

2008-2009 Student Handbook

LACKAWANNA TRAIL ELEMENTARY CENTER

ADDRESS CHANGE

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

ATTENDANCE

Regular attendance is essential to a student's success in school. Frequent absence of students from the regular classroom disrupts the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be regained. Consequently, many students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. Students may be "excused" from school for the following reasons: Illness, quarantine, death in family, impassable roads, observance of religious holiday, court appearance. "Unexcused" absence includes, but is not limited to: truancy, shopping, and absences through parent neglect, disciplinary consequences.

After every absence, every student must return a written excuse signed by the parent or guardian within (5) days of the absence. If a child enters school before 10:30 a.m., he/she is considered tardy. If they enter after 10:30 a.m., they are considered absent one-half day.

If a child leaves school before 2:30 p.m., he/she is considered absent one-half day. If they leave after 2:30 p.m., they are considered dismissed early.

BOOKS

Students will be charged for lost books (classroom and library). The minimum charge will be \$5.00.

BUS RULES

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

1. Students may not eat, drink, or chew gum on the bus.
2. Students are responsible for sitting in their assigned seats.
3. Students shall not put arms, feet, or heads out of the windows at any time or discard any items from the bus.
4. The use or possession of tobacco, alcohol, or drugs on the bus is not permitted.
5. Students shall move to the inside of the bus seat to provide room for three students per seat.
6. The bus driver is in complete charge of his/her bus at all times and his/her directions to students must be obeyed.
7. Any damage to the bus or its equipment resulting from vandalism will result in the parents/guardian of the student(s) involved being billed for the cost of repairing or replacing the damage. The student may be referred to legal authorities.
8. Students may only ride their assigned buses to and from school with pick-up and drop-off only at their designated stops. In the event of an emergency, parents may request an alternate bus or stop. However, prior approval by an authorized school administrator and the bus driver must be

secured. Such a change will be permitted only if space is available on the alternate bus and the requested drop-off is at an approved stop. No requests will be granted for busses with 60 or more assigned passengers.

9. Students may be suspended from riding a bus, for cause, only by a member of the administration. Bus riding privileges may not be suspended, except in an emergency situation, without prior notification to the suspended parent's parents. This notification will be sent upon recommendation of the administration.
10. Suspension of school bus privileges does not relieve the parents of their responsibility insofar as the compulsory attendance laws apply. Absence from school for the above reason shall be considered as an unexcused absence and an illegal absence for students under the age of 17.
11. Items that can be held on the student's lap or between the knees (and not endangering the safety of other students) can be carried on the bus.
12. Gym bags or any school project must not be placed in the aisle or areas near the entrance or exit doors.
13. Live animals, firearms, knives, explosives, glass items, aquariums, snowboards, skateboards, skis/poles, and anything of dangerous or objectionable nature are not allowed on the bus.
14. Individuals other than students or school personnel are not allowed to enter a school bus for any reason. (State law)
15. Individual bus contractors may have additional rules which must be followed.

PARENT RESPONSIBILITIES:

1. Parents are encouraged to walk with their children to and from bus stops.
2. Parents must ensure that their children arrive at the bus stop in the morning at least five minutes prior to scheduled pick-up time.
2. Parents are responsible for their children's safety and well-being on the way to and from the bus stops and while at the bus stops.
3. Parents are responsible for the proper conduct of their children on the way to and from the bus stops and while at the bus stops.
4. Parents are responsible for the conduct of their children, along with district personnel while the children are on the bus.
5. Parents are expected to cooperate with school personnel regarding the effective and safe transport of their children.
6. Parents are encouraged to contact the school or the transportation department when they observe unsafe conditions.
7. Every child should have a responsible parent or designated responsible adult to supervise her/him at the school bus stops to ensure the child's safety.

CLUBS

"K-Kids" is a "student led" community-service organization which operates under school regulations and draws its members from the student body. K-kids is unique because it is sponsored by a local Kiwanis Club, composed of leading Business and professional people of the community. Our club is sponsored by the Tunkhannock Kiwanis Club.

COMPUTER AND INTERNET USE

The Lackawanna Trail Elementary Center provides computer use and Internet access for all students, faculty and staff. The use of computers, the school network and the Internet is a privilege, not a right, and inappropriate use will result in disciplinary action by school officials and/or the cancellation of those privileges. A student's activities while using computers or the Internet in this school must be in support of education and research, and consistent with the educational objectives of the Lackawanna Trail School

District. In addition, a student accessing the Internet for a school site is responsible for all on-line activities that take place the use of the school accounts when he/she is using it.

