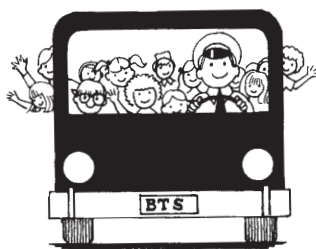


GETTING ACQUAINTED



A HANDBOOK for PARENTS AND STUDENTS 2008-2009



THE ELEMENTARY SCHOOLS of the LEHIGHTON AREA SCHOOL DISTRICT

Dear Parents and Students,

Welcome back to another exciting school year. We hope you have a very successful year. Since education is a joint task of home and school, working together will ensure your child the success he/she needs to be happy and productive.

This handbook was prepared specifically for the parents of the children attending elementary school (Grades K-4) within the Lehigh Area School District. We hope it is helpful to you and answers any questions you may have about our schools. Please go through it carefully with your son/daughter and keep it for handy reference.

All elementary students (K-4) will continue on a five-day schedule for special subjects (art, music, physical education, and library). This will allow every child to have the same number of classes in these special areas throughout the school year, regardless of vacation days or inclement weather.

School personnel are as close as your telephone. Please contact us when you have any questions concerning your child.

Looking forward to a great year working together.

Sincerely yours,

Mrs. Gretchen Laviolette
Elementary Principal

Mr. Aaron J. Sebelin
Elementary Principal

A school should be a warm, caring place where boys and girls feel comfortable about learning. We are anxious to promote good understanding between school and home. How can we work together?

The School Will Strive To –

Provide a safe, healthy, encouraging environment in which each child can learn to live up to his/her potential;

Provide the best programs possible, carefully planned and ever changing to meet the needs of each child;

Provide instruction which incorporates a variety of teaching techniques, relevant learning experiences and materials to promote the maximum development of the individual, a formation of a positive self-concept and the recognition and appreciation of individual differences;

Help each student acquire self-discipline and a commitment to meet personal responsibilities in education, family life and society.

Can We Expect From You The Parents –

Your encouragement and support of school objectives;

Your help in exercising fair discipline, impressing upon your child the importance of following all school rules and regulations;

Cooperation with your child's teacher in attending conferences and meetings.

Nondiscrimination is the policy in Lehigh Area School District. Admission procedures and instructional materials are in accordance with nondiscrimination guidelines of the Federal Government and the State of Pennsylvania.

Mr. James A. Kraky, Superintendent, has been designated as the Compliance Officer to handle all inquiries or complaints regarding alleged discrimination on the basis of sex, race, or handicap in the educational program of the Lehigh Area School District.

PUPIL RECORD'S POLICY

The Board of Education has adopted a Pupil Record's Policy. The policy's function is to allow (1) school authorities to gather information necessary to facilitate its educational responsibility; (2) assure the student, parent, and/or legal guardian's right to privacy. Copies of the Record Policy are available in each Building and the District Office.

In accordance with the Pupil Record's Policy, the Board of Education has approved a testing program designed to provide information concerning the proficiency of all children in the district on standardized tests of academic achievement, ability and aptitude.

In accordance with these guidelines, parents will be notified of the name of the test, the grade, the approximate time and purpose of the test by hand-carried notices if their child is in a class that is being tested.

IN LOCO PARENTIS

The present School Board policy affirms the “in loco parentis” prerogative of the professional staff and permits reasonable behavioral consequences under guidelines adopted by the School Board on June 26, 1989.

NOTICE

In compliance with state and federal law, notice is hereby given by the Lehigh Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services. If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive developmental disorder
2. Blindness or visual impairment
3. Deafness or hearing impairment
4. Developmental delay
5. Mentally gifted
6. Mental retardation
7. Multihandicapped
8. Neurological impairment
9. Other health impairments
10. Physical disability
11. Serious emotional disturbance
12. Specific learning disability
13. Speech and language impairment

If you believe that your school-age child may be in need of special education services and related programs, or young child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening, and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mr. Gene W. Semanoff, Supervisor of Special Services.

