

LAKELAND SCHOOL DISTRICT

**ELEMENTARY PARENT HANDBOOK
2018-2019**

ELEMENTARY OFFICES

**LAKELAND ELEMENTARY SCHOOL
SCOTT CAMPUS
1353 LAKELAND DRIVE
JERMYN, PA 18433**

**TELEPHONE: 254-9485
FAX: 254-6293**

**LAKELAND ELEMENTARY SCHOOL
MAYFIELD CAMPUS
501 LINDEN STREET
MAYFIELD, PA 18433**

**TELEPHONE: 876-2950
FAX: 876-3410**

FOREWORD

Dear Parents:

The purpose of this handbook is to provide you with information concerning our elementary schools, its personnel, and its activities. Please make yourselves familiar with the contents of this handbook since it will serve as a guide to you in the operation of our schools. It is hoped that this guide will eliminate many questions you may have about our school system.

James Pivrotto
Scott Campus Principal

Kevin J. Sullivan
Mayfield Campus Principal

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William F. King	Superintendent of Schools
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Kevin J. Sullivan	Mayfield Campus Principal
Carmella Bullick	Secondary Principal
Dave Rosencrans	Assistant Secondary Principal

ELEMENTARY SCHOOL NURSES

Patricia Mussari	Mayfield Campus
Jennifer Piraino	Scott Campus

TRANSPORTATION DIRECTOR

Michael Motsay

SCOTT CAMPUS FACULTY

Kindergarten

Mrs. Jamie Waibel
Mrs. Andrea Pantzer

Grade 1

Mrs. Tracy Sokoloski
Mrs. Ericka Muehlhisen
Mrs. Kim Jones

Grade 2

Mrs. Debbie Ritter
Miss Jacqueline Golaszewski

Grade 3

Mrs. Cara Szili
Mrs. Josefa Dombrosky
Mrs. Angela Kashuba
Mrs. Louise Ofcharsky

Grade 4

Miss Adrienne Rupp
Miss Janet Carey
Mrs. Marion Yurgosky

Grade 5

Miss Jamie Goodfellow
Mrs. Sara Scott

Grade 6

Mrs. Melissa Good
Mrs. Kalee Lee
Mr. Brian Wagner

MAYFIELD CAMPUS FACULTY

Kindergarten	Mrs. Melanie Furiosi
Grade 1	Mr. Patrick Walton Mrs. Danielle Lonzinski
Grade 2	Mr. Jeffrey Pusateri Mrs. Patricia Dragotto
Grade 3	Mr. Edward Naniewicz Mrs. Annie Bednash
Grade 4	Mrs. Renee Luongo Mr. Art Davis
Grade 5	Miss Melissa Raniella Miss. Monika Loefflad
Grade 6	Mr. Jason Tochelli Miss Michelle Morcom Miss. Janelle Spohn

SPECIAL SERVICES

Art Instructor	Mr. John Swarts
Music Instructor	Mrs. Alissa Swarts
Phys. Ed. Instructor	Mrs. Kerry Naniewicz
Librarian	Mrs. Bonnie Magagna
Computer Ed. Instructor	Mr. Gary Phillips
Guidance Lakeland Campus	Miss Joanne Viola
Guidance Mayfield Campus	Miss Daneen Vagnetti

FEDERAL PROGRAMS COORDINATOR

Mr. Kevin Sullivan

READING SPECIALISTS

Mrs. Katrina Rosato	Mayfield Campus
Mrs. Caroline Barrett	
Mrs. Katelyn Phillips	Scott Campus
Mrs. Melody Rogowski	

MATH SPECIALISTS

Mrs. Jamie Bowers	Mayfield Campus
Miss. Jessica Canjar	Scott Campus

SPECIAL EDUCATION SERVICES

Supervisor of Special Ed. School Psychologist Speech	Mrs. Melissa Govan-Orman Mrs. Amber Evans Miss Noelle Furman(Scott Campus) Miss Rebecca Masko (Mayfield Campus)
Learning Support	Mrs. Leah Boynton (Mayfield Campus) Mrs. Rachel Dwyer (Mayfield Campus) Mrs. Lisa Smargiassi (Scott Campus) Mrs. Tina O'Hare (Scott Campus) Ms. Cheryl Delfino, (Scott Campus)
Life Skills	Miss Heather Stanton (Mayfield Campus) Mrs. Shawna Kopa (Mayfield Campus)
Emotional Support	Mrs. Amy Petty (Mayfield Campus)
Autistic Support	Ms. Nancy Swartz Scott Campus

PHILOSOPHY OF THE LAKELAND SCHOOL DISTRICT

The primary responsibility of the Lakeland School District is to provide the educational structure from which each of its students can develop to become a contributing member of a free and democratic society. Lakeland seeks to fulfill this responsibility by creating a wide range of opportunities for the students to develop their physical, emotional, intellectual, aesthetic, moral and social capabilities.

We believe that in order to carry out this responsibility, a flexible program, one that attempts to meet the demands of a changing world, is essential in both the curricular and co-curricular areas.

We recognize the necessity of a cooperative action on the part of the Board of Education, administration, faculty and community to teach, to encourage, to guide, and to constantly challenge our students.

NOTIFICATION OF NONDISCRIMINATION

The Lakeland School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

The Lakeland School District offers vocational programs in business and home economics. Admission to these programs is based on student's choice and interest.

For information regarding civil rights or grievance procedures, contact, Title IX and Section 504 Coordinator, Lakeland High School, 1569 Lakeland Drive, Jermyn, Pa. 18433 — phone: 254-9485 may also be contacted for

information regarding services, activities and facilities that are accessible to and useable by handicapped persons.

**LAKELAND SCHOOL DISTRICT MISSION
STATEMENT**

- Provide an education for all students
- Empower all students with the skills and knowledge
- Necessary to Maximize their learning potential
- Instill in all students a desire for self-directed life-long learning
- Foster in all students respect for themselves and for others
- Encourage all students to become community minded individuals
- Ask and answer questions about what your child sees or does.
- Answer your child's questions with enthusiasm.
- Know exactly how your child is doing in school.
- Take time to talk with your child about his/her day at school.
- Help create in your child a positive attitude toward school.
- Take an interest in papers your child brings home from school.
- Follow through on what you say you will do.
- Don't put too much emphasis on grades.
- Listen to your child.

ADMISSION

All children who are legal residents within the limits of the Lakeland School District and who have met the minimum age requirements may enter the Lakeland Schools. Effective September, 1987, students entering kindergarten must have reached their fifth birthday on or before September 1 of the year in which they plan to begin school. Effective September, 1988, entrance into first grade will be set at their sixth birthday in accordance with the above.

Registration for kindergarten students is held in the spring of the school year in each individual school on dates announced via the newspaper and parent notices. Written proof of age, proof of residence, and immunization against measles, German measles, mumps, diphtheria, tetanus and polio are needed before any parent may register a child.

AIDS - ACQUIRED IMMUNE DEFICIENCY SYNDROME

The State Board of Education approved these revisions to the Chapter 5 Curriculum Requirements regulations:

- A. Each school entity shall provide instruction about Acquired Immune Deficiency Syndrome (AIDS) and related issues to its students at least once in the elementary grades, at least once in the junior high grades, and at least once in the senior high school grades. This instruction shall be included in the curriculum in the Health course and shall be presented in a series of systematic lessons covering the content outlined in subsection c.
- B. The appropriate time in the school year shall be determined by each school district individually.
- C. Educational materials and instruction shall be determined by the local school district and be appropriate to the age group being taught. Each program of instruction shall include, but need not be limited to, information about the nature of the disease, the lack of a cure, the ways the disease is transmitted and how infection can be prevented. The school district may, in its discretion, omit instruction in the elementary grades on the transmission of the disease through sexual activity. Programs discussing the transmission of AIDS through sexual activity shall stress that abstinence from sexual activity is the only completely reliable means of preventing the sexual transmission of AIDS. Each program shall stress that avoidance of illegal drug use is the only completely reliable means of preventing transmission of AIDS through shared drug paraphernalia.
- D. A school district shall excuse pupils from instruction in AIDS when this instruction conflicts with the religious beliefs or moral principles of the parent(s), guardian or of the pupil. School districts shall require request for

excuses. Prior to the commencement of instruction each school district shall publicize that detailed curriculum outlines and all curricular materials used in conjunction with the instruction shall be available to all parent(s) or guardian(s) during normal school hours or at teacher-parent conferences.

Such curricular materials, where practical, shall be made available by the school district for home instruction use by the parent(s) or guardian(s) of any student excused from the district's program of instruction about AIDS.

The elementary physical education teacher introduces AIDS Awareness to third grade students while the sixth grade students are presented with a more in-depth approach.

ATTENDANCE

Your child's attendance in school is of extreme importance to his/her success. Frequent absence lessens the child's interest in his work and may cause unsatisfactory progress.

Upon return to school following an absence, each child will be issued an excuse form by the teacher to be filled out by the parent indicating the date and reason for absence. This excuse along with any medical excuses issued by a Doctor's office must be returned to the teacher no later than three days after the absence. Reasons other than illness, quarantine, death in the family or emergency situations are not considered legal.

In order to remain compliant with Act 138 of 2016 we have revised our attendance protocols to include the following:

- A. A warning letter indicating consequences of habitual truancy will be issued within ten days of the third unexcused absence.
- B. Upon fourth unexcused absence parent/guardians will be invited to a school attendance improvement conference.
- C. Children who are absent for six or more days without a legal excuse are considered to be habitually absent.
- D. Once students reach six or more days they are referred to Lackawanna County Children & Youth Services Truancy Liason, a truancy citation may be filed with the District Magistrate.

BICYCLES

Children are not allowed to ride bicycles to school and leave them on school property.

BUS TRANSPORTATION

The bus drivers are responsible for the proper conduct of pupils riding on their bus at all times. Whenever problems develop that, in the opinion of the driver, require corrective action, he will file a written report with the administration. Parents will be notified of any report filed by a driver.

Parents are discouraged from sending notes to school requesting permission to transfer buses to attend birthday parties, visit other student's homes, etc. Overcrowding of buses could lead to problems for the bus drivers. Notes will be screened on an individual basis in emergency situations.

In order to provide a safe and efficient transportation system, each and every student provided with busing privileges is asked to cooperate by obeying established rules and regulations. These rules and regulations are necessary to insure the safe and prompt arrivals and departures of students while developing a safety-conscious attitude on the part of each student. Students who do not comply with these regulations may be denied continued bus transportation privileges as it is the responsibility of the local administration to administer and supervise the transportation program as set forth by the State Board of Education.

AT ALL TIMES STUDENTS SHOULD...

Exercise caution, good manners and consideration for others.
Obey the driver; his first concern is for the student's safety.

ARRIVAL AT THE BUS STOP

- Be at your stop five minutes ahead of time.
- Stay a safe distance from the curb.

- When the bus approaches, get in line.
- Stay clear of the bus until it has come to a complete stop.
- Your bus driver has a schedule to keep. If you are not at the bus stop, he cannot wait for you.

