

LACKAWANNA TRAIL ELEMENTARY CENTER
STUDENT HANDBOOK

2026-2027



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Superintendent

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Elementary Principal

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This Handbook belongs to:

Name: _____

Grade: _____ Homeroom: _____

Mission

The mission of the Lackawanna Trail School District, in partnership with our community, is to provide a safe and challenging learning environment where all students will develop to their fullest potential. The educational programs provided will enable students to become productive, responsible, technologically literate, contributing members of a global society who respond effectively to an ever changing world.

Vision

The Vision of the Lackawanna Trail Elementary Center is to create a safe atmosphere where all students: Feel confident with their own individual thoughts and opinions, and to provide an educational foundation that reflects the core values from ROAR: respect, organization, acceptance, responsibility. We promote a growth mindset of curiosity, self-discovery, self-awareness, resiliency, perseverance, and the ability to acknowledge others opinions to be valid. We strive to offer experiences that will enable students to have accountability in their education and to be prepared for success in secondary school achievement as measured by state and local assessment results.

WELCOME TO OUR SCHOOL

EMERGENCY CONTACT INFORMATION

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

MAIN OFFICE CONTACT INFORMATION

The main phone number for LTEC is 570-945-5153. When you call, you will be prompted to enter the extension for the person or department you wish to reach. For the Main Office, press 0 to speak with Mrs. Kwiakowski or Mrs. Phillips, the Main Office Secretaries, or to be connected with Mrs. Kuchak, Elementary Principal.

PARENT CONFERENCES

Parent/Guardian-Teacher Conferences are scheduled after the first and third marking periods to provide an opportunity for families and teachers to discuss student progress, celebrate successes, and work together to support student learning.

The school will communicate with families regarding conference scheduling and available meeting times. To accommodate family schedules, conferences may be offered in a variety of formats, including in-person meetings and virtual meetings through Google Meet.

Parents/guardians are also encouraged to contact their child's teacher at any time during the school year if they have questions or concerns regarding academic progress, behavior, or other school-related matters.

PARENT TEACHER ORGANIZATION (PTO)

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

SCHOOL COMMUNICATIONS

Important school information will be shared with families through multiple communication channels. In addition to the [LTSD Website](#), updates will be posted on the [Lackawanna Trail School District Facebook Page](#) and shared through [LTSD and LTEC Parent Square Accounts](#).

A weekly newsletter will also be posted on the [LTEC Webpage](#). This newsletter will include the school lunch menu for the upcoming week, as well as important announcements and upcoming events.

Families are encouraged to check these communication sources regularly to stay informed about school news and activities.

STUDENT INFORMATION SYSTEM (FOCUS)

The Lackawanna Trail Elementary Center utilizes a student information system called FOCUS to track student demographics, attendance, discipline, and grades. It is our hope that the FOCUS system can provide quality feedback for you on your child's progress. Below are the steps parents/guardians need to take to access grades on FOCUS.

To begin, select the [FOCUS PARENT PORTAL REGISTRATION Link](#) on the [LTEC Webpage](#):

1. On the parent sign on screen, click to create a new account.
 - a. You will only be able to create an account if you have provided the High School with an e-mail address.
2. The screen will ask for the First and Last Name of the Primary Parent/Guardian, as well as their student's ID number which is the five (5) digit number on student schedule.
3. Create a personal username and submit.
 - a. A temporary password will be sent to the email account provided.
 - b. Click to return to the log-in screen and enter the user name created and the temporary password.

After this step, the system will prompt you to change your password.

In FOCUS, a screen will show your child's name. Click on it to view course grades. You may select individual courses from this screen which will provide further information. Although your child's schedule and current grade will be visible at this point, be mindful that your child's teacher can take up to seven days to grade and upload the grade into the FOCUS system.

If you have problems accessing and/or using the FOCUS system, we ask you to call the Elementary Center Main Office number at 570-945-5153.

WEEKLY SCHEDULE

The Lackawanna Trail Elementary Center operates on a five-day rotating schedule for special area classes including Art, STEM, Library, Music, and Physical Education.

Families will be informed of their child's special classes schedule. The rotation continues on school days in order and does not reset after weekends, holidays, or other school closures. Instead, the

rotation picks up where it left off on the next day school is in session.

ATTENDANCE & DAILY SCHOOL PROCEDURES

AFTER SCHOOL EVENTS

Throughout the school year, the Elementary Center hosts a variety of after-school events, such as ROAR activities, concerts, PTO Family Fun Nights, dances, and other special activities.

Information about each event, including whether students must be accompanied by a parent/guardian or other adult chaperone, will be communicated to families in advance. When adult supervision is required, the designated adult must remain with the student for the duration of the event.

ATTENDANCE GUIDELINES

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

- *Compulsory school age* - the period of a child's life from the time the child's parents/guardians elect to have the child enter
- school, which shall be no later than six (6) years of age, until the child reaches eighteenth (18) years of age.
- *Truant* - having incurred three (3) or more school days of unexcused absences during the current school year by a child subject
- to compulsory school attendance.
- *Habitually truant* – having incurred six (6) or more school days of unexcused absences during the current school year by a
- child subject to compulsory school attendance.
- *School-Based Attendance Improvement Program (SAIP)*- a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age (6 to 18 years of age) who reside in the School District shall be subject to the compulsory school attendance requirements. A student shall be considered in attendance if present at any place where school is in session by authority of the School Board; the student is receiving approved homebound instruction; or health or therapeutic services.