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

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

IST/RtI

What is IST?

The Instructional Support Team (IST) 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. IST 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.

The program shifts the critical question in education from asking “What’s wrong with the student?” to asking “What resources can we use to increase the student’s chances for success?” IST answers this question through a team approach that provides for greater cohesiveness, coordination, and instructional continuity, and complements existing curriculum and instructional programs.

Any elementary student who experiences consistent academic or behavioral problems may be a candidate for IST. This includes students beginning to display problems in regular education, as well as students with disabilities who are included in regular education programs. Students are identified for IST services by the classroom teacher, other educators, or parents.

How does IST work?

The IST process involves three steps:

1. identifying a student’s need for academic or behavioral support;
2. determining the strategies needed to assist the student;
3. implementing intervention strategies through a continuum of services.

After an initial assessment of the student’s academic, behavioral, and/or coping skills, the IST recommends strategies to be implemented to help the student achieve success in the regular classroom. The team determines what support is needed for the student to maintain a level of success in the classroom. These strategies are evaluated by the team after 30 days, based on the goals set for the student. If the student’s teacher reports a positive change, the strategies are continued. If the student fails to demonstrate adequate progress, the team may refer the individual for a multidisciplinary evaluation (MDE) which may recommend special education services.

*The IST process in elementary schools represents a system of problem-solving driven by students’ needs. At the core of the process is the belief that **all students can learn and that all students matter**. IST maximizes the teaching resources within schools by incorporating the best of regular and special education in A SYSTEMATIC SEARCH FOR WHAT WORKS!*

What is Response to Intervention?

Response to Intervention (RtI) is a comprehensive, multi-tiered intervention strategy to enable early identification and intervention for students at risk of academic failure. Unlike the discrepancy model used to identify students with learning disabilities, RtI allows educators to identify and address academic and behavioral difficulties **prior** to student failure using research-based interventions. The intent is to prevent academic failure and the number of referrals for special education through the application of differentiated levels of intervention.

Core characteristics of RtI:

1. All students receive high quality, research-based instruction in the general education setting;
2. All staff (general education teachers, special education teachers, Title I, ESL) assume an active role in students’ assessment and instruction in the

- curriculum;
- 3. Universal screening of academics and behavior;
- 4. Continuous progress monitoring of student performance and use of progress monitoring data to identify specific areas of academic and behavioral difficulty;
- 5. Use of progress monitoring data to determine intervention effectiveness and drive instructional adjustments;
- 6. Implementation of research-validated interventions based on level on need; and
- 7. Monitoring and assessing the fidelity of intervention implementation.

Common attributes of RtI implementation models:

- (a) Multiple tiers of increasingly intense student focused interventions,
- (b) A differentiated curriculum,
- (c) Instruction delivered by the classroom teacher and other staff,
- (d) Varied duration, frequency, and time of interventions, and
- (e) Placement decisions determined by academic and behavioral needs student need rather than by disability category

INTERNET/ELECTRONIC COMMUNICATIONS

The Internet is an evolving electronic highway connecting computers all over the world. This technology will enable staff and students of the Lehigh Area School District to have access to electronic mail communication with people world-wide and to a vast array of information such as university library catalogs, the Library of Congress, public and private sector research, public domain software and shareware, political issues, current event news, etc.

With such extensive access to computers and individuals comes the availability of material that may not be considered of value in the context of the Lehigh Area School District's curriculum and programs. However, on a global network, it is not possible to control all material, and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is inconsistent with the goals of the Lehigh Area School District. All use of the Internet must be in support of educational goals, research, and the sharing of information and resources consistent with the purposes of the Lehigh Area School District.