- **BUS BEHAVIOR:**
 - Be seated. Students are to be seated whenever the bus is in motion.
 - Be quiet. Normal conversation is permitted, but disturbing others is not.
 - Be healthy. No smoking or consumption of food of any kind is permitted.
 - Be good citizens. Do not litter.
 - Be safe. Do not extend any extremities (arm, head, etc.) from the bus, tamper with any bus equipment or block aisles.
 - Do not use obscene language, call out to passersby, play radios or open windows.
 - Be responsible. Do not disturb the driver or other students without due cause. Take special care not to destroy bus property.
 - Be on your good behavior. Fighting will not be tolerated, nor will any behavior which causes problems for another student or the driver.
 - Be neat. Place books or parcels on your lap. Keep the aisle clear. Throwing objects inside or out of the bus could cause an accident.

- **BUS DISCIPLINE POLICY:**

On April 4, 1994, a new elementary school bus discipline policy was initiated by the Lakeland Board of Education. This bus discipline policy is outlined below:

1st Offense — Warning/Parent Conference/Bus suspension depending on the severity of the infraction

2nd Offense —5 day bus riding suspension

3rd Offense - 10 day bus riding suspension

4th Offense — Suspension from bus riding privileges
for remainder of year

A parent/guardian or high school aged sibling must be at the approved bus stop to receive Kindergarten students at the end of each day's drop-off. If a Kindergarten student is to be released to another elementary aged students or released without a parent/guardian or high school aged sibling the school must be notified in writing by the parent / guardian of the student. All Kindergarten students without parent/guardian, high school aged sibling or a release note on record will be returned to the school building they are enrolled in. It will be the parents/guardians responsibility to provide transportation home in a timely manner. Abuse of this policy may result in temporary loss of transportation privileges or issue brought before District Magistrate if it results in a truancy issue.

CAFETERIA

Each elementary school is equipped with a cafeteria. Students have the option of purchasing a hot lunch daily or bringing a "bag" lunch. The cost of lunch includes milk, but all students may purchase milk separately by the carton at a cost to be announced in September of the school year. Students must pay for their lunches on a daily basis or by purchase of a lunch ticket at the beginning of each week. Cafeteria menus will be sent home with the children. Students leaving the building for lunch must present written permission to the principal.

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CHILD ABUSE

Each year in the United States one million children are abused; five thousand die as a result of child abuse.

Act 124, the Child Protective Services Act, mandates that teachers and educational personnel report suspected cases of child abuse. Under Pennsylvania law, “an abused child means a child under 18 years of age who exhibits evidence of serious physical or mental injury not explained by the available medical history as being accidental, sexual abuse, or serious physical neglect, if the injury, abuse or neglect has been caused by the act or omissions of the child’s welfare, provided, however, no child shall be deemed to be physically or mentally abused for the sole reason he is in good faith being furnished treatment by spiritual means through prayer alone in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof or solely on the grounds of environmental factors which are beyond the control of the person responsible for the child’s welfare such as inadequate housing, furnishings, income, clothing and medical care.”

CLASSROOM ASSIGNMENTS

Students are assigned to teachers via our sapphire student information system based upon many factors such as room size, enrollment, and special needs; therefore, it will be impossible to comply with parental requests that students be placed in the charge of certain teachers for the school year. In addition, it is not our policy to transfer students to other classrooms during the school year.

CLASS ROOM INTERRUPTIONS

To provide our students with the best possible learning atmosphere, classroom interruptions are held to an absolute minimum. Teachers will not be called to the phone or out of their classrooms unless an emergency exists. Teachers will be notified of telephone messages and will return calls at their earliest convenience. Personal conferences with teachers are welcome, but we do ask that an appointment be set up in advance with the teacher.

CLASS PROGRAMS

Dramatization adds realism, interest, and zest to instruction and, if kept within reasonable bounds, makes learning more vivid and meaningful. It is a type of activity that breaks down barriers to cooperation. Teachers are responsible for developing a program with their children to be presented during the school year. The programs are held during the school day and parents are welcome to attend.

CORPORAL PUNISHMENT

The Lakeland Board of Education prohibits the use of corporal punishment in all schools by all school employees. Reasonable force may be used by teachers and school authorities to (1) quell a disturbance, (2) obtain possession of weapons or other dangerous objects, (3) for the purpose of self-defense, or (4) for the protection of persons or property.

CUSTODY CASES/NAME CHANGES

Custody cases are difficult for everyone involved, including the school. Many times the school is put in the position of “referee” between combative parents. In order to avoid this set of circumstances, the school will adhere to the following guidelines:

- Separated or divorced parents have the obligation to officially inform the school of their status in terms of the custody of the child and to provide any court directives which would fix the rights of either parent regarding access to the child and responsibility for the child’s education.

- Where the court has awarded “legal” custody, the right to make educational decisions for the child resides with the custodial parent. Involvement in the child’s educational process by a non-custodial parent should be subject to the custodial parent’s approval or some provision set by the custody agreement.
- In the absence of a court directive fixing custody, the parent who has actual physical possession and control of the child would be responsible for the child’s attendance at school and thus make the decisions affecting the child’s education.
- In reference to name changes, the Department of Education makes it clear, beyond a reasonable doubt that the only way in which one can have a name change is through the legal court document route.

DELAYED SCHOOL OPENING

It may be necessary from time to time during inclement weather to operate under a delayed school opening procedure. Beginning with the 1997-98 school year, the Lakeland School District implemented a new procedure for two-hour inclement weather delays. Inclement weather, usually for snow, was and will continue to be announced as follows: “Lakeland School District; 2 - hour delay.” Notification will also take place through our Rapid Communication System. Parents will receive phone calls and messages delivered to numbers supplied to the school.

DISTRICT BREAKFAST PROGRAM

Beginning with the 2004-2005 school year, the Lakeland School District implemented a voluntary breakfast program. In both elementary schools, children who wish to participate in this program will move to the cafeteria at approximately 8:15 and enjoy breakfast. The cost for this meal will be determined at the beginning of the school year. Free and reduced breakfast plans will follow state established guidelines.

DISCIPLINE

The concept of discipline in the Lakeland Elementary Schools is based on the premise that a cooperative effort amongst teachers, administrators and parents is needed to create an effective discipline policy.

It is presumed that with this joint effort, the school will be able to maintain an environment that is safe, pleasant and well organized. The school climate should be one of security and consistency through the establishment of reasonable rules and guidelines allowing all students an opportunity to learn.

Effective discipline should prevent a recurrence of a particular misbehavior and should encourage a student to choose to do what is right. In working to maintain standards of discipline within the school, all necessary supportive services will be brought into play. These may include: counselor, parents, administrators, psychologist, psychiatrists, social workers, agencies, local authorities, and all others who might contribute to solving discipline problems.

Misbehaviors have varying degrees of seriousness and will be dealt with accordingly, always realizing that elementary school children are “children.” With this thought in mind, it should be noted that although out-of-school suspension/expulsion remains an option open to the school, it will only be used in the elementary school as a last resort in dealing with problem students unless the seriousness or repetitiveness of the action warrants this type of punishment.

The prime responsibility for classroom discipline rests with the teacher and all personnel are committed to maintaining discipline in and around the school regardless of the student involved. When all techniques to solve classroom problems have been exhausted, then teachers are encouraged to seek the aid of the principal through a discipline referral.

Both the Scott & Mayfield Campus Schools have implemented School Wide Effective Behavior Program’s. The purpose of these programs is to promote and recognize positive behavior among students and create an environment, which is more conducive to learning. The foundations of these behavior programs are consistent language & expectations, mutual respect and cooperation.

Each building has a three-tier system which has been developed to specifically meet the needs of that particular building. Additionally, all of our faculty & staff members have been trained by behavior specialists in how to implement this program & therefore ensure its success.

Inappropriate student behaviors have been grouped into three tier's: Tier I offenses will be handled directly by the Teacher, Tier II offenses will be referred directly to the Principal and Tier III offenses which are considered the most severe are to be sent immediately to the office. The consequences for inappropriate behaviors are as follows: Loss of Privileges, Detention, In-School Suspension and Out of School Suspension. All students & parents will receive a copy of the School Wide Behavior Program for their respective building upon registration or with their classroom assignment. Additional copies can be obtained in each Elementary School Office.

UNACCEPTABLE STUDENT BEHAVIORS

The following is a list of those behaviors considered unacceptable by the school. This list is not all inclusive, but it is meant to serve as a guide. Additionally, students may be disciplined as the result of their actions which adversely affect the health, safety, property or educational welfare of fellow students, instructional staff or other school personnel.

1. Unexcused lateness/absence
2. Offensive language
3. Other minor infractions in or on school property such as gum chewing, pushing, littering, running, spitting, throwing food, etc.
4. Defiance or disrespect
5. Smoking/snuff
6. Cutting class
7. Leaving the school without authorization
8. Fighting
9. Disruptive behavior
10. Violation of bus policy
11. Vandalism/defacing school property
12. Theft or Extortion
13. Endangering health or safety of others
14. Arson
15. False fire alarms
16. Bomb threats
17. Cheating and lying
18. Failure to carry out directions or assignments
19. Cruelty to others
20. Improper dress
21. Possession / use of unauthorized substances
22. Weapons
23. Bullying / Harassment

DISCIPLINARY OPTIONS

The following disciplinary options are available to school personnel when dealing with discipline problems: the seriousness of the infraction will determine the type of punishment administered.

1. Personal talk with student
2. Verbal reprimand

3. Seat change
4. Personal parent conference
5. Special assignment — related to school work
6. Behavioral contract
7. Guidance referral
8. Withdrawal of privileges — recess, special programs, etc.
9. Isolate child from group — within classroom
10. Demerit system — teacher option
11. Referral to outside agency
12. Temporary removal from classroom — in consultation with administration
13. Contact parents — strongly recommended
14. Notation on report card — general development
15. Detention
16. In-School suspension
17. Out-of-school suspension
18. Referral to law agencies
19. Expulsion

In dealing with discipline problems in the elementary school, it is felt that parental contact and cooperation is of extreme importance for corrective measures to be effective, it must, be understood that the goal of the discipline policy is to provide a school environment conducive to learning and as mentioned previously only through a cooperative effort can this goal be accomplished for the benefit of the students. It is felt that parent-teacher administrator conferences, whether they be in person, by phone or in writing, are the key to the effectiveness of the elementary school discipline policy.