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.
3. Students attending a home education program or private tutoring in accordance with law.

Excused/Lawful Absence

The following are considered valid reasons for a student's absence from school:

1. Personal illness or dismissal for health-related reasons by school staff
2. Medical or therapeutic appointments with licensed health professionals
3. Family emergency
4. Recovery from an accident
5. Required court attendance
6. Death in the immediate family
7. Participation in a state or county 4-H/FFA project (with prior written request)
8. Observance of a religious holiday (with prior written parental request)
9. Non-school-sponsored educational trips (see Educational Trips section for details)
10. Pre-approved family vacations

If your family is planning a vacation during the school year, please obtain an *Educational Family Vacation Request Form* from the Main Office at least *two (2) weeks prior* to the planned absence. The completed form must be submitted for review and approval by the Building Principal before the vacation begins.

Administration may request additional documentation regarding a student's absence. Physician notes should include the appointment date, reason for absence, anticipated duration of the absence (if applicable), and the physician's signature or contact information.

Parental Notice of Absence

Absences shall be treated as unlawful until the School District receives a written excuse explaining the absence, to be submitted within three (3) days of the absence. A maximum of ten (10) days of cumulative lawful absences verified by parental/guardian notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts. Examples of excused parental absences include illness, family emergencies, scheduled appointments that are not medical in nature, pre-approved family vacations. **Please send electronic excuses via email to: LTECATTEND.ORG**

Unexcused/Unlawful Absence

Absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence. An out-of-school suspension may not be considered an unexcused absence. Examples of Unexcused Parental Absences:

1. Overslept
2. Missed the bus
3. Family vacation not pre-approved
4. Any absence note beyond the 10th parent excusal, regardless of the reason

Parental Notification: School District staff shall provide notice to the parent/guardian upon each incident of unexcused absence at least once quarterly. Additional effort will be made to communicate absences on an ongoing basis. Please use your FOCUS account to stay informed about your student's attendance records.

Early Release/End of School Day

Whenever possible, families are encouraged to schedule medical, dental, and other appointments outside of school hours. If a student needs to be dismissed early, a note from a parent/guardian should be sent to the classroom teacher on the day of the early dismissal.

For the safety of all students, a parent, guardian, or authorized emergency contact must report to the Main Office and sign the student out before leaving the building. Students may not sign themselves out of school.

Regarding the early release of students and the end of the school day, the following guidelines are listed:

1. Students will be released early upon parent request for special reasons that may arise.
2. Requests must be for one-time events. Requests for regular early release on a weekly, monthly etc., basis are not permitted.
3. Parent requests to avoid traffic problems are not an acceptable reason to leave school early. All such requests shall be denied.

4. The school nurse must approve all medical releases. Medical releases that are not initiated or verified by the nurse will be considered unexcused.

The Board will utilize the following times to determine tardiness, early dismissals, and half-day absences:

Lackawanna Trail Elementary Center Attendance Times

8:40am - 9:05am: Arrival/Homeroom: Students who arrive after 9:05am will be marked tardy

9:05am- 12:30pm: Arrival between this time period is considered tardy

12:30pm: Arrival after this time is considered a 1/2-day AM absence

12:30pm: Dismissal prior to this time is considered a 1/2-day PM absence

2:00pm: Arrival after this time is considered a full day absence

CAR DROP-OFF/PICK-UP

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

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

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

BUS TRANSPORTATION PROCEDURES AND EXPECTATIONS

3:15pm-3:20pm: College Avenue walkers, bridge walkers, private transportation, and car pick-up will be dismissed with teacher supervision. Only students who live on College Avenue are allowed to walk.

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

Bus Rules: Student Expectations

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

1. Students may not eat, drink, or chew gum on the bus.
2. Students are responsible for sitting in their assigned seats.
3. Students shall not put arms, feet, or heads out of the windows at any time or discard any items from the bus.

4. The use or possession of tobacco, alcohol, or drugs on the bus is not permitted.
5. The bus driver is in complete charge of their bus at all times and their directions to students must be obeyed.
6. Any damage to the bus or its equipment resulting from vandalism will result in the parents/guardian of the student(s) involved being billed for the cost of repairing or replacing the damage. The student may be referred to legal authorities.
7. Students may not ride home on any bus other than their designated one.
8. Students may only ride their assigned buses to and from school with pick-up and drop-off only at their designated stops. In the event of an emergency, parents may request an alternate bus or stop. However, prior approval by an authorized school administrator and the bus driver must be secured. Such a change will be permitted only if space is available on the alternate bus and the requested drop-off is at an approved stop. No requests will be granted for buses with 60 or more assigned passengers.
9. Students may be suspended from riding a bus, for cause, only by a member of the administration. Bus riding privileges may not be suspended, except in an emergency situation, without prior notification to the suspended student's parents. This notification will be sent upon the recommendation of the administration.
10. Suspension of school bus privileges does not relieve the parents of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason shall be considered as an unexcused absence and an illegal absence for students under the age of 17.
11. Items that can be held on the student's lap or between the knees (and not endangering the safety of other students) can be carried on the bus.
12. Gym bags or any school project must not be placed in the aisle or areas near the entrance or exit doors.
13. Live animals, firearms, knives, explosives, glass items, aquariums, snowboards, skateboards, skis/poles, and anything of dangerous or objectionable nature are not allowed on the bus. Individuals other than students or school personnel are not allowed to enter a school bus for any reason. (State law)
14. Individual bus contractors may have additional rules which must be followed. Students are assigned one bus stop as their primary location for pick up and drop off. No more than one primary location will be approved by administration and/or the transportation direction.