The use of the Internet is a privilege, not a right. The Superintendent or his designee will make determinations on whether specific uses of the network are consistent with the Lehigh Area School District's curriculum and program goals. The electronic communication systems are owned by the Carbon Lehigh Intermediate Unit #21 and the Lehigh Area School District for its purposes only. Users have no expectation of privacy in connection with the electronic communications systems. The Lehigh Area School District reserves the right to log Internet use, monitor file server space utilization by users, to use software to monitor Internet use, as well as the right to access, copy, monitor, and listen to all Internet and voice mail messages.

The Lehigh Area School District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity.

LEHIGHTON AREA SCHOOL DISTRICT
1000 Union Street
Lehighton, Pennsylvania
Telephone (610) 377-4490
Fax (610) 577-0032

**Notification Letter for Parents, Guardians and Employees
of Lehighton Area School District**

Dear Parent(s), Guardian(s) and Employees,

The Lehighton Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the "pest problem" and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible. (Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

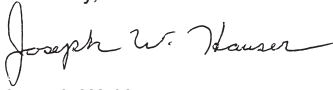
Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing. Please include your email address if you would like to be notified electronically.

If a chemical application must be made to control an emergency pest problem (ex. stinging insects), notice will be provided by telephone or email to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, and crevices or voids.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Joseph W. Hauser, IPM Coordinator. All correspondence should be directed to the address, email (jwh@lehighton.org) or telephone number listed on this letterhead.

Sincerely,



Joseph W. Hauser

ELEMENTARY SCHOOL PERSONNEL

EAST PENN SCHOOL

Telephone 610-377-6094

610-377-8190

496 West Lizard Creek Road

Lehighnton, PA 18235

Mrs. Debra Lilly – Building Secretary

Mrs. Kristine Betz	K
Ms. Mary Louise Blakeslee	K
Mrs. Rhonda Zerbe	1
Mrs. Debra Biery	2 Head Teacher
Mrs. Jennifer Silliman	2
Mrs. Sherry Snyder	3
Mrs. Brooke Breiner	4
Mrs. Susan Howland	IST/Rtl
Mrs. Kristen Ricker	Title I Reading Specialist
TBA	Para-Professional – Title I
Mrs. Patricia Ebbert	Title I Math
Ms. Tristin Tkach	Learning Support – Resource Room
Mrs. Paula Bonser	Emotional Support
Miss Ashley Frey	Learning Support/Behavior Management
Mrs. Sandra Gazdick	Para-Professional
Mrs. Kay Novatnack	Para-Professional
Mrs. Kim Ahner	Para-Professional – Computer Lab
Mrs. Jacqueline Ronemus	Para-Professional
Mrs. Colleen Rampulla	Para-Professional
Mr. Larry Markell	School Custodian
Mrs. Silvia Quigley	Head Cook

FRANKLIN SCHOOL

Telephone 610-377-6163

610-377-6164

Fax 610-577-0067

1122 Fairyland Road

Lehighnton, PA 18235

Mrs. Sandra Breiner – Principal's Secretary

Mrs. Cindy Kemmerer – Building Secretary

Ms. Mary Zimmerman	Prep K
Mrs. Faye Hlavaty	K
Mrs. Barbara Snowberger	K
Mrs. Kira Stahler	K
Mrs. Wendy Bussey	1
Mrs. Nicole Hydro	1
Mrs. Lucinda Sabol	1
Miss Martha Cox	2
Miss Colleen Hoppes	2
Mrs. Robin Roberts	2
Mr. Trevor Gilotti	3
Mrs. Kathy Kresge	3
Mr. Kris Snyder	3
Mrs. Denise Gerber	4

FRANKLIN SCHOOL (continued)