DRESS POLICY

Adopted by the board of Education on December 1, 1999
Effective August 29, 2000

I. School Clothing – Boys / Girl

A. Slacks	Appropriate	Inappropriate
1.	Colors	
	a. Navy b. Khaki	a. Any color not listed in left side column
2.	Style	
	a. Pleated or plain front b. Plain or cuffed Bottoms	a. Any non- "Dickies" Style slacks b. "cargo" pants c. Baggy pants
3.	Fabric content	
	Twill (cotton/polyester blend)	a. Corduroy slacks b. Denim slacks

	4.	Physical Education	
		a. Uniform Slacks b. Cotton "sweat" pants (Navy in color; plain in design – no logos)	a. Wind pants b. Spandex slacks c. Striped "sweat" Pants d. Nylon slacks
B. Shirts		Appropriate	Inappropriate
	1.	Colors	
		a. White b. Red c. Light Blue d. Navy	
	2.	Style	
		a. Collared "golf" shirts or short sleeves b. "Dickies" Style	a. Turtleneck shirts b. Crew neck shirts c. Dress shirts; tab or button down collar
	3.	Physical Education a. Lakeland Tee Shirts (ex. Field day Shirts)	
			Exceptionality: White turtleneck/crew/ tee shirts can be worn under the uniform shirt
C. Shorts		Appropriate	Inappropriate
	1.	Colors	
		c. Navy d. Khaki	b. Any color not listed in left side column
	2.	Style	
		a. Pleated Front b. Plain Front	Any non "Dickie" style
D. Sweaters		Appropriate	Inappropriate
	1.	Colors	
		a. Navy	

2.	Style	
	<ul style="list-style-type: none"> a. Any Brand b. Cardigan (Buttons) c. V-Neck pull-over vest or sweater d. Crew Neck 	<ul style="list-style-type: none"> a. Nylon b. Fleece sweaters

E. Sweatshirts

1.	Colors	
	<ul style="list-style-type: none"> a. Navy b. Grey c. Red d. White 	
2.	Style	Crew or zipped
	“Dickies” style	

II. School Clothing Girls – Exclusively Girls

A. Skirts

- 1. Color
 - a. Navy
 - b. Khaki (tan)
- 2. Style
 - a. “Dickies” Style

B. Skorts

Same as Shorts

C. Jumpers

- 1. Color
 - a. Navy – “Dickies” style which can be worn with white turtleneck/crew neck (tee) shirts
 - b. Khaki (tan)

III. Shorts are not recommended when outside temperatures are below 32 degrees.

The Lakeland School District Uniform Discipline Policy for Non-Compliant Students

Any student arriving at school without the mandated school uniform will be subject to in-school suspension until the uniform is worn or for a period of up to four (4) school days.

DRUG AND ALCOHOL POLICY

The Lakeland School Board, at their April 21, 1993 meeting, adopted revisions to the "Guidelines" on Drug Use/Misuse applicable to both employees and students of the Lakeland School District. The widespread misuse of drugs has made it imperative that the schools recognize the problem and cope with its solution. A program of education shall be provided that will make the student and employee aware of the personal danger involved in drug misuse and of his or her responsibility to contribute to the society in which he or she lives.

The school's primary responsibility is the education of students. Under the doctrine in loco-parentis the school is also charged with protecting the health and safety of its students. Alcohol/drug related activity can have detrimental effects on both the educational process and the well-being of students and school personnel. It can interfere with the rights of students to learn and the ability of educators to do their job. Corrective action is an important element in providing an effective response to drug use in a school. Both the interest of the school community and the welfare of the individual student require clear, reasonable and flexible disciplinary procedures. The school's approach must be one of providing incentive for the drug user to change his or her behavior into productive patterns; protecting the school community; discouraging the violation of the law.

The Lakeland School District will not tolerate any use of drugs. For the purpose of this policy, the term "drug" shall include any alcoholic or malt beverage, controlled substance or abused substance not listed or approved by the Health Office. The term "controlled substance" shall mean a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15.

POSSESSION

Students and employees may not have in their possession at school or at any school-sponsored activity drugs as defined above. Students who must have medications at the school or at any school-sponsored activity shall file with the school a form signed by the prescribing physician and parents and/or guardian. Students will take medication in the Health Room under the direction of the school nurse or the designee.

Students and employees shall not have on their person or in their possession, or in their desks or lockers, any drug or article or drug paraphernalia that is commonly associated with drug use.

Any violation concerning possession is considered a major infraction of school policy. Any students guilty of this infraction will be expelled and referred for prosecution. Any employee guilty of this infraction will face severe disciplinary action including referral for prosecution.

I. Possession: In the event of such an occurrence, the following procedure shall be followed.

1. The student and his or her family or, in the case of an employee, the employee shall cooperate fully with any evaluative and therapeutic measures which the administration deems necessary to help the individual.
2. If a question persists as to the student or employee's condition, an examination by a qualified physician may be required with possible test for abused substances.

The tests and the laboratories, agencies, individuals or organization analyzing and interpreting them shall be of a type used and approved by the Pennsylvania State Police in their investigation and prosecution of drug and alcohol related offenses.

II. Usage: Students and/or employees who are found to be under the influence of a drug at school or at any school-sponsored event are in violation of school policy. Any violation concerning use is considered a major infraction of school policy. Any student or employee guilty of this infraction will face severe disciplinary action and is subject to dismissal. In the event of such an occurrence, the following procedure shall be followed:

Any student or employee whose behavior indicates the possibility of drug misuse shall be referred to a school administrator. In the event it becomes clear, by a preponderance of the evidence, to a school administrator that a student or employee's physical or; mental difficulties are reasonably suspected to be the result of the improper use of drugs, the procedures set forth in Section I entitled "Possession" shall be implemented.

III. If it becomes reasonably clear to the administration, by a preponderance of evidence, that a student or an employee is a "pusher," one selling drugs or recruiting for drug abuse in school, the student will be expelled and referred for prosecution. In the case of an employee, the employee shall be suspended immediately with pay subject to any due process procedures he or she may have as a result of Statutory Law, case law or the Collective Bargaining Agreement and also referred for prosecution.

IV. Out of School Abuse: If the school becomes reasonably convinced, by a preponderance of the evidence, that a student is guilty of illegal possession, use or trafficking outside the school, it shall treat the student the same as was described in Sections I, II, and III.

- V. Special Situations: The following special situations shall require prior consultation with the principal who, in turn, will inform the superintendent of schools and/or the school board.
1. A professional recommendation that a student who is a known addict be returned to school.
 2. A request to return to school by a student who has been arrested for possession or use of drugs.
 3. A request to return to school by student or an employee who has been convicted of possession or use of a controlled substance by a court of competent jurisdiction.

If unfavorable or harmful publicity bring severe pressure on a student affecting or destroying his/her ability to remain with his/her peer group in school, the administration will discuss the situation with the family. If it be mutually concluded that the student should be withdrawn from the school, every effort shall be made to relocate the student in another school setting. The school's administration shall be made aware of the circumstances.

- VI. Students' & Employees' Request for Assistance:
A student and employee's right to seek confidential help because of the misuse of drugs shall be respected. The school shall assist the student by providing opportunities for guidance and counseling at the expense of the student or, in the case of an employee, at the school's expense. However, it shall be aim of the counselor to bring the student to the point of voluntarily informing the parents of the situation.

PENNSYLVANIA DRUG & ALCOHOL ABUSE CONTROL ACT 1972 (ACT 63)

"Consent of Minor" — Notwithstanding any other provisions of law, a minor who suffers from the use of a controlled or harmful substance may give consent to furnishing of medical care or counseling related to diagnosis of treatment. The consent of the parents or legal guardian of the minor shall be necessary to authorize medical care or counseling related to such diagnosis or treatment. The consent of the minor shall be valid and binding as if the minor has achieved his majority. Such consent shall not be voidable nor subject to later disaffirmance because of minority. Any physician or any agency or organization operating a drug abuse program who provides counseling to a minor who uses any controlled or harmful substance may, but shall not be obligated to, inform the parents or legal guardian of any such minor as to the treatment given or needed.

The Governor's Council on Drug & Alcohol Abuse and the Department of Education are concerned that school personnel know about Section 12 and that students' treatment is being held in confidence. As a condition of employment, all Lakeland School District employees are required not only to abide by the district's policy regarding illegal drugs but said employees are also obligated to report any criminal convictions for drug-related activity in or out of the work place no later than five (5) days after a conviction of a drug-related offense.

The following agencies will provide counseling and treatment for drug and alcohol-related problems at the expense of the recipient:

Drug & Alcohol Treatment Service, Carbondale, PA 282- 6630 or 876-2896

Marworth Treatment Center, Waverly, Pa 563-1112

EARLY ARRIVAL AT SCHOOL

For the welfare and safety of the students, it is required that parents of the “walkers” or those parents who drop their children off at school early apportion their time accordingly and do not plan for their children to be at school any earlier than necessary. There are too many temptations for children who are waiting for school to open and who are unsupervised. Therefore, the above-described students are in or on the school grounds at their own risk. Students will not be allowed to enter either of the elementary schools prior to the official school day starting times. The official starting time for the Mayfield Campus and the Scott Campus is at 8:05 a.m. There will be no teacher supervision before this starting time and therefore, student safety would be a major concern.

EARLY DISMISSAL

Early dismissal from school for personal reasons is discouraged. In the event a child is released early, school policy requires that the parent or guardian report to the school office and sign the child out.

School personnel will secure the child from classroom while the visitor waits in the office. For the welfare and safety of the children, we will not deviate from this procedure. Children will only be released to parents, guardians or those listed on the emergency card. Requests for early dismissal due to medical appointments and so forth must be in writing along with a phone call to the office. Photo Identification is necessary prior to the release of any child.

DISMISSAL CHANGES

Any changes in the normally scheduled dismissal of a student such as from a bus rider to a private vehicle or walker must be in writing along with a phone call to the office.

EMERGENCY CARDS

Emergency cards are sent home with the children the first week of school each year. The importance of having these cards on file in school cannot be stressed enough since, in emergency situations, phone numbers as listed on the cards are used to contact parents, relatives or doctors. Therefore, it is imperative that each child in your family has a card on file in the office with up-to-date, accurate information. Changes in address or phone numbers should be reported immediately to your school.

EMERGENCY SCHOOL CLOSING

Whenever it is necessary to close school for emergency reasons, the following television and radio stations will be notified.

WNEP —Channel 16 WARM—Dial 590
WYOU - Channel 22 WSGD - Dial 94 FM
WBRE - Channel 28

Notification will also take place through our Rapid Communication System. Parents & Guardians will receive phone calls and messages to numbers supplied to the school. Parents are urged to make contingency plans for their children in the event it is necessary to cancel classes or dismiss school early. Acquainting your child with these plans will alleviate

anxiety on the days in question.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The following information is provided to notify you of your rights and privileges under the Family Educational Rights and Privacy Act, a federal law which protects the confidentiality of students' educational records by limiting their disclosure. FERPA guarantees parents and "eligible students" (students 18 years of age or older) certain rights which include:

1. **Access to Records:** Parents or eligible students have the right to inspect their child's or their own educational records, to receive copies, and to have a school official explain the records if requested. To inspect your child's records, contact your building principal. \
2. **Challenge to Records:** Parents or eligible students have the right to request that their educational records be changed if they are inaccurate, misleading or violate students' rights, and to have a hearing if that request is refused.
3. **Disclosure:** FERPA provides that educational records cannot be released to outside agencies without the written consent of the parent or eligible student. Release of these records to another school district, however, does not require written consent.
4. **Directory Information:** Information which is labeled "directory information" by a school district is excluded from FERPA's protection from release and can be released without parental or student consent. In this district, the directory information that is released to the public consists of student names, addresses, phone numbers, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent educational institution attended by the student, and other similar information. If you do not want some or all of this information about your child released, you may prevent its disclosure by contacting the school district. Please address these requests to your building principal.
5. **Policy:** A more detailed explanation of your rights, the procedure to follow if you want to take advantage of them and the limitations on the release of records is presented in the school district's FERPA policy statement. You may obtain a copy of this policy by contacting the administrative office at 254-9484.