The use of video and audio recording equipment supports efforts to maintain discipline to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or vehicles.

Bus Rules: Parent/Guardian Responsibilities

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

1. Parents are encouraged to walk with their children to and from bus stops.
2. Parents must ensure that their children arrive at their morning stop, five minutes before scheduled pick up.
3. Parents are responsible for their children's safety and well-being on the way to and from

and while at the bus stops.

4. Parents are responsible for the proper conduct of their children on the way to and from and while at the bus stop.
5. Parents are responsible for their children's conduct, along with district personnel while their children are on the school bus.
6. Parents are expected to cooperate with school personnel regarding the effective and safe transport of their children.
7. Parents are encouraged to contact the school district transportation department when they observe unsafe conditions.
8. Every child should have a responsible adult to supervise them at school bus stops to ensure the child's safety.
9. All students who ride the bus are allowed to submit ONLY two drop off locations.
10. Students are assigned one bus stop as their primary location for pick up and drop off.
11. No more than one primary location will be approved by the administration and/or the transportation direction.

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

EMERGENCY SCHOOL CLOSINGS

School cancellations, delays, and early dismissals will be announced the following platforms:

- *Local Television Channels:*
 - WNEP - 16
 - WBRE - 28
- School Website- www.ltsd.org
- Parent Square App
- LTSD Facebook Page

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

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

MESSAGES AND DELIVERIES

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

VISITORS TO SCHOOL

To help keep students and staff safe, all school visitors must enter through the Main Office and sign in upon arrival.

The district uses the Raptor Visitor Management System. All visitors will be asked to present a valid driver's license or government-issued photo ID, which will be scanned into the system before entry is approved.

After signing in, visitors will receive a visitor badge that must be worn at all times while in the building. The badge will include the visitor's name, date, and approved destination within the school. For safety reasons, visitors must remain in the area listed on their badge and may not visit other areas of the building without permission.

All visitors must have required clearances on file prior to entering the building. Student visitation during the school day is not permitted.

LEARNING & ACADEMIC SUCCESS

ARTIFICIAL INTELLIGENCE (AI) & ACADEMIC INTEGRITY

Artificial Intelligence (AI) tools can be helpful for learning when used appropriately and with teacher permission. Students are expected to complete their own work and use AI responsibly.

Students may only use AI tools when a teacher has given permission and explained how they may be used. If a student uses AI, they should be honest about how it was used and follow all classroom expectations.

Appropriate Use of AI Examples: With teacher permission, may include:

- Brainstorming ideas for a project or writing assignment
- Practicing skills, studying, or reviewing information
- Improving grammar, spelling, or sentence structure
- Creating images or visuals for presentations or projects

Inappropriate Use of AI:

Students may not:

- Submit AI-generated work as their own
- Use AI to complete assignments without teacher permission
- Copy and paste AI responses and turn them in as original work
- Use AI to create false information, fake assignments, or misleading content
- Use AI to hurt, embarrass, bully, threaten, or pretend to be someone else

Consequences for Misuse:

The inappropriate use of AI will be treated as a violation of the school's academic integrity and student conduct expectations. Consequences will depend on the student's age, the nature of the situation, and whether previous incidents have occurred.

Possible consequences may include:

- Re-doing the assignment
- Loss of credit for the assignment
- Parent/Guardian notification
- Detention or other school disciplinary actions
- Additional consequences outlined in the Student Code of Conduct

Students who use AI to bully, harass, threaten, or impersonate others may face more serious disciplinary consequences.

If you are unsure whether you may use AI for an assignment, ask your teacher before using it. Responsible use of technology helps everyone learn and stay safe.

BOOKS AND SCHOOL OWNED MATERIALS

Students are provided access to school-owned materials such as textbooks, Chromebooks, calculators, library books, and other materials to support learning. Students are expected to use these items responsibly and take good care of them.

Families may be responsible for repair or replacement costs if school-owned materials are lost, damaged, or misused while in a student's care. In cases of intentional or significant damage, students may also be subject to disciplinary action in accordance with school rules and procedures.

FIELD TRIPS & EDUCATIONAL EXPERIENCES

Field trips are an important part of the educational experience at Lackawanna Trail Elementary Center. Throughout the school year, grade levels and special programs, such as Gifted Education and Band, may participate in field trips that extend learning beyond the classroom.