Mrs. Audrey Hedash	4
Mrs. Tiffany Strausberger	4
Mrs. Susan Howland	IST/Rtl
Mrs. Ann Shoenberger	Para-Professional – IST
Mrs. Suzanne Cordes	Title I Reading Specialist
Mrs. Beverly Everett	Para-Professional – Title I
Mrs. Andrea Boyer	Title I Math
Mrs. Patricia Ebbert	Title I Math
Mrs. Norma Hrinkevich	Part-Time Learning Support
Mrs. Dena Sirsky	Part-Time Learning Support
Ms. Tristin Tkach	Learning Support - Resource Room
Mrs. Carol Weiss	ESL
Mrs. Sandra Everett	Para-Professional
Mrs. Sandra Gazdick	Para-Professional
Mrs. Ruth Shellhammer	Para-Professional
Mrs. Nan Cressley	Para-Professional – Computer Lab
Mrs. Brenda Eckley	Para-Professional
Mrs. Edith Lutsko	School Custodian
Mrs. Kelly Koehler	Head Cook

MAHONING SCHOOL

Mrs. Lori Porambo – Building Secretary

Telephone 570-386-4678

570-386-2135

2466 Mahoning Drive East

Lehighton, PA 18235

Mrs. Kathleen Merluzzi	K
Mrs. Vicki Kocher	K
Miss Kaye Miller	1
Mrs. Shirley Rodgers	1
Mrs. Annette Boyle	2
Mrs. Kathleen Lewis	2
Mr. Cale Kresge	3
Mrs. Ruth Kistler	3
Mrs. Rhonda Rupell	4
Mrs. Judith Nansteel	4 Head Teacher
Ms. Jill DeLong	IST/Rtl
Mrs. Kay Begel	Para-Professional – IST
Mrs. Vicky Meyers	Learning Support - Resource Room
Mrs. Marianne Garfield	Life Skills Support
Mrs. Lori Markley	Para-Professional
Mrs. Marsha Long	Title I Reading Specialist
Mrs. Karen Keiper	Para-Professional – Title I
Mrs. Angela Swanson	Title I Math
Mrs. Connie Kistler	Para-Professional - Computer Lab
Mrs. Cheryl Guerra	Para-Professional
Ms. Connie Steigerwalt	Para-Professional
Mrs. Lisa Hine	Para-Professional
Mr. Larry Smith	School Custodian

MAHONING SCHOOL (continued)