FIELD DAY: Physical Education Day (Field Day), stressing skills learned in physical education classes, is conducted under the direction of the physical education instructor. Announcements concerning this program are sent home prior to the event and, as usual, parents are welcome to attend.

FIELD TRIPS

Field trips are considered part of the school curriculum and serve as a valuable part of a child's educational growth. All field trips will be teacher initiated since they are responsible for the planning, implementation and discipline on the trip. Under no circumstances will a child be allowed to attend a trip unless he or she has submitted a permission slip signed by the parent. In the event the child has forgotten his slip, verbal permission from the parent will be accepted and recorded. All chaperones & volunteers of school sponsored trips & activities need to have Act 34, Act 114 & Act 151 clearances on file in the elementary office 10 days prior to the trip or activity.

GIFTED PROGRAM

As of September 1978, a Gifted Program has been instituted in the Lakeland School District. To be eligible for the program, a child must be tested by a licensed psychologist and receive an I.Q. score of 130 or above. Standardized test scores and teacher recommendation will also be considered when screening a gifted candidate. After screening procedures by the school have been completed, parents will be notified

for their written permission to test. Results of the test will be transmitted to parents via the guidance counselor.

The program begins the first school day in October and ends on the last day in May.

GRADES

The Lakeland Elementary Schools use a letter grade system with the following explanation:

Grades 3 – 6 will be assigned the following:

A+ = 97 – 100	C+ = 81 – 84
A = 93 – 96	C = 76 – 80
B+ = 89 – 92	D+ = 73 – 75
B = 85 – 88	D = 70 – 72
	F = Below 70

Grades 1 and 2 will be assigned O – Outstanding, S – Satisfactory, and U – Unsatisfactory in all areas with the exception of reading and math which will be assigned standard letter grades. In the reading and math areas, teachers also indicate by number whether the child is performing above, on, or below grade level. The #3 accompanying a letter grade, as in D-3, indicates that the child is not keeping pace with the rest of the class and may be experiencing difficulty. A #4 would indicate that adapted instruction and/or testing have been provided. A conference with the teacher is in order to discuss the situation. Art, Music, Physical Education, Computer Education, Handwriting, and Library Science will also receive O, S, and U evaluations at all grade levels. Spelling will receive evaluation in grade 1 during the 2nd 3rd and 4th marking periods. In grades 1 and 2 only, the language arts curriculum will offer S+ and S- grade designations in addition to the other report card designations listed above.

GUIDANCE PROGRAM

The elementary schools have the services of two full-time elementary guidance counselors who aim to meet the developmental needs of each child in the educational system. The counselors are available to all children, their parents, teachers and other staff members who are involved with a child.

As a member of the school staff, the counselor employs a variety of techniques to include counseling, consultation, coordination and conferences. Children are recommended for guidance services by the classroom teacher through a referral process. The guidance counselor is also responsible for instructing students in Grades 1-6 in areas approved by the Lakeland School Board.

HEALTH SERVICE

Health services in the elementary schools come under the auspices of the elementary school nurse. If an accident or sudden illness occurs, first aid will be administered and the child's parents will be notified.

Parents are strongly encouraged to notify the school nurse of any problematic situation concerning their child so that every precaution can be taken for his/her safety. Problems such as allergic reaction, epilepsy, heart murmur, etc. should be reported without fail.

No care beyond first aid (defined as the immediate temporary care given in case of accident or sudden illness) will be given by the school nurse. School personnel are not permitted to dispense any type of medical treatment other than first aid.

Parents can help the school by telephoning the school nurse when their child has contracted a communicable disease, been hospitalized, or will be absent for an extended period of time.

PRIVACY OF STUDENT HEALTH INFORMATION

The Family Education and Privacy Act of 1974 (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) govern all student health records in public school districts. They provide adequate security and privacy of health records, as well as allowing appropriate sharing of information “for legitimate educational purposes.” Certain health-related information contained in your child’s health record may be shared with school personnel on a “need to know” basis, as necessary for the health and safety of your child. Some examples may include bee sting allergies, seizures, and diabetes.

The Lakeland Elementary Schools conduct medical screenings for children in kindergarten and grade six, as well as dental examinations in kindergarten and grade three. Parents have the option of having the examinations done in school or having a private physician or dentist conduct the tests.

For all children, weighing, measuring, and screening for vision and hearing (Grades K-3) are used to single out those children who need further attention. Parents of children who fail the vision or hearing screening will be notified of the results. Since certain phases of a child’s health may change rapidly and interfere with school progress, screenings are essential supplements to less frequent periodic medical and dental examinations.

HOMEBOUND INSTRUCTION

Homebound instruction for children unable to attend school because of physical disabilities is available at no cost to the parent. Request forms can be obtained by calling the elementary office and they must be approved by the Superintendent of Schools before actual instruction begins. Regulations state that a child is to receive five hours of homebound instruction per week.

IMMUNIZATION RULES

Under existing regulations of the Pennsylvania Department of Health, all children attending school will be required to provide proof of having received the following immunizations.

Four doses of Tetanus & Diphtheria or Pertussis, (Tetanus & Diphtheria DTP, DTap, DT or TD vaccine) the fourth dose to be administered on or after the 4th birthday.

Four doses of Oral Polio Vaccine or if prescribed by a physician, four doses of Salk (injectable) Polio vaccine. Three doses of Hepatitis B vaccine.

The following vaccines administered at 12 months of age or older:

Measles, Mumps, and Rubella (German Measles) Vaccine (MMR)

Second dose of Measles Vaccine preferably again as MMR before child enters school.

Varicella (Chicken Pox) — Proof of immunity through one of the following:

- a. Vaccine verification — Given at 12 months of age or older
- b. Lab evidence
- c. Proof of already having had the disease

Exclusion

- All students are required to have a single dose of each vaccine upon entry to school or risk exclusion. If additional doses are required and are medically appropriate within the first five days of school; the child shall have either the final dose during that five-day period or the child shall have the next scheduled dose and shall also provide a medical certificate setting out the remaining doses.

Medical Exemption

- Children need not be immunized if a physician provides a written statement that immunization may be detrimental to the health of the child. When the physician determines that immunization is no longer detrimental to the health of the child, the child will have to comply with the above immunization requirements.
- Varicella (chicken pox) immunity, either from vaccination, history of disease, or laboratory testing for new students (kindergarten or first grade) and for students entering seventh grade.

If immunization is against your religion beliefs or you have a strong moral or ethical conviction similar to a religious belief, you must sign a “Certificate of Immunization” available in the school office stating your reason. If immunization is not medically advisable at this time, a physician (M.D. or D.O.) must sign the medical exemption on the reverse side of the certificate.

If you have written records signed by the physician or his/her designee that provide dates your child received the required immunizations, they may be brought to the school where school personnel can verify the dates and complete the Certificate of Immunization. Your child may attend school provisionally if you can provide evidence of at least one dose of each vaccine and plan for completion of the remaining doses.

Your child’s health record will be reviewed every thirty days until completion of the required doses. Please furnish to the school the dates additional doses of vaccine are received.

“Revisions in school immunization regulations effective for the 2000-2001 school year require ALL students in grades K-12 to have two doses of Measles preferably as *MMR*.”

The following chart is designed to give you information concerning the rules and regulations of the Department of Health concerning communicable diseases:

DISEASE	EXCLUSION PERIOD
Chicken Pox	5 days or until all crusts disappear
Measles	
German Measles	4 days after rash appears
Mumps	9 days after appearance, until swelling has gone
Impetigo	Until all crusts are gone
Pediculosis	Until free of all lice and nits
Pink Eye	Until eyes are clear and no pus remains
Ringworm	Under treatment — doctor’s certificate presented
Scabies	After completion of appropriate treatment; doctor’s certificate presented
Streptococcal Sore Throat	3 days after the beginning of adequate effective therapy

KINDERGARTEN PROGRAM

Our kindergarten classes will operate on a full day schedule. Starting and dismissal times will be announced via written communication from the Elementary Office prior to the opening of school.

Programs in reading, math, social studies, science, and handwriting are offered to the students in kindergarten;

therefore, it is imperative that once a child begins attending kindergarten classes, he/she should maintain daily attendance.

LIBRARY PROGRAM

Central libraries have been established in the elementary schools from which the children may draw books to serve their reading needs. In the event of a lost or damaged book, the librarian will contact the home to discuss payment for such. If the book is not returned or paid for by the end of the school year, the child will not receive his/her final report card.

A book fair, under the direction of the librarian, is scheduled each year to afford the children the opportunity to purchase their own library books and encourage reading.

MEDICAL POLICY PROCEDURES

It is the policy of the Lakeland School District that prescription and/or non-prescription medication be given before or after school hours whenever possible. However, if it is essential that medicine be given to the child during school hours, the following procedure must be followed.

1. Contact the school nurse either by phone or school visitation concerning your child's medication.
2. A consent form must be completed by the parent or guardian and returned to the school nurse.
3. A form completed by the physician must also be submitted.
4. All medication must be brought to the school in the original and properly labeled container.
5. Non-prescription drugs (over the counter medication) also require parental or guardian consent as well as the physician's signed authorization.
6. The Lakeland School District will not administer any aspirin or component medications due to the possibility of Reye's Syndrome.
7. All medication must be stored in the health room and supervised by the school nurse or her designee.
8. Prescription Medications must be removed by a parent or guardian prior to extended school closings or holidays.
9. Any changes in type or dosage of medication must be reported, in written form, to the school immediately.
10. Cough drops may be self-administered with no physician's authorization. However, a parent consent form must be submitted in order for the child to use cough drops. The only acceptable cough drops with parental consent are those with "sugar" or "Pectin" as the only ingredient listed on the package. Any cough drop or throat lozenge with menthol, eucalyptus, cough suppressant, or any herbal ingredient (for example: NICE, Sucrets, Halls, etc.) **must** be accompanied by doctor's order and parental consent. This consent form is **valid** for a **two week** period.
11. Medical policy forms, both parental and physicians are to be renewed annually.
12. Any non-compliance with this medical policy will result in the non-administration of medicine.

All medical information may be disclosed to personnel who have a need to know.

MONITORING VANDALISM ON SCHOOL BUS

All vandalism on school buses (as with all school property) will be closely monitored. Any replacement or repair costs, due to damage caused by a student, must be reimbursed to bus contractor. If reimbursement for damages does not occur (or a plan is not formulated addressing said reimbursement) student at fault will be suspended from bus riding privileges until bill is paid in full. Details may be developed cooperatively with school bus contractor.

MILK

Children from families whose income is at or below levels as determined by the government are eligible for free milk. Forms are sent home at the beginning of each school year with directions for the completion of same. More specific information can be obtained by contacting the cafeteria manager at the Lakeland Junior-Senior High School.