Some field trips are provided at no cost to families, while others may require a fee to help cover expenses. Information about each trip, including costs, schedules, and expectations, will be shared with families in advance.

A signed permission form from a parent/guardian is required for students to participate in any field trip. Students are also expected to maintain good attendance, appropriate behavior, and satisfactory academic progress in order to participate.

If a student will be leaving a field trip with a parent/guardian, the parent/guardian must sign the

student out with the teacher before departing.

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

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

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

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

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

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

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

All students are responsible for making up school work and tests missed during an approved trip. Work that is not made up shall count as a failure. All work assigned prior to the trip must be returned the first day back or this will count as a failure. Unapproved trips shall be treated as unexcused absences. As such, no work missed may be made up.

HOMEBOUND INSTRUCTION

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

HOMEWORK

If your child is going to be absent, please request homework from the office before 9:00am. Materials will be available for pickup after 2:30pm. Requests made for work after that time will be sent home the following day.

HONOR ROLL

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

REPORT CARDS/PROGRESS REPORTS

Student progress is communicated regularly throughout the school year. Report cards are issued at the end of each nine-week marking period, providing families with information about academic performance and growth. Progress reports may also be sent home during a marking period to share updates on a student's achievement, effort, behavior, or areas needing additional support. Families are encouraged to review all reports and maintain communication with their child's teacher regarding any questions or concerns.

PROMOTION/RETENTION GUIDELINES

English Language Arts and Mathematics provide the foundation for student learning and are important factors when considering promotion or retention. Student progress in these subjects is carefully reviewed along with overall academic performance.

Promotion and retention decisions are based on a total evaluation of each student and may include consideration of academic achievement, classroom performance, attendance, and social, emotional, and physical development.

The following guidelines, along with specific grade-level criteria, will be used when making promotion and retention decisions:

Academic Guidelines

- Overall Grades
- Level of Functioning

Promotion/Retention Considerations

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

Test Data

- State and local assessments
- Benchmark Assessment Data

Medical Data

- School Nurse's Report
- Other medical information

Other Data

- Child Study referral consideration
- Title I Services consideration
- Progress towards IEP goals
- Diagnosed with a medical or psychological condition potentially affecting success of the student (documented and on file with LTEC prior to retention)

Diagnosed with a medical or psychological condition potentially affecting success of the student (documented and on file with LTEC prior to retention).

TECHNOLOGY & DIGITAL CITIZENSHIP

Lackawanna Trail Elementary Center provides students with access to Chromebooks, computers, Gmail accounts, and the internet to support learning. Students are expected to use school technology responsibly, safely, and for educational purposes.

Students are expected to take proper care of all school-issued devices and equipment. Families may be responsible for costs associated with lost, damaged, or misused Chromebooks and other school-owned materials, as outlined in the section on Books, Chromebooks, and School-Owned Materials.

The use of school technology is a privilege. Students who use technology inappropriately may lose technology privileges and/or face disciplinary consequences in accordance with school rules and Board Policy #815: Acceptable Use of Internet, Computer, and Network Resources.

Examples of misconduct include, but are not limited to:

- Violating the law, facilitating illegal activity, or to encourage others to do so;
- Violating any other District policy;
- Engaging in any intentional act which might threaten the health, safety, or welfare of any person or persons;

- Causing, or threatening to cause harm to others or damage to their property
- Commercial purposes or for-profit purposes;
- Engaging in non-professional/non-academic Internet access (ex. Online shopping, travel reservations, gambling, unauthorized sites, etc.)
- Political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.);
- Tethering or otherwise connecting to a non-District owned device to access an unfiltered and/or unmonitored Internet connection;
- Bullying/Cyber-bullying, or communicating terroristic threats, discriminatory remarks, or hate;
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials;
- Communicating words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use;
- Creating, accessing, or to distributing obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic material;
- Attempting to interfere with or disrupt District technology systems, networks, services, or equipment including, but not limited to, the propagation of computer “viruses” and “worms”, Trojan Horse and trapdoor program codes;
- Altering or attempting to alter other users’ or system files, system security software, system or component settings, or the systems themselves, without authorization;
- Attempting to physically harm or destroy the District’s Internet, technology, computers and network resources;
- Jeopardizing the security of the District’s Internet, technology, computers and network resources, or attempting to circumvent any system security measures;
- Concealing or attempting to conceal a user’s identity, including the use of anonymizers, or the impersonation of another user;
- Intentionally obtaining or modifying files, passwords, and/or data belonging to other users or to the District;
- Sending any District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests;
- Committing plagiarism or assisting others in committing plagiarism;
- Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the District technology staff;
- Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto Internet, technology, computers and network resources;
- Copying District software without express authorization from a member of the District’s technology staff;
- Unauthorized access, interference, possession, or distribution of confidential or private information without authorization;
- Using proxies or other means to bypass or disable Internet content filters and monitoring;
- Accessing a restricted system or changing settings or access rights to a restricted system or account without authorization;

- Using encryption software that has not been previously approved by the District;
Sending unsolicited mass-email messages, also known as spam;
- Scanning the District's Internet, technology, computers and network resources for security vulnerabilities;
- Accessing material that is harmful to minors or is determined inappropriate for minors in accordance with laws, Board policy or building rules;
- Using inappropriate language or profanity;
- Transmitting material that is offensive or objectionable to recipients;
- Disrupting the work or other users

POSITIVE BEHAVIOR & STUDENT EXPECTATIONS (PBIS)

BEHAVIOR EXPECTATIONS FRAMEWORK

At our school, we are committed to creating a safe, respectful, and positive learning environment where all students can learn and grow. The behavior examples below are intended to help students and families understand our school expectations. They are not a complete list of every behavior that may require school intervention.