Mrs. Dana Snyder Head Cook

SHULL-DAVID SCHOOL

Telephone 610-377-7880

610-377-7881

Fax - 610-377-0908

200 Beaver Run Road

Lehighnton, PA 18235

Miss Amanda Yenser

Mrs. Jan Haydt

Mrs. Susan Maloney

Mrs. Jan Wentz

Mrs. Marijane Petit-Clair

Mrs. Janine Matika

Mr. Matthew Schaeffer

Mrs. Lisa Barth

Ms. Lisa Haydt

Mr. Donald Herman

Mrs. Beth Cressley

Mrs. Kelly Fritz

Miss Kim Wilk

Mrs. Melanie Dillman

Mrs. Carol Withers

Mrs. Grace Greco

Mrs. Marie Reese

Mrs. Candace Gandy

Ms. Jill DeLong

Mrs. Bonnie Helmer

Mrs. Vicky Meyers

Mrs. Carol Weiss

Mrs. Brenda Crosley

Mrs. Lisa Schatz

Mrs. Barbara Kirsch

Mrs. Audrey DiFluri

Mrs. Pam Everett

Mrs. Lisa Hine

Mrs. Renee Garrison

Mrs. Donna Lilly

Mr. Eugene Sillers

TBA

Mrs. Brenda Strausberger – Principal's Secretary

Mrs. Jane Yenser – Building Secretary

Guidance - 610-377-1848

Nurse - 610-377-1145

Prep K

K

K

K

1

1

1

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2

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3

3

3

4

4 Head Teacher

Title I Reading Specialist

Para-Professional – Title I

Title I Math

IST/Rtl

Para-Professional – IST

Learning Support - Resource Room

ESL

Full-Time Learning Support

Full-Time Learning Support

Para-Professional

Para-Professional

Para-Professional

Para-Professional

Para-Professional - Computer Lab

Para-Professional

School Custodian

Head Cook

SPECIAL EDUCATION PERSONNEL

Mr. Gene Semanoff	Supervisor of Special Education
Mr. Shaun McElmoyle	Assistant Supervisor of Special Education
Dr. Nick Brogno	School Psychologist, Ph.D.
Mrs. Amy Ryder	Speech Therapist
Miss Ashley Miller	Speech Therapist
Mrs. Diane Koch	Secretary – Special Ed.
Mrs. Anita Evelyn	I.U. #21 Hearing Therapist
Ms. Karen Sheehan	I.U. #21 Vision Therapist
Mrs. Peggy Grant	I.U. #21 Physical Therapist
Mrs. Debra Parlman	I.U. #21 Occupational Therapist
Mrs. Rini Weist	I.U. #21 Occupational Therapist

LEHIGHTON ELEMENTARY DISTRICT STAFF

East Penn - Franklin - Shull-David - Mahoning

Mrs. Gretchen Laviolette	Principal
Mr. Aaron Sebelin	Principal
Mr. James Blakeslee	Guidance
Ms. Deborah McKain	Guidance
Mr. Larry Koons	Physical Education
Ms. Georgianna Messinger	Physical Education
Mrs. Christine Quay	Art
Mrs. Diane Micheletti	Art
Mrs. Melissa Fetterman	Music
Mrs. Susan Stuffle	Music
Mrs. Jane Brunner	Library
Mrs. Diane Brownmiller	Library
Mrs. Shirley Kline	Para-Professional - Library
Mrs. Carey Kunkle	Para-Professional - Library

Elementary School Nurses/LPNs

Mrs. Deana Blasiak	LPN
Mrs. Lori German	LPN
Mrs. Coleen Harleman	School Nurse
Mrs. Michelle Lobien	RN
Dr. Thomas E. Munshower	School Physician
Dr. Jason Kishel	School Dentist

Mr. James A. Kraky, Superintendent of Schools

610-377-4490

web site: www.lehighton.org

GEORGE'S TRANSPORTATION (Bus Company)

610-377-5511

2008 CALENDAR FOR PARENTS AND STUDENTS 2009

August 21, 22	Teacher In-Service
August 25	Students report to school (first day)
August 29-September 1	Labor Day - No School
October 13	Teacher In-Service - No School
November 14	First Report Card
November 24, 25, 26	Parent/Teacher Conferences
November 26	Early Dismissal - 1:10 p.m.
November 27, 28-December 1	Early Dismissal - 1:10 p.m.
	Thanksgiving Holiday - No School
December 12	Early Dismissal - 1:10 p.m.
December 23	Early Dismissal - 1:10 p.m.
December 24-31-January 1-2	Winter Holiday - No School
January 16	Teacher In-Service - No School
January 19	Martin Luther King Jr. Day - No School
January 28	Second Report Card
February 13 and 16	Presidents' Day - No School
March 17-20	Act 80 Day - Early Dismissal - 1:10 p.m.
March 19	Parent/Teacher Conferences
April 8	Third Report Card - Early Dismissal 1:10 p.m.
April 9-13	Spring Break - No School
April 23	Teacher In-Service - No School
May 25	Memorial Day - No School
June 3	Last Day - Students
June 4	Teacher In-Service Day - Last Day Teachers
Total Days	Students 180
	Teachers 186

(Tentative make-up days: February 13 and April 9)

SCHOOL HOURS

Grades K-4
 Opening - 8:30 A.M.
 Closing - 3:10 P.M.

School Arrival

Children should not arrive at school more than **fifteen minutes** before school begins. Children who walk or are driven to school should arrive **after 8:15 A.M.**

Children should go directly home after school is dismissed.

A detailed letter with parent drop-off/pick-up procedures will be sent home the first week of school. Please obey and be aware of the traffic patterns.

School Closing

We ask your assistance by discussing with your child a variety of situations which could arise due to an unexpected school closing. For example:

- A. What does your child do if school is closed after you have gone to work?
- B. Do you have a buddy system in place so your child may go to a classmate's or a neighbor's home?
- C. What does your child do if a bus does not arrive at a bus stop on time?

