be recognized; however, refrain from sending or bringing food items to school to celebrate.
- Nutritious food and beverage choices are encouraged for those children who bring their lunch to school.

We appreciate your cooperation in the effort to focus on student nutrition and health.

TEXTBOOKS / LIBRARY BOOKS

Students are responsible for all textbooks and library books issued to them. A fee will be assessed for lost or damaged books. If a lost book is found, money paid will be refunded.

INTERNET / TECHNOLOGY ACCEPTABLE USE POLICY

Lake-Lehman School District recognizes the vital role technology plays in the teaching of our children and how it relates to the curriculum at all levels K-12. Our goal is to provide all of the necessary tools to expand our students learning potential. Lake-Lehman has taken every reasonable step to safeguard our students, faculty, staff, and administration from inappropriate use of internet resources. Lake-Lehman has implemented web filtering services which will block material from internet resources accessed by our users, such as pornography, violence, profanity, etc. However, when accessing a network of millions of computers throughout the world it is impossible to control all of the content accessed on such a global scale. For example: when performing a search for resources it may be possible to gain access to material that is inappropriate as described above. It is our responsibility as internet users to police ourselves and not willingly access such material.

Outlined below is a list of guidelines and provisions Lake-Lehman School District requires all students to follow and abide by.

All students and their legal guardian must sign the Acceptable Use Policy each school year. (A complete copy is available for download at www.lake-lehman.k12.pa.us.) After receiving the signed policy, the student will be given access to the computer network and the district internet.

Any inappropriate use of the resources of the Lake-Lehman computer network or internet will result in the loss of computer privileges as well as disciplinary action.

Inappropriate use of the district computer network and internet access is prohibited. This includes but is not limited to:

- I. Willingly access objectionable material
- II. Destroying, changing, or copying another user's data
- III. Using the computer network for illegal activity. This includes violating copyright laws.
- IV. Signing onto the computer network as a user other than your own username, with or without permission of said user.
- V. Sending broadcast messages, anonymous messages, internet instant messages or any variation of messaging.
- VI. Vandalizing computer equipment or degrading computer and/or network system performance.
- VII. Accessing data and or resources you do not have authorization for.
- VIII. Installing games, applications, or any type of software not licensed and/or approved by the district.
- IX. Using internet email such as hotmail, gmail, etc.
- X. Invading the privacy of others.

LUNCH / BREAKFAST PROGRAM

Two nutritionally well-balanced meals are served daily . breakfast and lunch. Free or reduced-price lunch and breakfast is available to those who qualify. Application forms are sent home at the beginning of each school year. It is important that applications are returned, even if you do not qualify. Information contained is used for grant applications. Applications for free-reduced meals may be made at any time throughout the school year.

Menus are available on the district web site. Meals are purchased on at least a weekly basis on a debit system.

Account statements may be provided at any time upon request. Cost of Lunch - \$1.90; Breakfast - \$1.00.

VOICE MAIL TELEPHONE and EMAIL MESSAGES

When you need to contact your child's teacher or another staff member, please utilize email or the telephone voice mail system. Phones do not ring in classrooms during instructional time, but voice mail messages may be left at any time, day or night. Parents may reach the teacher personally if they call between 7:30-8:00 a.m. and 2:45. 3:00 p.m.; otherwise, calls go directly into the teacher's voice mail. Teachers check for messages throughout the school day. Staff phone numbers and school email addresses are available in the school office.

ASSERTIVE DISCIPLINE PLAN

We believe all students can behave appropriately while at school. We will allow no student to stop the teacher from teaching or preventing other students from learning.

Each classroom establishes and posts rules, rewards, and consequences. There are also guidelines for out-of-class behavior in the halls, lavatory, cafeteria, and on the playground.

The use of any physical restraint will be limited to the following circumstances:

- To subdue a disturbance;
- To obtain possession of weapons or other dangerous objects;
- Self-defense;
- For protection of persons or property.

The choice of behavior is the student's. Appropriate behavior will be rewarded. Students may receive praise, special activities or positive phone calls to their parents as incentives.

SCHOOL RULES

All students are expected to behave in an appropriate manner which reflects his/her age, grade level, or program placement. Students must adhere to the following regulations:

- Be where they should be, on time, and with the proper materials
- Not participate in any activity which interferes with the rights of other people or disrupts orderly procedure.
- Do no harm to themselves, to other people, or to the property of others

These rules are used as a guide and are only examples of infractions. Students at times commit infractions that will warrant consequences for their actions. These consequences may be detention, loss of privilege, suspension, and/or expulsion.

SCHOOL SUSPENSIONS

Students can be suspended from school from one (1) to ten (10) days for the following reasons:

- Smoking/use of smokeless tobacco
- Drug and Alcohol Abuse Policy violations
- Fighting/willful injury
- Vandalism
- Terroristic threats
- Theft
- Skipping class/Skipping school
- Violations of the Bus Discipline Policy
- Disrespect to school personnel
- Obscenity
- Weapons Policy violations
- Repetition of other infractions that cannot be controlled by other means

SUBSTANCE ABUSE POLICY

The Lake-Lehman School District Policy on substance abuse shall consist of four (4) response modes: **Prevention, Early Assistance, Punitive Responses, and Professional Counseling Referral.**

STUDENT TRANSFER

If a student transfers to another school, parents should notify the teacher and/or principal at least two weeks in advance.

Library books and textbooks must be returned before leaving. Permanent school records will be forwarded to the new school after all obligations are met.

STUDENT USE OF PHONE / MESSAGES

The school telephone is for business purposes. Student use of the school phone is discouraged. Only emergency calls are permitted. Children need to plan and be responsible for lunch money, homework, required materials, or arrangements to play with friends. Preplanning is essential, since parent messages to students are a disruption of valuable class time and cannot be delivered. Parent cooperation and understanding are needed in this area.

KINDERGARTEN READINESS PROGRAM

Lake-Lehman School District presents a readiness program for four-year old children and their parents. Five meetings are held throughout the school year to acquaint children and their parents with our building, staff and programs. Staff presentations include Reading Readiness, Math Readiness, Nutrition and Health, Bus Safety and Kindergarten Registration. This program is intended for children who will begin Kindergarten in the Fall of the following school year. Please contact the school office to register your child for this program.

VISITORS

In order to balance visits to schools and to protect the safety of students and personnel, the following rules apply to all people who visit our school:

All elementary school buildings remain locked during the school day. To be admitted, visitors must ring the main entrance doorbell. After acknowledgement by office personnel, state your name and reason for requesting entrance. **All visitors, parents, and volunteers must report directly to the office before going to any classroom.** Please do not approach your child on the playground. If the visit is beyond the office area, the visitor must sign in and receive a visitor pass/badge.

Any visitor not abiding by this policy shall be asked to leave. If refusal is encountered or if entrance is attempted again, the building administrator shall summon the police.

Students are not permitted to have visitors from other schools during the instructional day.

PTO

The Lehman-Jackson Elementary PTO, Ross Elementary PTO, and the Lake-Noxen Elementary PTO are an integral part of the overall school program. They serve the students in many ways, and thus, serve the school. To function effectively, they need volunteer workers with a broad range of talents and skills. We urge all parents to become involved. A membership drive is conducted in the Fall. An annual fundraiser supports class field trips, assembly programs and various events for the student body.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

It is the policy of the Lake-Lehman School District to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability.

The Lake-Lehman School District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extra-curricular activities, as required by Title VI, Title IX, and Section 504.

The district Compliance Officer is Mr. James E. McGovern, Superintendent of Schools, P.O. Box 38, Lehman, PA 18627