When students make choices that do not meet school expectations, teachers, staff, and administrators will respond by reteaching expected behaviors, providing appropriate interventions, and helping students restore relationships whenever possible. When necessary, disciplinary consequences will be used to maintain a safe, respectful, and productive learning environment.

Each situation is unique. School administrators will consider the student's age and developmental level, as well as the severity, frequency, and circumstances of each incident when determining the appropriate interventions and consequences. Behaviors not specifically listed may still require school intervention, and repeated or more serious behaviors may result in a higher level of support or disciplinary action.

Level 1 Behaviors: Classroom-Managed Behaviors: Level 1 behaviors are minor behaviors that interfere with learning or classroom expectations. These behaviors are typically addressed by the classroom teacher or supervising staff member through PBIS strategies and classroom interventions.

Level 1 Examples:

- Calling out or disrupting instruction
- Off-task behavior
- Being unprepared for class
- Minor classroom disruption
- Horseplay or unsafe play
- Minor conflicts with peers

Possible Level 1 PBIS Supports & Responses:

- Reminder or redirection
- Reteaching school or classroom expectations
- Positive behavior coaching
- Student reflection
- Restorative conversation
- Parent/guardian communication
- Loss of a classroom privilege
- Check-in with a trusted adult
- Documentation of behavior
- Office referral when appropriate
- Principal may assign detention when warranted

Level 2 Behaviors: Office-Managed Behaviors: Level 2 behaviors involve repeated Level 1 behaviors or actions that require additional support from school administration. The focus remains on teaching appropriate behaviors while increasing accountability.

Level 2 Examples:

- Repeated Level 1 behaviors despite interventions
- Refusal to follow adult directions
- Inappropriate language
- Bullying or harassment (minor or first incident)
- Academic dishonesty (cheating or misuse of AI)
- Minor damage to school property
- Inappropriate physical contact
- Leaving a supervised area without permission

Possible Level 2 PBIS Supports & Responses:

- Administrative conference
- Parent/guardian conference
- Restorative conference or mediation
- Behavior reflection and goal setting
- Referral to Tiered supports
- Check-In/Check-Out (CICO)
- Behavior intervention plan
- Restitution for damaged property
- Loss of privileges
- Recess or after-school detention
- In-school suspension, when appropriate

Level 3 Behaviors: Serious Office-Managed Behaviors: Level 3 behaviors significantly disrupt the learning environment or compromise the safety or well-being of others. These behaviors require immediate administrative intervention and additional behavioral supports.

Level 3 Examples:

- Fighting or physical aggression
- Threatening others
- Repeated bullying or harassment
- Theft
- Vandalism
- Major disrespect toward staff
- Leaving school grounds without permission
- Serious misuse of technology
- Possession of prohibited items

Possible PBIS Supports & Responses:

- Immediate administrative referral
- Parent/guardian conference
- Restorative conference, when appropriate
- Referral to Tiered supports
- Functional Behavior Assessment (FBA), when appropriate
- Referral to Student Assistance Program (SAP) or other student support services
- Restitution
- In-school suspension
- Out-of-school suspension

Level 4 Behaviors: Severe Safety Behaviors: Level 4 behaviors pose a serious threat to the safety of students, staff, or the school community and require immediate administrative action.

Level 4 Examples:

- Assault causing injury
- Possession or use of a weapon
- Possession or distribution of illegal substances
- Threats of violence
- Severe harassment or discrimination
- Serious destruction of property
- Any behavior that creates a significant safety concern

Possible PBIS Supports & Responses:

- Immediate removal from the situation
- Parent/guardian notification

- Referral to Tiered supports
- Threat assessment or safety planning
- Referral to Student Assistance Program (SAP) or other student support services
- Out-of-school suspension
- Referral to the Superintendent for expulsion, when appropriate
- Referral to law enforcement, when required by law or district policy
- Recommendation for an alternative educational placement, when appropriate

PBIS and Progressive Discipline:

Our goal is always to teach, support, and reinforce positive behavior. Staff and administration use school-wide expectations, positive reinforcement, restorative practices, and targeted interventions to help students develop the social, emotional, and behavioral skills needed for success.

When behaviors continue or become more serious, interventions and consequences may increase. Administration will consider each student's age, developmental level, intent, frequency of behavior, and individual circumstances when determining the most appropriate response. Whenever possible, students will be given opportunities to repair harm, rebuild relationships, and practice positive replacement behaviors while maintaining a safe learning environment for all.

DETENTION

Our goal is to help students learn from mistakes and make positive choices so that disciplinary consequences are rarely needed.