MONEY

It is requested that children bring no monies to school other than that needed to pay for lunch, insurance, pictures, or fund raisers on announced days. It is school board policy that the district not engage in the solicitation or collection of funds from pupils by outside agencies and that the district not distribute written or printed information to students that is geared to the benefit of any profit making organization. The same holds true for written or printed information that requires collection by teachers.

MOVING ON UP

The purpose of our Moving On Up program, held near the end of the school year, is to familiarize sixth grade students with the new environment they will be facing in the upcoming year and to ease transition. Sixth grade students will be visiting the Lakeland High school for an entire day prior to the conclusion of the school year. During the visit students will tour various parts of the building, observe a seventh grade class, eat lunch in the cafeteria, meet with guidance & administration.

PARENT-TEACHER CONFERENCES

At present, conferences are held on an individual basis upon teacher or parent request. Conferences should be scheduled during the teacher's free periods, recess, or during an agreed upon time period. In addition, regularly scheduled parent conferences will be held as scheduled on the Lakeland School District calendar.

The purposes of the conference with the teacher are reciprocal and involve gaining information, acquiring insight and communicating needs, status and progress. The objectives of the parent-teacher conference are:

1. To help parents develop an objective concept of the student's capacities and abilities.
2. To acquaint the parents with the student's present status in his plan.
3. To establish cooperatively specific objectives for the student's growth at the present time.
4. To make plans cooperatively for the achievement of the objectives.
5. To interpret to the parent the student's experiences at school and how he is responding to them.
6. To acquaint the parent with the school, its facilities, its personnel and its work, and thus to further the community relations program.
7. To foster a positive relationship between teacher and parent.
8. To discuss ways in which teacher and parent can help each other to help the student.
9. To give the student a sense of confidence and security through the friendship of parent and teacher.
10. To discuss common goals for the student appropriate to his stage of development.
11. To share observations about the student which parent and teacher interpret together.
12. To plan cooperatively with the teacher so that consistent guidance may result so that the student may meet the same kinds of demands at home and at school.

PHYSICAL EDUCATION CLASSES

Physical education classes are part of the regular school program. Children should come to these classes prepared to participate in rigorous activity. Boys and girls are encouraged to wear attire as deemed appropriate by the physical education instructor, and the elementary schools' dress policy.

Written excuses, signed by the parent, must be presented to the physical education teacher for absence from physical education classes. A doctor's excuse should be provided for extended absences. In an extended absence where the instructor has been able to evaluate the performance of the student, an "M" (medical) will be recorded for the quarter.

An adapted physical education program is available to those students in need in the elementary schools. Students with physical concerns, illness, or conditions which limit or prohibit their participation in our regular physical education program are eligible. Referral is made by the physical education instructor and parents will be contacted for permission to include their children in the activities.

PROGRESS REPORTS

Teachers are to send home progress reports to parents any time during the school year indicating a need for improvement in school work or behavior. It is hoped that upon receipt of same, the parent will contact the teacher for a conference and a more thorough explanation of the problem. The purpose of the report is to inform rather than chastise.

PROMOTION POLICY

Promotion shall be on an individual basis.

1. Teacher recommendation shall be regarded as an important factor in the promotion and retention process.
2. Consideration of promotion and retention shall include indications of intelligence, achievement, age in relation to placement and effort as compared to individual ability.
3. It is the responsibility of the teacher to inform the parents of a pupil who is being considered for retention following the third marking period.
4. In all cases, decisions regarding promotion and retention shall be that which is deemed best for the individual pupil.

Parents are notified of the possibility of retention after the third marking period by letter sent from the elementary office. Following this notification, the teacher/counselor will contact parents for a conference to discuss the matter.

Since students in grades 1 and 2 receive standard letter grades in reading and math only, the reading grade will carry more weight in determining retention. In order to qualify for promotion, the student must pass reading.

In grades 3 — 6, students failing two of three major subjects or one major and two minor subjects will be considered for retention. Major subjects include reading, math and English; minor subjects include spelling, science and social studies. Also, there are times when teachers will contact parents to retain children who are barely passing. In these instances, parental permission is required to retain the child. Kindergarten students will be graded by means of their progression towards attaining the skills & proficiencies listed on the Lakeland School District Standards-Based Kindergarten report card. Kindergarten retention will be based upon documented progress on the Kindergarten report card. Parents requesting that their child be retained must submit that request in writing with appropriate reasons listed to the elementary principal.

P.T.A.

At present, each building has a P.T.A. group functioning. A cooperative effort between the P.T.A. and the school is essential when planning for the educational growth of the child. P.T.A. presidents are encouraged to meet or discuss with the elementary administration planned courses of action for the students.

RECESS

Recess is considered a very important part of the school day because it provides the student with a much needed break in the school routine. Teachers are discouraged from keeping children indoors during the recess periods except for disciplinary action, project work, or illness. In the case of illness, a note from the parent must accompany the child to school; otherwise, all children will be sent outdoors.

REPORT CARDS

Report cards are distributed four times during the school year. Final report cards will not be sent home early or on the last day of school with anyone else but the student, brother/sister, or the parent. In the event you do not receive your child's final report card, contact the office in your school to make arrangements for its receipt. It will not be sent via the mail.

Commencing with the 2011-2012 school year the Lakeland School District will be utilizing student report cards which will contain students' progress towards meeting the Pennsylvania Department of Education Academic Standards in addition to their earned letter grade. All report cards are to be signed by a parent/guardian and returned to the students' homeroom teacher no later than 5 days from distribution.

There are times during the school year when children transfer into the district near the end of the marking period. In those cases where the teacher hasn't had sufficient time to accurately evaluate the student, he/she will not receive a report card for that marking period.

SCHOOL BUILDING USE POLICY

Any organization wishing to use the school building or grounds must make application on forms acquired by contacting the administration office.

SCHOOL INSURANCE

Special student accident insurance may be purchased by the parents for all students attending the Lakeland School District. Student accident insurance covers travel to and from school while school is in session. A twenty-four hour protection plan is also available.

Letters and circulars describing the insurance are sent home in September and all those desiring the insurance should enroll at that time. Claim forms are available in each school. Parents are responsible for the completion and filing of claim forms with the insurance company — not the school.

SCHOOL PARTIES

Parties in the elementary schools are held on a limited basis at the discretion of the teacher. Birthday parties, surprise parties for teachers, and end-of-the-year parties are not allowed in the schools. All parties must comply with the Wellness Policy of the Lakeland School District and have Administration & School Nurse approval in advance. This includes any food product being distributed to students in a classroom.

SCHOOL PICTURES

Individual pictures of pupils as well as a group picture are taken during the school year. Parents are under no obligation to purchase these pictures. Information will be sent home prior to the photographer's arrival at the respective schools.

RELEASE OF PHOTO DISCLAIMER

Any photo taken of a student involved in school related activities may be used for public relations by the Lakeland School District. Such media includes but is not limited to, newspapers, press releases, news broadcasts, or school related publications.

SCHOOL PROBLEMS

In the event you, as a parent, incur a school problem, please feel free to use the following procedure:

- a. Conference with the teacher. (if the problem is in the classroom)
- b. Conference with the guidance counselor. (If the problem is of a general nature.)
- c. Conference with the elementary principal if you are not satisfied, after you have gone through steps a and b.

SCHOOL RULES - GENERAL

- There will be no gum chewing in the school.
- The students are not allowed to bring radios, tape recorders, toys, fidget spinners, games, etc. to school unless so directed by the teacher for an educational purpose. The school will not be responsible for damage or loss should any of these items appear in the school.
- Students are to follow the instructions of the teacher in the classroom.
- Use of tobacco, profanity and fighting are forbidden.

- Students are not to engage in an action that is potentially or actually harmful to the safety of others (running in the halls, throwing objects, pushing or shoving etc.)
- The throwing of snowballs is forbidden on school grounds.
- Students are not to deliberately damage any school property
- Students are not to leave the classroom without permission or be absent from school without proper reason.
- Bicycles are not allowed on school property.
- Friends, relatives, visiting or vacationing students are not allowed to attend our classes.
- We expect that all students conduct themselves properly during the lunch periods, practice good table manners and abide by our cafeteria rules.
- Students are not to wear hats in the building or the classroom.

SCHOOL SALES

For the parents' protection, sales in the elementary school are held on a limited basis. It is our belief that the children should not be used to sell certain items or tickets of any sort. **Under no circumstances will any program emanate from our schools which would require children to solicit door-to-door. Directly related school groups** such as the **PTA or high school clubs sponsor fund** raisers during the **school** year after **consultation with the** Elementary Principals.

SCHOOL VISITORS

ALL VISITORS TO OUR SCHOOLS ARE REQUIRED TO REPORT DIRECTLY TO THE OFFICE UPON ENTERING THE BUILDING. WHATEVER THE PURPOSE FOR BEING IN THE BUILDING, YOU MUST REGISTER AT THE OFFICE FIRST.

Visitors will be issued a pass if their business requires passage throughout the building. Embarrassing situations can be avoided by following the above procedure. Also, it is elementary policy that visiting or vacationing students not attend our elementary classes. REMEMBER, YOU MUST HAVE AN APPOINTMENT AND A VISITOR'S PASS TO MOVE INTO THE CLASSROOM AREA.

Parents of kindergarten students are asked to wait outside the school entrance door near the kindergarten classroom area if transporting child home after kindergarten session.
PLEASE DO NOT WAIT INSIDE THE BUILDING NEAR THE KINDERGARTEN AREA.

SMOKING POLICY

In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal wellbeing, the Board prohibits smoking by students in school buildings, on school grounds, and on school buses.

The board also prohibits smoking by administrative staff members, professional employees, classified staff members, and visitors in school buildings, on school grounds, on school buses or in any classroom, hallway or instructional area. In order to maintain our designation to a tobacco free school zone, the use of tobacco products is strictly prohibited. Smoking by administrative staff members, professional employees, classified staff members and visitors is prohibited in school buildings when in use for public assemblies (parent-teacher conferences, PTA meetings, adult education classes, polling places, etc.

Smoking by administrative staff members, professional employees, classified staff members and visitors is prohibited in auditoriums, gymnasiums, or other rooms in use for student presentations, athletics, etc.

SPECIAL PROGRAMS

Child Study Team: The Child Study Team (CST) is an innovative program whose goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in need

of special education services.

CST is a positive, success-oriented program, which uses specific assessment and intervention techniques to help remove educational, behavioral, or affective stumbling blocks for all students in the regular classroom.

TESTING PROGRAM

The Lakeland Elementary Schools use standardized achievement tests for children in grades 2-6, while children in grades 2 and 4 receive separate intelligence tests. The results of these tests are confidential and should only be discussed between the teacher and the parents. In April, the "Pennsylvania System of School Assessment" testing will be administered to students in grades 3, 4, 5, and 6 in the subject areas of reading and mathematics; fifth grade students will also be tested in the area of writing during the month of March.

TITLE I

The Title I Corrective Reading/Math Program is offered in the Lakeland School District. The program is administered by the district under the general direction of the project coordinator. The project has been in operation for several years and is funded through the Elementary and Secondary Education Act.