The following actions constitute unacceptable use of computers, the school computer network, or the Internet:

- Use of impolite, abusive, or objectionable language
- Placing unlawful information on the Internet
- Using the Internet illegally in ways that violate federal, state, local laws or statutes
- Using the Internet for commercial purposes
- Changing or accessing any computer file that does not belong to the user
- Sending or receiving copyrighted materials without permission
- Knowingly giving one's password to others
- Using another person's password
- Using Internet access for sending or retrieving pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- Circumventing security measures on school computers, networks, or remote computers
- Attempting to gain access to another's resources, programs or data.
- Vandalizing, which is any malicious attempt to harm or destroy hardware or the data of another user either on the computer or on the Internet, and includes the uploading or creation of computer viruses
- Falsifying one's identity to others while using the Internet
- Downloading of software, games, or music
- Participation in any type of group chat activity
- Use of electronic mail
- Posting entries to any personal journal, blog, or website
- Attempting to locate, access, or alter resources on the network not authorized for student use
- Playing individual or group games
- Visiting personal information sites such as MySpace.com
- Visiting YouTube or other personal video sites
- Failure to follow directions of the instructor and/or administration
- The items listed above may be updated throughout the school year by the administration

DETENTION

After-school detention is used as a form of disciplinary action as a result of the violation of school rules. Students are urged to take it seriously. Detention supersedes all other school activities. Detention will be held on Wednesdays from 3:30 p.m. until 4:30 p.m. under the supervision of a certified teacher. Parents will be required to pick up students promptly at 4:30 p.m.. Parents or guardians of students assigned to detention will receive written notification or a telephone call from the elementary administration indicating the reason for the assignment, and will be asked to respond to the main office of the elementary center.

A three-day notice will be provided because transportation of the student in detention will be the responsibility of the parent or guardian. It is our hope that your child will never be placed in after-school detention and that problems can be solved before they become serious enough to warrant detention.

DRUGS & ALCOHOL

Any student under the jurisdiction of the school, or anywhere at a school-sponsored activity found to be in possession of or under the influence of mood altering substance, prescription drug (other than

something that has been prescribed by a doctor and registered with the nurse according to school policy), pseudo-drug (look-alike), or drug paraphernalia, is subject to the policy adopted by the Lackawanna Trail School District Board of Education.

EARLY EXCUSAL

Insofar as possible, students should schedule medical and other appointments after school hours. If, however, it is necessary to request an early excusal on any given day, a written parental request **MUST** be submitted to the classroom teacher on the day that early excusal is requested. Under all circumstances, an adult, either parent, guardian or other designated person, must report to the Main Office when picking up the child and sign the child out. No student, no matter his/her age, may sign himself/herself out.

EDUCATIONAL TRIPS

Upon written request and prior approval, the school district will consider requests for educational trips. The request to be excused for such a trip must be approved by the principal at least two weeks prior to the trip. The parent must also make arrangements with the child's teacher at this time for any work, which needs to be completed during the scheduled trip.

EMERGENCY SCHOOL CLOSING

During the school year, it may be necessary to close school because of inclement weather. Parents are urged to listen to their local television and radio news reports for announcement on the closing of school.

Local TV Channels	Local Radio Stations
WNEP-16	WKRZ-98.5 WEJL-63AM
WYOU-22	WARM-590 AM
WBRE-28	WICK-104.9 FM
	BUZZARD 107.7 FM

If an early dismissal of students is called because of inclement weather or other emergency, the local television and radio stations will be contacted. **Parents should have a plan for their child's supervision in the event of an early closing.**

FOOD SERVICES

The goal of the Food Service Department is to provide students with lunches that are appealing, nutritious, and reasonably priced. There are two serving lines and a salad bar available. The salad bar is available to students in grades 4-6. Students may also bring a lunch and purchase milk at school. Lunchroom behavior is supervised by members of the faculty and staff. Students are expected to abide by established rules of conduct. The cost for school lunch is \$2.00 including milk and \$.50 if the student is just purchasing milk. A breakfast program is also available.

All children will be mailed an application for free and reduced lunches and breakfasts with their assignment letter. Only those who wish to apply need to return the forms. Please keep in mind; we are required to provide every parent with the opportunity to apply.

Our cafeteria uses a Computerized Debit System.

GUIDANCE

A full-time guidance counselor is available to students and parents. The counselor is available to assist students with educational problems, social problems, and crisis situations.

GUM CHEWING

Careless disposal of gum in drinking fountains, furniture, and floors presents sanitation and cleaning problems and costly repair. Therefore, gum is **not** permitted.

HEALTH SERVICES

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

HOMEBOUND INSTRUCTION

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

HOMEWORK

Home study is a necessary part of each student's educational program. Each student is expected to spend time in addition to scheduled class instruction to achieve satisfactory work. The suggested time frame for homework is:

Kindergarten	5 minutes
First Grade	10 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes
Sixth Grade	60 minutes

If your child is going to be absent, please request homework from the office before 8:45a.m.. Requests made for work after that time will be sent home the following day.