- After-school detention may be assigned when a student does not follow school rules or expectations. Detention provides an opportunity for students to reflect on their choices and make positive improvements.
- Detention is held on Wednesdays from 3:30pm to 4:30pm under the supervision of a certified teacher. Parents/guardians are responsible for transportation and must sign their child out promptly at 4:30pm.
- Families will be notified by the Elementary Center administration regarding the reason for the detention. Whenever possible, at least three days' notice will be provided to allow families time to make transportation arrangements.
- Students are expected to attend their assigned detention. Failure to attend without an approved excuse may result in additional disciplinary action.
- If detention is assigned near the end of the school year and no Wednesday detention sessions remain, the administration will work with the family to arrange an alternative time for the detention to be served. Options may include detention before school, during the school day, or on another designated day after school.

DRESS CODE EXPECTATIONS

At our school, students should come to school dressed in a way that is safe, comfortable, and appropriate for learning.

Students are expected to:

1. Wear shirts or tops that fully cover the chest, back, and stomach area. Clothing should fit appropriately and undergarments should not be visible.
2. Wear clothing with words, pictures, or designs that are appropriate for school. Clothing may not display profanity, inappropriate language, symbols of hate, or references to drugs, alcohol, tobacco, vaping, or other unsafe behaviors.
3. Wear pants, shorts, skirts, or dresses that fit properly and provide appropriate coverage. Undergarments and private areas should not be visible.
4. Wear safe footwear for school activities. Sneakers or other secure shoes are recommended, especially for physical education, recess, and other active learning experiences.
5. Remove hats, hoods, bandanas, and other headwear during the school day unless worn for religious, cultural, or medical reasons.
6. Choose clothing that does not disrupt the learning environment or create a safety concern for themselves or others.

If a student's clothing does not meet these expectations, school staff will work with the student and family to resolve the concern. Students who repeatedly violate the student dress policy will be subject to disciplinary consequences. For each student dress policy violation described above, the administration reserves the right to elevate the level of an offense dependent upon its severity. Parent/guardian contact will be made for each violation.

DRUGS AND ALCOHOL

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

PERSONAL ELECTRONIC DEVICES

CELL PHONE POLICY

Students are permitted to bring cell phones to school and assume all risk and responsibility for their personal cell phone while at school and during school events, including extracurricular activities. The District is not responsible for loss or damage to personal cell phones.

If a student chooses to take their phone into a classroom during instructional hours, they must store their cell phone in a holder provided by the district with the sound and notifications turned off. Students are not permitted to take their cell phone to the lavatory with them.

A teacher or administrator has the right to confiscate a student's cell phone. Confiscated cell phones will only be returned to the student at the end of the school day or to a parent/guardian at the administration's discretion.

Any student who does not comply with the storage requirements during instructional time will be subject to disciplinary action. Repeat violations will result in increased disciplinary action and may result in a loss of cell phone privileges completely.

TOYS/ELECTRONIC DEVICES

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

PLAYGROUND EXPECTATIONS

Recess is an important part of the school day and provides students with opportunities to exercise, socialize, and have fun. Weather permitting, students have outdoor recess daily. Always dress your child for an outdoor recess. To help ensure a safe and enjoyable environment for everyone, students are expected to follow these playground rules:

- Be respectful, responsible, and safe at all times.
- Follow directions given by all adults supervising the playground.
- Use playground equipment properly and safely.
- Keep hands, feet, and objects to yourself.
- Include others in games and activities whenever possible.
- Use appropriate language and demonstrate good sportsmanship.
- Stay within designated playground areas and remain in assigned locations.
- Report unsafe behavior, injuries, or concerns to a staff member immediately.
- Walk when entering and leaving the playground area.

For the safety of all students:

- Tackling, rough play, wrestling, play fighting, and other unsafe physical contact are not permitted.
- Throwing objects other than approved playground equipment is not permitted.

- *Wall-ball* and similar games that involve throwing or kicking balls against the school building are not permitted. These activities create safety concerns and damage school property.
- Ball games may only be played in designated areas. Playing games with balls along the blacktop area next to the 2nd grade classrooms is **not permitted**, as balls may enter the parking lot and create a safety hazard for students.

Students who do not follow playground expectations may be required to take a break from playground activities and may be subject to additional school consequences when appropriate.

SCHOOL-WIDE POSITIVE BEHAVIOR SUPPORT

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

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

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

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

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

The Lackawanna Trail Elementary Center utilizes an online platform (Focus) to record both minor and major discipline concerns.

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

TOBACCO-FREE SCHOOL PROPERTY

To provide a safe and healthy environment for everyone, smoking and the use of any tobacco or nicotine products are *prohibited at all times* in school buildings, on school grounds, and on school transportation. This policy applies to students, parents/guardians, family members, visitors, and guests, including those attending evening and after-school events.

Students are prohibited from using or possessing tobacco or nicotine products in any form, including cigarettes, electronic cigarettes (e-cigarettes/vapes), e-vaporizers, cigars, smokeless tobacco, snuff, and chewing tobacco. Any tobacco or nicotine products found in a student's possession will be confiscated and *will not* be returned to the student or parent/guardian. Students who violate this policy will be subject to disciplinary action in accordance with school policy.