The program is designed to provide supplemental services in corrective reading and math in grades 1-6 for disadvantaged children of normal intelligence who are performing below grade level. The primary objective of the program is to provide individual and small group instruction in the basic skills directed toward returning the child to the regular classroom as soon as possible. Both public and non-public school children are entitled to this service.

TRANSFERS AND WITHDRAWALS

The school laws of Pennsylvania require that accurate records be kept of all pupils in each school. This is possible only with the full co-operation of parents. Please report promptly any change of address within the school system and the date of withdrawal if the family is moving from the district. This is imperative during both the school term and the summer vacation period. When a withdrawal from school is to occur because of a move from the school district, parents should supply the school with the exact date of withdrawal, their new address, and the name of the school district to be entered. A transfer card will then be issued to the withdrawing pupil.

All textbooks must be returned to the classroom teacher. If the move is within the district, the elementary office should be notified before the child reports to his new school. Transfer students into the district may be refused admittance without the proper credentials.

WEAPONS POLICY

Weapons and replicas of weapons are forbidden on school property. No student shall go onto the school premises with a firearm, explosive weapon, knife, any other dangerous or illegal instrument, or any instrument represented as such. No student shall interfere with normal activities, occupancy, or use of any building exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, other dangerous or illegal instrument, or any instrument represented as such. Any student violating this may be suspended and reported to the police where legal action may be taken.

For purposes of this policy, school premises means the school, school grounds, school buses, or any premises, grounds, or vehicles used for official school purposes.

WORK FOLDERS

Each teacher is required to keep a work folder on every student in his/her charge during the entire school year. This folder contains samples of the student's work in subject areas, homework and test results.

For your information, all test results and papers deemed important by the teacher will be sent home with the student for your review immediately after they are scored and recorded. The papers should be signed by the parent and returned to the teacher as soon as possible. Please note that your signature does not necessarily indicate your approval, but rather that you have seen the papers.

NOTE: Due to the fact that many changes often occur after printed material such as this handbook is prepared, items that indicate time were purposely omitted. Parents will be notified of the length of the school day, report card distribution dates and school starting and ending times at the beginning of the school year.

NOTICE OF SPECIAL EDUCATION SERVICES

In compliance with state and federal law, the Lakeland School District has developed policies to insure FAPE (Free Appropriate Public Education) to all school-age children residing within the district's boundaries.

The Lakeland School District provides no cost screening to children residing within the Lakeland School District, who are suspected of having a disability that would interfere with his/her academic progress. Parents/guardians who suspect their child to be in need of specially designed instruction or related services may request a screening or evaluation at any time by contacting any of the following Lakeland School District administrators:

- Mr. William King, Superintendent @ 254-9485 ext. 1000
- Mr. James Pivrotto, Principal – Scott Campus @ 254-9485 ext. 3005
- Mr. Kevin Sullivan, Principal – Mayfield Campus @ 876-2950 ext. 4005
- Mrs. Carmella Bullick, Secondary Principal – JSHS @ 254-9485 ext. 2011
- Mr. David Rosencrans, Assistant Principal – JSHS @ 254-9485 ext. 2010
- Mrs. Melissa Govan-Orman, Supervisor of Special Ed. @ 254-9485 ext. 1022

The screening procedure may include, but not be limited to the following:

- Existing classroom data review.

- Cumulative educational records.
- Enrollment/attendance records.
- Ability/achievement scores.
- Vision and hearing screening.
- Participation in Child Study.
- Medical records review.
- Observation of classroom behavior.
- Reports/recommendations released by the parent/guardian from outside agencies.

The evaluation process, which will not proceed without parental consent, will include data collected through the screening process along with a multi-disciplinary evaluation. If the parent fails to respond to a request for consent for an initial evaluation or refuses consent, the school district may pursue the initial evaluation by using the due process or mediation procedures.

The multi-disciplinary team (MDT) may consist of the following:

- parent/guardian
- school psychologist
- Teacher
- special education supervisor
- Principal
- guidance counselor
- speech/language therapist
- other staff as deemed necessary

Results of the evaluation are reviewed by the MDT to determine if the child qualifies as a student in need of specially designed instruction under IDEA. Special Education services will be recommended through an annual development/review of an Individualized Education Program (IEP) to those students who qualify under one or more of the following exceptionalities:

- Autism
- Other Health Impaired
- Blind/Visual Impairment
- Deaf and Hard of Hearing
- Emotional Disturbance
- Intellectually Disabled
- Orthopedic Impairment
- Specific Learning Disability
- Traumatic Brain Injury
- Speech/Language Impairment

NOTICE OF GIFTED EDUCATION SERVICES

In compliance with Title 22 PA Code Chapter 16, the Lakeland School District conducts ongoing screenings/evaluations of students who may qualify for gifted education. The screening/evaluation process includes, but is not limited to:

- IQ score
- Achievement/ability scores

- Rate of Acquisition/Retention
- Demonstrated Achievement
- Early Skill Development
- Intervening Factors Masking Giftedness
- Parent/guardian/school input

If a parent/guardian believes that a school age child may be in need of specially designed instruction, a written request may be submitted to the Lakeland School District. An evaluation will be completed upon receipt of a Permission to Evaluate form.

Upon completion of a comprehensive evaluation, if the child meets the eligibility requirements, the Gifted MDT will convene to develop a Gifted Individualized Education Program (GIEP).

Confidentiality

The Lakeland School District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of information gathered on behalf of the screening/evaluation procedure. All information is subject to the confidentiality provisions contained in federal and state laws. Information may be released with signed written consent of the parent/guardian.

ESL PROGRAM DESCRIPTION

MISSION STATEMENT

Our mission as the Lakeland School District is to provide all students with opportunities to challenge and to maximize their potential and to promote responsible citizenship.

The Lakeland School District mission statement refers to providing educational opportunities to all students in our district. The English as a Second Language (ESL) Plan outlines the procedures and objectives to accomplish this mission with our English Language Learners (ELLs).

ESL PROGRAM PHILOSOPHY AND APPROACH

The Lakeland School District is a member of the NEIU 19 Consortium to provide ESL services to our students identified as English Language Learners. The ESL classroom is located at the Career Technology Center and provides services to our students in grades K-12. Students participate in the district's mainstream classes for all other content areas and co-curricular activities.

ESL PROGRAM GOALS

1. To facilitate English language acquisition through the development of listening, speaking, reading, and writing skills.
2. To ensure an effective and meaningful participation in the total educational environment.
3. To provide educational experiences that will prepare students to complete high school and to enter institutions of higher education and/or the world of work.
4. To orient students and their parents to the school and the community.
5. To facilitate the acculturation process in a complex multicultural society by acclimating students to the customs and traditions of their new environment.

IDENTIFICATION/PLACEMENT

Screening procedures

1. Results of the Home Language Survey.
2. Results of any parent interviews and informal or formal classroom observations.
3. Results of formal and informal English Proficiency level tests.
4. Results of specialized testing (as for specific disabilities).
5. Placement decisions (based on information gathered from above).

REQUIRED EXIT CRITERIA

1. Score of Basic on the annual Pennsylvania System of School Assessment (PSSA).
2. Score of Proficient (bridging as per the Pennsylvania Language Proficiency Standards for English Language Learners) in the areas of Listening, Speaking, Reading and Writing on the annual state English language proficiency assessment. The Proficient (Bridging) score will be based on the total composite assessment results.
3. Final grades of C or better in core subject areas (Mathematics, Language Arts, Science and Social Studies).
4. Scores on district-wide assessments that are comparable to the Basic performance levels on the PSSA.

NOTICE OF RIGHTS OF EDUCATION RECORDS AND CONFIDENTIALITY

Parents, guardians and eligible students are informed of the following:

1. The right to inspect and review the student's education record within thirty (30) days of the district's receipt of the request for access.
2. The right to request amendment of the student's education records that the parent, guardian or eligible student believes are inaccurate, misleading or otherwise violate the privacy rights of the student.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA and state laws authorize disclosure without consent.
4. The criterion for determining who constitutes a school official and what constitutes a legitimate educational interest if the district discloses certain materials without prior consent.
5. The right to refuse to permit the designation of any or all categories of directory information.
6. The right to request that information not be provided to military recruiting officers.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA afford parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. department of Education:
 - Political affiliations or beliefs of the student or student's parents;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before Administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

Lakeland School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the Administration of protected survey and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Lakeland will directly notify parents and eligible students of these policies at least annually at the start of each school and after any substantive changes. Lakeland will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information of remarketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with the Lakeland School District under Board Policy #906 or with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible students, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including

health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

TERRORISTIC THREATS

The Lakeland School District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff and community. The Lakeland School District acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

Terroristic Threat shall mean a threat to commit violence communicated with the intent to terrorize another to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act shall mean an offense against property or involving danger to another person.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the Superintendent after receiving a report of such a threat or act.

This is in accordance with Definition 18 pa, C.S.A. sec 2706 and 18 pa. C.S.A. Sec 3301-4101; Sec. 2301 — 3201 of the Pennsylvania School Board Association Policy Guides of Pennsylvania School.

HARASSMENT OF STUDENTS

The Lakeland School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

The Lakeland School District prohibits all forms of unlawful harassment of students by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The Lakeland School District encourages students who have been harassed to promptly report such incidents to the designated employees.

The Lakeland School District directs that complaints of harassment shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district’s legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

This policy is based upon Section 703 of Title VII of Civil Rights Act of 1964; Section 5 (a) PHRC ACT; Title IX of the 1972 Education Amendment.



LAKELAND SCHOOL DISTRICT BULLYING POLICY

Philosophy:

It is the belief of the Lakeland School Board, administration and staff that all children have the right to an educational environment in which they are free from fear, intimidation, bullying and harassment. It is for this reason that the Board has adopted the following Bullying Policy.

It shall be a violation of this policy for any student in the school to be subject to bullying in any form. Administration will investigate all reports of bullying. Any student who is found to have bullied another student will be disciplined as outlined in the policy.

Definition:

A person is being bullied when he or she is exposed, repeatedly and over time, to negative actions on part of one or more persons (Olweus, 1986, 1993). Students may bully a particular student on the basis of the student's appearance, national origin, interests, academic achievements, economic status, or any number of other factors.

The behavior of bullying occurs in four forms: physical verbal, emotional or exclusion, and cyber bullying.

- A. Physical Bullying – hitting, kicking, restraining or any physical aggression.
- B. Verbal Bullying – teasing, name calling, put downs, or other behavior that would deliberately hurt other's feelings, threatens them or make them feel bad.
- C. Emotional or Exclusion Bullying – starting rumors, telling other not to be friends with someone or other actions that would cause someone to be without friends.
- D. Cyber Bullying – using electronic mediums such as but not limited to come to bully others through methods such as posting comments, statements, or pictures on blogs or websites, text messaging, instant messaging and email.

Bullying/Intimidating behaviors can include but are not limited to:

- taunting,
- name calling,
- rumor spreading,
- making up stories to get other children in trouble,
- telling other children not to be friends with a target child,
- kicking, tripping or pushing another child,
- teasing other children with remarks about their culture, religion, ethnicity, weight, physical appearance, disabilities or medical conditions
- intimidating others
- taking other children's possessions or demanding money from them
- damaging other children's property
- picking on other children's books bags, or other property
- making threats to other children
- manipulating others, getting them to do things that they may not want to do

Response and reporting procedures

Any student who is a victim of bullying or who witnesses bullying shall report the incident to a teacher, guidance counselor or administrator immediately.