Developing answers for these and other questions will help your child to overcome a difficult situation.

Should it be necessary to close school, start late, or to dismiss early because of inclement weather or other emergency conditions, an announcement will be made over stations WYNS, WAEB, WZTA, and WSAN. Local TV will also list area school closings. You may also visit the web site: **www.leighton.org**

Attendance

Attendance will be taken by the classroom teacher at 8:30 A.M. A child who reports to school after 10:30 A.M. will be marked absent 1/2 day. A child who reports to school after 12:30 P.M. will be marked absent for a full day. A child who reports to school at 8:30 A.M. and leaves before 10:30 A.M. will be counted absent 1/2 day. A child who reports to school at 8:30 A.M. and leaves after 12:30 P.M. will be counted present for a full day. Any student arriving at school after 8:30 a.m. must be accompanied into the building by parent/guardian. **Parent and student must report to main office to sign in.**

If a child is absent, the teacher will provide the child with an excuse blank to be completed by the parent and returned to school the following day. A parental excuse is required for every absence. In cases of irregular attendance or lengthy illness, **a doctor's excuse may be required.**

School law determines that the following reasons for absences are valid and excusable:

1. Illness
2. Death in the immediate family or serious illness
3. Quarantine

4. Impassable roads
5. Educational travel with prior approval of the Elementary Principal. **The appropriate request form must be completed and returned 1 week prior to the educational trip.**
6. Religious oriented

An unexcused absence for a student is considered an illegal absence. Such reasons for absence as “visiting,” “missed bus,” “overslept,” or “had to go to the store” are counted as unexcused.

The responsibility for making up work missed during absences rests with the student.

Perfect Attendance

Certificates are presented to all students K-4 who have maintained perfect attendance throughout the school year. A child who receives four tardies or more will not be eligible for a perfect attendance certificate.

Dismissal During the School Day

If for some reason you must remove your child from school during the day, please indicate your intent by sending a notice to the classroom teacher. The child will be dismissed through the office and not from the classroom. Please adhere to this practice for the safety and welfare of your children. Parents/Guardians are required to sign the appropriate ledger in each elementary building.

Moving During the Year

If you plan **to move** from the school district or to another address within the district, please contact the appropriate school office. If there are any changes concerning your **telephone numbers or emergency contacts**, please notify the appropriate school office.

In the event of a move, please return all textbooks and other school materials to your child's classroom teacher.

Teacher Availability/Conferences

Parent/Teacher conferences are scheduled to give you an opportunity to discuss your child's progress directly with the teacher. At the conference on November 24, 25, and 26, parents of K-4 pupils will be given a progress update, and will receive the report card. Kindergarten students will not receive a report card for the first marking period.

We encourage you to contact your child's teacher with any questions or concerns. Please feel free to send a note to school with your child, call the office, or email the teacher. If you call, the school secretary will take your message and forward it to your child's teacher, who will contact you as soon as possible.

Busing

School bus regulations for students (adopted by School Board – May, 2000).

Proper student conduct on buses is vital to insure that the safety of all students and the bus driver is not jeopardized. **School bus transportation is a privilege not to be abused.**

1. Students shall wait in an orderly fashion at the approved bus stop.
2. Students must wait on the sidewalk or completely off the highway until the bus comes to a full stop before attempting to get on the bus. Form a single line to board the bus.
3. Students must go to their seats and stay there until the bus comes to a complete stop at the school or the stop where the students get off. No standing at any time while the bus is in motion.
4. Students shall never put hands, arms, legs, or any part of their bodies out of the window.
5. No loud talking, yelling, obscene language, or fighting on the bus.
6. Smoking, drinking, or eating is prohibited on the bus.
7. Students shall not spit or throw trash in or around the bus.
8. Students shall not tamper with the bus or any of its emergency equipment.
9. No walkmans, radios, CDs, or video handheld games, etc.
10. No carrying any potentially dangerous objects such as knives, guns, matches, lighters, fireworks, water guns, scissors, etc.
11. If it is necessary to cross the street after getting off the bus, students shall cross in front of the bus and wait for a hand signal from the driver.
12. Students shall respect the authority of the bus driver by obeying him/her at all times. **Drivers have the authority to assign seats.**
13. Students shall always act as courteous and safe travelers.
14. Students shall sit three in a seat in accordance with the state law unless the bus driver permits otherwise.
15. **A signed note from a parent/adult must be brought from home and signed by an administrator or office secretary if there is to be a change in how a student gets home from school.**