WEAPONS

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

HEALTH, SAFETY, & STUDENT WELLNESS

FOOD SERVICES

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

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

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

Families who need assistance completing the Free and Reduced-Price School Meals form are encouraged to contact the Main Office at 570-945-5153, where staff will be happy to answer questions and provide assistance with the application process.

HEALTH SERVICES

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

Illness

If your child becomes seriously ill at school or is injured, we will contact you immediately. If we cannot reach you, we will use the emergency contact information which you have provided. **Please notify the elementary office whenever there is a change in your home or work phone number so that we may update our records.**

Immunizations

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

- DT (usually given as DPT)-At least four (4) doses, with the fourth having been administered after the age of four (4).
- Polio-3 doses
- MMR-2 doses
- Hepatitis B Vaccine-3 doses
- Chicken Pox (Varicella)-2 doses

Medication Rules

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

LAW ENFORCEMENT OFFICIALS

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

SCHOOL INSURANCE

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

SNACK AND DRINK GUIDELINES

Students may bring a snack to school to eat during designated times as determined by the classroom teacher. Snacks should support healthy choices and align with the school Wellness Policy.

Soda and other sugary drinks are not permitted for classroom use. Students may bring water in water bottles for use during the school day.

STUDENT ASSISTANCE PROGRAM (SAP)

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

STUDENT SUPPORT SERVICES

CHILD STUDY

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

PSYCHOLOGICAL SERVICES

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

SCHOOL COUNSELING SERVICES

A full-time school counselor is available to support students and families throughout the school year. The counselor works with students on academic, social, emotional, and personal concerns and helps them develop the skills needed to be successful in school. The counselor is also available to provide support during challenging situations and to connect families with additional resources when needed.

FAMILY RIGHTS & DISTRICT POLICIES

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA). The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area

they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation; Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
Provide school supplies and other school related materials as needed
Advocate for and support students and families through school and home visits Set clear expectations for student behavior, attendance and academic performance Assist students/families access with community services
Assist students/families with access to tutoring, special education, and English language learner resources
Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact Ms. Amie Talarico at 570-945-5185.

SURVEYS

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

TITLE 1

Parent Right-to-Know Letter

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA) [Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)] .

Dear Parent(s)/Legal Guardian(s): Your child attends Lackawanna Trail Elementary Center, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Lackawanna Trail Elementary Center, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We

are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject they are teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1965 (ESEA) includes additional right to know requests.

At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
- subject matter tested, o purpose of the test,
- source of the requirement (if applicable),
- amount of time it takes students to complete the test, and
- time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Elementary Principal, Mrs. Shannon Kuchak, at Lackawanna Trail Elementary Center, by phone at 570-945-5153 or via email at kuchaks@ltsd.org.

Sincerely,

Mrs. Shannon Kuchak
Elementary Principal

TITLE IX

Mrs. Emily Hickox, Title IX Coordinator
179 College Avenue
Factoryville, Pennsylvania 18419
570-945-5185

REQUIRED NOTICES & FORMS

SCHOOL DISTRICT FORMS

List of No Child Left Behind Forms

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

List of District Forms

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

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

STUDENTS AND STUDENT SERVICES (CHAPTER 12)

STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT RECORDS

- 12.31. General requirements.
- 12.32. Elements of the plan.

12.33. [Reserved].

SERVICES TO STUDENTS

12.41. Student services.

12.42. Student assistance program.

STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.1. Free education and attendance.

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

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

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

- (1) The student is married.
- (2) The student is pregnant.
- (3) The student has a disability as identified by Chapter 15 (relating to protected handicapped students).

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

§ 12.2. Student responsibilities.

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

(a) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

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

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

- (1) Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- (3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- (4) Assist the school staff in operating a safe school for the students enrolled

therein.

(5) Comply with Commonwealth and local laws.

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

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

(8) Make up work when absent from school.

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

(10) Report accurately in student media.

Do not use obscene language in student media or on school premises.

§ 12.3. School rules.

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

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

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

§ 12.4. Discrimination.

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

§ 12.5. Corporal punishment.

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

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

(1) To quell a disturbance.

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

(3) For the purpose of self-defense.

(4) For the protection of persons or property.

§ 12.6. Exclusions from school.

(a) The governing board shall define and publish the types of offenses that would lead to

exclusion from school. Exclusions affecting certain students with disabilities shall be governed by § 14.143 (relating to disciplinary placements) and 34 CFR 300.519—300.529 (relating to discipline procedures).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Education Act (20 U.S.C.A. §§ 1400—1482).

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

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

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

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

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

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

§ 12.8. Hearings.

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

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

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

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

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

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

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

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

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

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

(8) A written or audio record shall be kept of the hearing. The student is entitled, at the

student's expense, to a copy. A copy shall be provided at no cost to a student who is indigent.

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

- (i) Laboratory reports are needed from law enforcement agencies.
- (ii) Evaluations or other court or administrative proceedings are pending due to a student invoking his rights under the Individuals With Disabilities Education Act (20 U.S.C.A. §§ 1400—1482).
- (iii) In cases in juvenile or criminal court involving sexual assault or serious bodily injury, delay is necessary due to the condition or best interests of the victim.