School personnel must report and or investigate all incidents of bullying/intimidation and take appropriate action, whether they personally observe incidents or are made aware of them by some other means. Reporting, investigation and action must occur even if the victim does not file a complaint, and even if the victim does not express any overt disapproval of the bullying/intimidating act.

Staff members will intervene immediately or in a timely fashion to address the behavior. The intervention will consist of identifying the inappropriate behavior, debriefing the student (s) about his/ her role, and may include a referral to the administration. Repeated or severe incidents of bullying/intimidation require a mandatory administrative referral. Information concerning any complaints of bullying/intimidation shall be treated confidentially.

Suggested teacher interventions

- stop the behavior
- conference with the student or students
- identify the behavior
- debrief the rules
- initiate a counselor referral
- make parental contact
- arrange for apologies, both verbal and written
- initiate an administrative referral

Procedures after an administrative referral

1. an immediate investigation will be completed, which may include verbal and written statements for witnesses. All facets of the investigation will be documented and all information will be kept confidential.
2. All parties and their parents will be notified that:
 - Bullying and/or intimidation are unacceptable and will not be tolerated in school.
 - Consequences will occur for inappropriate behavior.
 - Retaliation against victims or witnesses will not be tolerated.

In additions, the following information will be discussed.

- The types of behavior which constitutes bullying/intimidation.
 - The rights and responsibilities of the individual to prevent bullying/intimidation from happening.
- 3 the following:
 - Verbal warning/reprimand
 - Written warning/reprimand entered in student's file
 - Suspension
 - An apology to the victim
 - Counselor referral
 - A parent/student/administrator conference
 - Police involvement
 - Loss of privilege to participate in extracurricular activities for a specific period of time
 - Community service
 - Other consequences deemed appropriate by the school or district Consequences will be assigned which may include
- Notification of Superintendent of Schools

TECHNOLOGY-COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Digital Technology Policy

1. **Policy Statement.** The School District makes available various forms of DIGITAL TECHNOLOGY to its students for educational purposes and to certain of its employee to advance the education of students or to advance the legitimate business of the School District. These are no other purposes are the exclusive purposes that the School District makes DIGITAL TECHNOLOGY available to its students and to certain of its employees.
2. **Definitions.** The following terms, when set forth in this policy in capital letters, shall have the meaning set forth in the following definitions unless the context clearly indicates otherwise:
 - a. "COMPUTER(S)" shall mean desktops, laptops, workstations, servers, and PDA's or any other digital device in the nature of the desktops, laptops, workstations, servers or PDA's.
 - b. "DIGITAL TECHNOLOGY" shall mean all forms of DIGITAL TECHNOLOGY, INCLUDING software, hardware, and digital services of any nature and kind, that is based on digital technology and that is:
 - i. Owned, leased or licensed to the School District;
 - ii. That is provided directly or indirectly by the School District to its employees or students; or
 - iii. That is accessed by or through DIGITAL TECHNOLOGY that is owned, leased, or licensed to the School District and that is supplied by the School District to students or employees. "DIGITAL TECHNOLOGY" INCLUDES COMPUTERS; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones; beepers; PDA's; modems; voicemail; e-mail; chat rooms; instant messaging; user groups; and similar technologies.
 - c. "INCLUDES" and "INCLUDING" shall mean inclusive but not limited to and /or by way of example and not limitation.
 - d. "USER ID" shall mean the identification number(s) or letter(s) that is unique and that is assigned to the individual student or employee.
3. "SUPERINTENDENT" shall mean the Superintendent, or the Acting Superintendent or Interim Superintendent, or the designee of any of them.

Prohibitions: Students, employees and visitors of the School District shall not:

 - a. Use any DIGITAL TECHNOLOGY for any purpose other than for the legitimate educational purposes of our students or for purposes of advancing the legitimate business of the School District.
 - b. Use any DIGITAL TECHNOLOGY for personal business or affairs, except as expressly provided in the policy or in the administrative guidelines promulgated and adopted by the SUPERINTENDENT;
 - c. Use of any of our COMPUTERS unless and until a confidential USER ID and password has been assigned to a student or employee;
 - d. Use any of our COMPUTERS without using her/his USER ID and password;
 - e. Terminate use of any COMPUTERS without logging off the COMPUTER;
 - f. Disclose his/her USER ID or password to any other individual;
 - g. Use or utilize the USER ID and/or password belonging to or assigned to any other individual, or impersonate, in any manner, any other person;

- h. Open or logon to any COMPUTER, software, program or application using, utilizing or inputting the USER ID and/or PASSWORD of any other individual or entity, or use any default or preset USER ID and/or PASSWORD without express authority;
- i. Misrepresent his/her identity when using the School District's COMPUTERS;
- j. Bypass any blocking software that may be used or installed by the School District;
- k. Intentionally, willfully, maliciously or through reckless indifference damage or corrupt the functioning of any DIGITAL TECHNOLOGY or any data stored, either temporarily or permanently on any DIGITAL TECHNOLOGY;
- l. Visit or access pornographic websites;
- m. Violate the School District's Code of Student Conduct or any other applicable policy of the School District;
- n. Use any COMPUTERS unless and until the individual has signed an acknowledgment in the form prescribed by the School District attesting to the individual's understanding of the rules governing the use of DIGITAL TECHNOLOGY.
- o. Intentionally enter any secure or confidential area of the School District's systems, network(s) or COMPUTERS without proper authority;
- p. Violate any copyright laws or the ownership or license rights of any person or entity;
- q. Violate the legal rights of others;
- r. Knowingly infect any COMPUTER with a virus;
- s. Use any software of Internet site in violation of any applicable licensing agreement or applicable terms of use;
- t. Use any DIGITAL TECHNOLOGY to hack into anyone else's COMPUTERS or networks in any way or manner that is not authorized;
- u. Use any data mining, robots, or similar data gathering and extraction methods in violation of any person's or entity's rights;
- v. Use DIGITAL TECHNOLOGY to violate any applicable law, INCLUDING the Wiretap and Electronic Surveillance Control Act;
- w. Install any software program on or in or download any software program onto or in any COMPUTERS without the express written approval of the SUPERINTENDENT, except for the following:
 - i. Printer drivers;
 - ii. Adobe Acrobat Reader
- x. Fail to report to the School District's technology administrator any time when he/she inadvertently visits or accesses a pornographic site;
- y. Violate and applicable work rule when using the School District's DIGITAL TECHNOLOGY;
- z. Alter or change the DESKTOP or the look of operation of any DESKTOP of any computer;
- aa. Alter or change the screen saver, or the look or operation of any screen saver, installed by the School District;
- bb. Delete or remove any program, application, security feature, or virus protection from and School District COMPUTER;
- cc. Incur any charges or costs of any nature or type to the School District in connection with DIGITAL TECHNOLOGY or your use of DIGITAL TECHNOLOGY; except as specifically and expressly authorized in accordance with applicable procurement requirements established by the School District or by law, or telephone charges by an employee incurred for School District purposes and consistent with the employee's authority;
- dd. Hack into any hardware and/or software owned or licensed by the School District for any purpose;

- ee. Violate any applicable criminal statute pertaining to computers, property or electronic devices, INCLUDING Chapter 76 of the Crime Code, relating to computer offenses. 18 Pa. C.S.A. &7601 et seq.;
 - ff. Plant any virus, pornography or other prohibited content or software on anyone's computer;
 - gg. Disconnect any computer from network without prior explicit direction to do so;
 - hh. Disconnect any hardware from any computer without prior explicit direction to do so;
 - ii. Insert any removable media into the computer for any purpose without permission.
4. Responsibilities of the SUPERINTENDENT. The SUPERINTENDENT shall take such action as necessary to promulgate and adopt administrative guidelines that are not inconsistent with any applicable law or policy of the School District Board of Directors pertaining to the following:

- a. Posting and Dissemination Policy. The SUPERINTENDENT shall cause this policy to be posted and properly disseminated. It shall be made part of the Code of Student Conduct.
- b. Integration into Curriculum and School Program. The SUPERINTENDENT shall promulgate and adopt appropriate administrative guidelines governing how DIGITAL TECHNOLOGY will be integrated into the curriculum and school program.
- c. Training students and employees. The SUPERINTENDENT shall appropriately train students and employees with respect to the permissible uses of DIGITAL TECHNOLOGY.
- d. Student Code of Conduct. The SUPERINTENDENT shall cause the Student Code of Conduct to be amended as appropriate to reflect the applicable terms and conditions of this policy.
- e. Updating/upgrading DIGITAL TECHNOLOGY. The SUPERINTENDENT shall promulgate and adopt appropriate administrative guidelines to insure the DIGITAL TECHNOLOGY is updated and upgraded in a systematic and cost effective manner.
- f. Access To and Safekeeping of DIGITAL TECHNOLOGY. The SUPERINTENDENT shall promulgate and adopt appropriate administrative guidelines governing who will be provided with DIGITAL TECHNOLOGY, how DIGITAL TECHNOLOGY will be provided to students and employees; and how DIGITAL TECHNOLOGY will be properly safeguarded.
- g. Enforcement of Policy and Guidelines. The SUPERINTENDENT shall promulgate and adopt appropriate administrative guidelines for the enforcement of this policy and the guidelines adopted in accordance with this policy. Each student and employee using the School District's TECHNOLOGY shall execute an acknowledgement that he/she has received a copy of this policy and understand that he/she is required to comply with its conditions. In the case of younger students the SUPERINTENDENT shall administratively determine whether the acknowledgement should be signed by one or more parent/guardians in lieu of an acknowledgement by the student.

Blocking, Filtering and Monitoring Software. Taking into account and depending upon relevant factors such as cost

- h. and effectiveness, the SUPERINTENDENT shall insure, at least to the extent required by law, the appropriate software is obtained and utilized: (i) to block or filter inappropriate websites from being visited or accessed by students or employees; (ii) to monitor, track and report the websites that have been visited or accessed with DIGITAL TECHNOLOGY; (iii) to track and report all activity on individual COMPUTERS; (iv) to preserve the actual condition of a website when it was accessed; and to restore deleted files.
 - i. School District Website. The SUPERINTENDENT shall develop administrative guidelines detailing the content of the School District's website and the links that are placed on the website.
5. Privacy.
- a. No employee or student using the School District's DIGITAL TECHNOLOGY shall have any right of privacy or expectation of privacy with respect to anything done with said

DIGITAL TECHNOLOGY. The DIGITAL TECHNOLOGY that belongs to, is licensed to, or accessible through DIGITAL TECHNOLOGY that is owned by or licensed to the School District. The School District retains all rights as an owner or licensee with respect to all DIGITAL TECHNOLOGY that it owns or licenses and has, unless restricted by an express agreement with a third party supplier, the rights of an owner or licensee, INCLUDING, the rights to use, transfer, inspect, look in, read, store or store any such DIGITAL TECHNOLOGY.