HONOR ROLL

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

ILLNESS

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

IMMUNIZATIONS

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

- DT (usually given as DPT)-At least four doses, with the fourth having been administered after the age of four
- POLIO- 3 doses
- MMR- 2 doses
- Hepatitis B Vaccine- 3 doses
- Chicken Pox (Varicella)- 1 dose

LOST AND FOUND

There is a lost and found box located in front of the gymnasium in the lobby. Money, jewelry, and other articles of substantial value are left in the Main Office. Lost articles that are not claimed within a Reasonable time will be given to a charitable institution.

MEDICATION POLICY

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

MESSAGES AND DELIVERIES

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

PARENT CONFERENCES

Parent conferences are scheduled after the first and third marking periods for students in grades K-3. Teachers in grades 4-6 do not schedule parents but are in their rooms on conference days to meet with parents on a first come-first served basis. However, parents are encouraged to request a conference with faculty members whenever they have a concern about a student's progress.

PARENT TEACHER ORGANIZATION

The Lackawanna Trail Elementary Center is fortunate to have an active parent teacher organization. The organization provides many services to the students and staff throughout the school year. Parents are encouraged to join and participate in the organization. PTO meetings are held on the third Tuesday of each month at 7:30 p.m. in the elementary building.

PLAYGROUND RULES

1. No tag or other games in wood chip area.
2. Do not go over the fence for balls.
3. Stay away from 1st floor classroom windows.
4. No tackling.

A. Swings

1. No jumping or flipping off.
2. Straight swinging-no twisting.

3. Walk in safe area in front and back.
4. No climbing poles.

B. Yellow Jungle Gym

1. No going on top of tube.
2. Down slides-not up.
3. One at a time on slides.
4. No tag play on or around.
5. No jumping off top.

C. Sliding Board

1. One at a time going down slide.
2. Sitting only (legs inside slide edges).
3. No going up slide.
4. Stay off poles-no climbing up or sliding down.
5. Do not flip over top bar-go under.

D. Silver Jungle Gym (Fireman Poles)

1. No jumping off (climb or slide down poles)
2. No sitting on top.

PROGRESS REPORTS

Student progress reports may be sent home anytime between marking periods to parents of students who need some type of special attention. Both positive and negative reports are generally sent home at the mid-point of the marking period; however, they may be issued at anytime.

PSYCHOLOGICAL SERVICES

A school psychologist is available to help parents and school personnel understand the uniqueness of individual pupils-their strengths, limitations, and potential.

RECESS

Weather permitting, students have outdoor recess daily. Always dress your child for an outdoor recess. Students should abide by the playground rules.

REPORT CARDS

Pupil progress is reported four times a year. Report cards are issued at the conclusion of each nine week marking period.

SCHOOL INSURANCE

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

SODA

Soda and other drinks should not be brought to school for classroom use. Only water is permitted in water bottles.

SURVEYS

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

TARDINESS

Students who arrive at school late will be marked tardy. It is necessary for students to report to the Elementary Office for a pass before proceeding to their classrooms. All students who are tardy must enter via the door by the Main Office. The doors at the playground area will be locked.

TEXTBOOKS

Students are furnished with textbooks as needed. Students are expected to exercise good judgment and care in using the books loaned to them. Reasonable depreciation is expected as a result of daily use. Students must pay for lost textbooks and those books that have sustained unreasonable damage.

TOBACCO PRODUCTS

Smoking is not permitted anywhere in school, on school grounds, or on school transportation. Tobacco and tobacco products are not permitted and will be confiscated. Any student seen or caught using or having in their possession tobacco in any form (including cigarettes, snuff or chewing tobacco) will suffer disciplinary action.

TOYS

Toys and other such items should not be brought to school. This includes CD players, cameras, etc.

VISITORS TO SCHOOL

In order to protect the interests and safety of students and staff, all visitors must report to the Main Office and sign in. Student visitation during the day is not permitted.

WEAPONS

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

WEEKLY NEWSLETTER

A weekly newsletter from the principal will be sent home with students at the end of each week. This will include the menu for the upcoming week, along with any important announcements. Please watch for this to come home so that you will be apprised of upcoming school events.

WEEKLY SCHEDULE

The Lackawanna Trail Elementary Center operates on a five-day rotating schedule. Parents will be notified as to which special (art, computer, library, music, physical education) the student has on each day. Days are not skipped if there is no school (holidays, snow days, etc.), but continue consecutively on each day that school is in session.

**LACKAWANNA TRAIL ELEMENTARY CENTER
2008-2009**

I have received a copy of the Lackawanna Trail Elementary Center Student/Parent Handbook and the following forms:

Chapter 15 "Notice to Parents"
Education Rights of Homeless Children & Youth
FERPA Forms
PPRA Form
Child's Personal Safety
Teacher Qualifications
"No Child Left Behind"

Date

Signature

Student's Name

Grade

*****PLEASE RETURN THIS PAGE PROMPTLY TO YOUR CHILD'S
HOMEROOM TEACHER***
THANK YOU**