NOTE: When bus students arrive at school in the morning, they must report directly to their assigned classrooms. They are NOT permitted to leave the school property.

Violation of Regulations

Violations of these rules shall be reported by the bus driver on forms provided to the head teacher or principal of the school that the student attends. The principal will discuss the violation with the student and notify the parents or guardian concerning the violation. The child and/or parent will be financially responsible for any damages to the interior or exterior of the bus.

If this procedure does not stop the infraction, the principal has the authority to notify parents in writing that the student will not be permitted to ride the bus for a stat-

ed period of time. During this period, the parent or guardian will be responsible for providing transportation to and from school.

Bus Changes

Students are expected to ride the bus that is assigned to them at the start of the year. Students must get on and off their bus at their assigned stops. The bus drivers are not permitted to make changes in bus stops or to reassign students to other buses. Written approval must be obtained from the school office before a bus driver will allow the student to change buses or an assigned stop. By adhering to this policy we can assure safety and accountability for all students.

If it is necessary for a student to change stops or to ride another bus than assigned, parents must contact the school office through a written request stating the reason for the change.

All students will be sent on their regular bus if we do not receive a written note, even though a student may verbally indicate that they are being picked up at school.

Bus transportation for Shull-David students will end at Fifth Street.

Cafeteria

Students have the option of purchasing lunch from our cafeteria or bringing their own lunch and buying milk or juice. Each month a menu is sent home so that families can plan for their children's lunch each day.

For those who qualify, there are free and reduced lunches. Applications for these lunches are sent home during the first week of school or may be obtained from the school office at any time during the school year. (Elementary student lunches are \$1.70, reduced 40¢. Breakfast Program will be offered at all elementary schools this year – at a cost of \$1.00, reduced 30¢, milk 50¢.

An orderly cafeteria is essential. Children are expected to obey the following rules:

1. Talk quietly and always show respect and obey the lunchtime aides and cafeteria workers.
2. Stand in line in an orderly fashion.
3. Watch your manners and practice neatness while eating.
4. Eat the food you purchase. Keep the food on your tray. Never handle other children's food. Students are not permitted to share open food items.
5. Remain in your seats until the aides dismiss the class.
6. Clean your eating area. Throw paper away. Return trays and silverware to their proper places.
7. Students are **not** permitted to leave the lunchroom until dismissed by the aides.
8. When dismissed, move quietly through the halls.
9. Remember once you are outside you **cannot** enter the building until the recess is over.

Children's Possessions

Please mark your child's name on wraps, boots, and other possessions. This will eliminate confusion with articles of clothing belonging to other students which are similar to your child's. This procedure will also help to locate the owner of lost articles. Lost items can be claimed in the office.

Children should carry a school bag so books can be protected and loose papers will not be lost.

Students shall not bring more money to school than is needed for the day.

Students should **not** bring **toys** to school. We will not be held responsible for lost or damaged items.

Evaluation Program

In our schools there is a regular program of standardized achievement tests administered during the school year to obtain information on student performance. These are as follows:

Terra-Nova (Basic Skills Test) – Given to Grade Two in April.

Pennsylvania State System Assessment (PSSA) – Grade 3 and 4

Results of these standardized tests are kept in the Guidance offices and will be shared with parents.