- b. The SUPERINTENDENT shall develop administrative regulations pertaining to the review of e-mails to or from students, parents or employees to ensure that this policy is being complied with.
6. Notwithstanding anything herein to the contrary, no employee shall read or examine emails of members of the Board of School Directors except: (i) when necessary to comply with a respond to a public records request, a litigation hold requirement, or an order or subpoena in connection with an administrative or judicial action; or (ii) after written notice has been provided to the School Board member that his or her e-mail may be reviewed Permissible and Impermissible Uses of DIGITAL TECHNOLOGY.
- a. Students.
 - I. DIGITAL TECNOLOGY may be used only for legitimate educational purposes.
 - II. DIGITAL TECHNOLOGY is being provided or made available to students solely as part of the educational program: for the purpose of teaching students how to use and employ DIGITAL TECHNOLOGY; and to further the teaching of the School District's curriculum and educational programs. The School District is not, through DIGITAL TECHNOLOGY that is being made available by the School District to students, creating a public forum, an open public forum or a limited public forum.
 - III. DIGITAL TECHNOLOGY may not be used by students for speech or expressive conduct:
 1. That materially and substantially interferes with the educational process;
 2. That threatens immediate harm to the welfare of the school community, or to any individual;
 3. That is lewd, vulgar, indecent or obscene or which contains sexual innuendo, metaphor or simile;
 4. That encourages unlawful activity;
 5. That interferes with another individual's rights;
 6. That constitutes liable, slander or defamation; or
 7. That is sexually, racially or ethnically related, that is offensive, threatening or an affront to the sensibilities of others, and that is unlawful under standards of the anti-discrimination laws of the United States.
 - IV. All expressive conduct or material-whether verbal, written or graphic-created, downloaded, maintained, copied, pasted, harvested or otherwise obtained, used or transmitted by, to, from or with the School District's DIGITAL TECHNOLOGY, is required to be related to the adopted curriculum, assigned classroom activities, or school programs, such as the development of writing skills, the learning of legal, moral and ethical restrictions imposed upon speech and the acceptance of criticism. Consequently, all expressive conduct by students shall be: (i) age appropriate; (ii) consistent with the rules of grammar, spelling, sentence structure and format being taught by the School District; and (iii) consistent with the abilities of the student.
 - V. No program, software, application or patch may be installed or placed in any School District COMPUTER that is not licensed to and in the name of the School

District or that is not authorized in writing to be installed or placed in any School District COMPUTER.

b. Employees.

- I. The components of the School District's DIGITAL TECHNOLOGY may only be used in a way, which is consistent with the intended purpose of the DIGITAL TECHNOLOGY.
- II. DIGITAL TECHNOLOGY may only be used to further the curriculum or programs of the School District.
- III. During such times as the employee has no work duties, the employee may use DIGITAL TECHNOLOGY to access his or her private E-Mail account from which E-Mail may be sent or received through that account and not through any such an account of the School District. No employee shall violate any of the provisions of this policy or of applicable law when accessing his or her private e-mail account either during work ay or through the School District's DIGITAL TECHNOLOGY. Any e-mail account provided by the School District shall be used only for advancing interests of the curriculum or school programs, activities or functions.
- IV. Communication by employees reflects on the School District. Consequently, expressive activity through DIGITAL TECHNOLOGY shall exhibit good grammar, proper style and good spelling.
- V. No program, software, application or patch may be installed or placed in any School District COMPUTER that is not licensed to and in the name of the School District or that is not authorized in writing to be installed or placed in any School District COMPUTER.

7. Provisions of DIGITAL TECHNOLOGY

Services.

- a. Students, in accordance with the programs in which they are enrolled, shall be provided with only the following DIGITAL TECHNOLOGY services:
 - I. Access to the Internet, subject to the polices, limitations, exclusions and conditions established by the School District;
 - II. Access to software as provided from time-to-time by the School District and subject to the policies, limitations, exclusions and conditions established by the School District;
 - III. Digital files from which to access or save work, which shall be subject to the policies, limitations, exclusions and conditions established by the School District;
 - IV. And print servers, subject to the policies, limitations, exclusions and conditions established by the School District.
 - b. Employees, as designated by the SUPERINTENDENT shall be provided with only the following DIGITAL TECHNOLOGY services:
 - a. Employees, as designated by the SUPERINTENDENT, shall be provided with only the following DIGITAL TECHNOLOGY service No digital services shall be provided by the School District to other individuals or outside companies, entities or suppliers
8. Students and employees shall be subject to appropriate

Discipline, including dismissal in the case of employees,

And permanent expulsion in the case of students, in the event that any one or more provisions of this policy is violated.

9. Complaint Procedure. If any employee, student, or other person has any complaint of any nature or type pertaining to DIGITAL TECHNOLOGY, the uses of DIGITAL TECHNOLOGY at the School District or on its website, INCLUDING complaints or concerns about sexual harassment, racial intimidations, discrimination, or ethnic intimidation, a complaint may be filed with the SUPERINTENDENT, who shall promptly cause the complaint to be properly investigate with the advice or assistance of the solicitor.

10. DIGITAL TECHNOLOGY Personnel. The School District may, from time-to-time employ individuals to create, set up and/or maintain one or more forms of DIGITAL TECHNOLOGY. These individuals may be employees of the SCHOOL DISTRICT or independent contractors retained for discreet services. All contracts with independent contractors must be reviewed by and approved by the solicitor and Board of School Directors.

a. DIGITAL TECHNOLOGY Personnel, whether

employed solely to create, set up or maintain

DIGITAL TECHNOLOGY as an adjunct to other

Duties.

- I. Shall execute an appropriate non-compete and confidentiality agreement, as developed by the solicitor, so that the individual: (i) does not compete with the School District in the use, sale or distribution of any DIGITAL TECHNOLOGY which the employee was involved in creating or developing for the School District; (ii) does not disclose any confidential information; and (iii) use any confidential information for his or her personal benefit;
- II. Shall not access any document, data, file or information stored in or accessible through the School District's DIGITAL TECHNOLOGY unless access to such document, data, file or information is necessary for the individual employee to perform his/her duties as set forth in his or her written job description or to create or maintain any DIGITAL TECHNOLOGY in accordance with his or her written job description.
 - a. Notwithstanding anything in this Policy to the contrary, DIGITAL TECHNOLOGY personnel shall have such authority as is necessary to enable each to perform his or her specific job duties as set forth in writing in his/her job description.
 - b. There shall be regularly scheduled meetings of the technology department with an agenda and minutes for each such meeting to properly maintained for a period of a least five years. Included in each such meeting shall be time for a discussion of risks to the network and DIGITAL TECHNOLOGY and the response to identified risks. Proper security and integrity of data is of the highest concern to the school board.
 - c. The SUPERINTENDENT shall review the job description of the head of the SCHOOL DISTRICT'S technology department no less frequently than annually and shall make such changes or adjustments to the job description as may be necessary or desirable. However, the minimum duties of the head of the SCHOOL DISTRICT'S technology department shall be as follows, which duties shall be reflected on the job description:
- III. To manage and direct the School District's digital technology systems and assets, including:

1. Preparing, maintaining, updating and/or recommending policy, procedure and/or protocol as necessary, with respect to digital technology;
 2. Inventorying and cataloguing all digital technology hardware and preparing a plan for replacement, maintenance and upgrading;
 3. Inventorying and cataloguing all software applications, ensuring proper licensing of same, and preparing a plan for replacement, maintenance and upgrading;
 4. Preparing, updating, maintaining and testing of security systems:
 - a. To prevent damage to the system;
 - b. To protect data;
 - c. To block Internet access to inappropriate sites;
 - d. To report efforts of users to access inappropriate sites;
 - e. To document users access to Internet sites;
 - f. To ensure the integrity of the data;
 - g. To back up data and software; and
 - h. To restore operation and functionality of all systems;
 5. Preparing, updating, maintaining and testing of disaster recovery systems; and
 6. Ensuring compatibility of all new software and hardware so as to ensure its intended functionality;
- IV. To create and maintain written protocols for the use of users ID's and passwords and maintenance of confidential and secure written records of all user ID's and passwords for all network and system functions and devices, including servers, routers, and all other hardware and software necessary for the network and technology systems to function;
 - V. To create and maintain a system, properly documented, to preserve and easily access technical and user manuals for all software and hardware obtained by the SCHOOL DISTRICT;
 - VI. To provide for the maintenance and destruction of data in accordance with the SCHOOL DISTRICT'S records and data retention policies or protocols;
 - VII. To develop and implement "litigation hold" procedures and processes so as to preserve records and data when necessary in connection with threatened or actual litigation;
 - VIII. To prepare the budget for the technology department in collaboration with the administration and the SCHOOL BOARD;
 - IX. To prepare specifications for bidding and requests for proposals;
 - X. To act as the School District's primary contact or liaison with respect to vendors and consultants in connection with the digital technology;
 - XI. To supervise the technology staff, including performance of the following functions:
 1. Effectively and efficiently create work schedules and make work assignments to ensure that needed work is completed on a timely basis;
 2. Assess and evaluate the work performance of technology staff;
 3. Ensure the necessary staff development is provided;
 4. Properly document work deficiencies of technology staff;
 5. Prepare work rules and protocols for the technology staff;
 6. Respond to complaints and adjust grievances;
 7. Prepare, update as necessary and maintain job description for the technology staff;
 8. Prepare job advertisements and Sheppard the hiring process for technology staff in collaboration with the Director of Human Resources;
 - XII. To facilitate the integration of digital technology and systems in teaching and learning, including:
 - a. Coordinating the configuration of hardware, software, network, and staff development services to make effective use of technology;

- b. Coordinating technical services to support curriculum, instruction and administrative services; and
- c. Serving as technical consultant to staff;
- XIII. To lead and to facilitate collaboratively with respect to the digital technology systems and assets, including:
 - a. Assisting in the development of school improvement and information technology plans;
 - b. Participating in technology-related staff development activities;
 - c. Reading professional literature to maintain a high level of expertise in new information/technologies; and
 - d. Teaming with instructional technology specialists to identify emerging technologies to support curriculum and student achievement;
- XIV. To manage digital technology systems and assets, including:
 - a. Supervising the team responsible for network design and administration;
 - b. Overseeing the implementation and support of information systems;
 - c. Assisting with district reporting cycles; and
 - d. Coordinating district e-rate effort.
- XV. Nothing in this policy shall be construed nor is intended to prohibit the School District from providing DIGITAL TECHNOLOGY or services related to DIGITAL TECHNOLOGY to others pursuant to contracts or other arrangements.

**Receipt of Lakeland Elementary School
Student Handbook 2018-2019**

This is to certify that I have received the Lakeland Elementary School Handbook. I agree to uphold all school rules and hereby agree to observe all general rules as presented in the handbook while attending Lakeland Elementary School as well as school activities.

I agree to return this signed letter to the school with my child so that he/she may return it to his/her homeroom teacher.



Parent / Guardian Signature

Date

Student Signature

Date



Classroom Teacher Signature

Signature sheet is to be returned to the classroom teacher by September 10th 2018.