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

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

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

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

- (i) Notification of the reasons for the suspension shall be given in writing to the parents or guardians and to the student.
- (ii) Sufficient notice of the time and place of the informal hearing shall be given.
- (iii) A student has the right to question any witnesses present at the hearing.
- (iv) A student has the right to speak and produce witnesses on his own behalf.
- (v) The school entity shall offer to hold the informal hearing within the first 5 days of the suspension.

§ 12.9. Freedom of expression.

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

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

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

- (1) Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
- (2) Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- (d) Identification of the individual student or at least one responsible person in a student group may be required on posted or distributed materials.
- (e) School officials may require students to submit for prior approval a copy of materials to be displayed, posted or distributed on school property.
- (f) Bulletin boards must conform to the following:
 - (1) School authorities may restrict the use of certain bulletin boards.
 - (2) Bulletin board space should be provided for the use of students and student organizations.
 - (3) School officials may require that notices or other communications be officially dated before posting and that the materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- (g) School newspapers and publications must conform to the following:
 - (1) Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - (2) School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
 - (3) School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - (4) Prior approval procedures regarding copy for school newspapers must identify the individual to whom the material is to be submitted and establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
 - (5) Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- (h) The wearing of buttons, badges or armbands shall be permitted as another form of expression within the restrictions listed in subsection (c).
- (i) School officials may set forth the time and place of distribution of materials so that 26 distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - (1) A proper time and place set for distribution is one that would give the students the opportunity to reach fellow students.

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

§ 12.10. Flag Salute and the Pledge of Allegiance.

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

- (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting

the Flag on the basis of personal belief or religious convictions. Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

§ 12.11. Hair and dress.

- (a) The governing board may establish dress codes or require that students wear school uniforms. Policies may apply to individual school buildings or to all school buildings.
- (b) Students have the right to govern the length or style of their hair, including facial hair. Any limitation of this right must include evidence that length or style of hair causes disruption of the educational process or constitutes a health or safety hazard. When length or style of the hair presents a health or safety hazard, some types of covering shall be used.
- (c) Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities or other situations when special attire may be required to insure the health or safety of the student.
- (d) Students have the responsibility to keep themselves, their clothes and their hair clean. School officials may impose limitations on student participation in the regular instructional program when there is evidence that the lack of cleanliness constitutes a health hazard.

§ 12.12. Confidential communications.

- (a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa.C.S. § 5945 (relating to confidential communications to school personnel).
- (b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

§ 12.13. [Reserved].

§ 12.14. Searches.

- (a) The governing board of every school entity shall adopt reasonable policies and procedures regarding student searches. The local education agency shall notify students and their parents or guardians of the policies and procedures regarding student searches.
- (b) Illegal or prohibited materials seized during a student search may be used as evidence against the student in a school disciplinary proceeding.
- (c) Prior to a locker search, students shall be notified and given an opportunity to be present. 27 When school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare or safety of students in the school, student lockers may be searched without prior warning.

§ 12.15. [Reserved].

§ 12.16. Definitions.

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

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

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

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

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

Student assistance program—A systematic process designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success.

Student assistance is a systematic process using effective and accountable professional techniques to mobilize school resources to remove the barriers to learning, and, when the problem is beyond the scope of the school, to assist the parent and the student with information so they may access services within the community.

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

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

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

STUDENT RECORDS

§ 12.31. General requirements.

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

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

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

CHILD FIND NOTIFICATION

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

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

1. Autism 2. Deafness 3. Deaf-blindness 4. Hearing Impairment 5. Intellectual disability 6. Multiple Disabilities 7. Orthopedic Impairment	8. Other Health Impairment 9. Serious Emotional Disturbance 10. Specific Learning Disability 11. Speech/Language Impairment 12. Traumatic Brain Injury 13. Visual Impairment, Including 14. Blindness
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If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and their eligibility are available to you at no cost, upon written request.

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

For further information on the rights of parents and children provision of services, evaluation and screening (including purpose, time and location), and the right to due process procedures, you may contact, in writing, the person listed above or any building principal.

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

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

You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to: Ms. Amie Talarico
Director Special Education
Lackawanna Trail School District
PO Box 85, Factoryville, PA 18419
(570) 945-5184

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

Introduction

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

Definition

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

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

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

Complaint Resolution Procedures

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

Acknowledgement – The Elementary Principal will acknowledge receipt of the complaint in writing and inform the Federal Programs Coordinator and Superintendent. ***Investigation*** – The Elementary Principal will thoroughly investigate the complaint and attempt to resolve it informally. If the problem cannot be resolved informally, it will be referred to the Federal Programs Coordinator.

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

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

Programs Coordinator will issue the report to all parties of the complaint, along with the Elementary Principal and the Superintendent.

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

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

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

Filing a Complaint

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

LACKAWANNA TRAIL SCHOOL DISTRICT BOARD OF EDUCATION

Eric Johnson, President

Heather Clark, Vice President

Tracy Wescott, Secretary

Dr. Michael Mould, Treasurer

Brendan Dwyer

Susanne Green

Kristy Huggler

Jaclyn Litwin

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