Report Cards

Report cards are issued every nine weeks. The grading system is explained on the report card. In addition to percentage grades, the report card also indicates the child's behavior and work habits. Attendance is also indicated on the report card. **Kindergarten will not be issued a report card for the first marking period.**

Promotion/Retention

At the end of the school year, most children will advance to the next school grade. However, since learning and maturation take place at different rates for children, some children need more time to learn basic concepts necessary for success in later grades. For this reason, some children may be required to repeat a grade.

If it seems likely that a student will be retained, the parent will be notified during the year.

The decision to retain the child shall be that which is in the best interest of the child.

In **Grade 1**, a failure in reading **or** math (69% or below - final grade) indicates a retention at this grade level is warranted.

In **Grade 1**, a student who earns a D (70 - 75% - final grade) in reading or math, with adaptations due to working below grade level, may be a candidate for retention.

In **Grade 2**, a failure in reading or math (65% or below - final grade) indicates a retention at this grade level is warranted.

In **Grade 3 & 4**, a failure in reading or math (65% and below - final grade) **and** another major subject (Science, Social Studies, or Language) indicates that a retention at this grade level is warranted. Factors such as previous retentions, age, etc. will also be considered.

A student (Grade 2, 3, 4) working in an adaptive program with passing grades, under some circumstances, may be a candidate for retention. Parental requests will also be considered.

Field Trips

During the school year there will be times when the classroom teachers feel that a field trip will be of some value to reinforce the regular classroom activities. (Most of these trips are paid through the generosity of your P.T.O.)

Prior to each trip you will receive a permission slip and a letter explaining the nature of the trip. The permission slip must be signed and returned to the school before your child will be permitted to go on the trip.

If parents wish to take their children on an **educational** trip, a **Request for Educational Trip** Form should be filled out by the parent and returned to school **1 week prior to the trip**.

Fire Drills and Other Emergency Situations

Students are given the opportunity to practice a variety of emergency drills over the course of the school year. Fire drills are extremely important and required by law. Rules of behavior during any emergency drill are:

1. At any given signal move quickly and quietly in the manner you have been taught.
2. Always walk, keeping your hands to yourself.
3. **Do Not Talk!** You must be able to hear any directions being given. Your life may depend upon them.
4. Never **push, run, or crowd** during a drill.

Homework/Parent Involvement

A child's education is enhanced when home and school work together. It is important that your attitude toward education is positive and encouraging.

Homework is a constructive tool in the teaching/learning process and is an aid to reinforce the learning that takes place in the classroom.

Homework assignments have these important purposes:

1. To reinforce learning and to develop a sense of self-discipline, personal responsibility, and independent thinking.
2. Homework helps students develop independent work habits.
3. Homework provides the parents an opportunity to evaluate their child's progress.

Homebound Instructions

Homebound instruction is available for any students who are unable to attend school because of a lengthy illness or injury.

PTO

The Lehigh Area PTO exists to enhance the educational programs for our children. They sponsor many educational opportunities for our youngsters, family programs and gifts to our schools.

Parents are encouraged to join, participate in the activities, and financially support the PTO in your school.

Recess

Recess is a very important part of the school day to the child. Teachers provide a recess period for children as a much needed break from the regular classroom routine.

School Nurse

The school nurses are on duty during the regular school day.

Please keep the following rules and general information in mind when considering your child's health and the school:

1. When your child is diagnosed as having a communicable disease (such as chicken pox, pink eye or head lice), he/she must remain at home for the required length of time specified by the PA Department of Health. When a child must be excluded from school for a communicable disease, the parent must accompany the child to school for re-entry (re-admission) and must present a note from the doctor that the child is no longer contagious.
2. Whenever possible, parents should administer medication to children at home. However, when this is impossible, parents must notify the school nurse with a note authorizing school personnel to give the medication. **All medication must be clearly labeled. The label must have the child's name, name of medication, time medication must be given, dosage, and the doctor's name. All medication administered at school must be prescribed by a doctor. Child may not transport medication.** Parents/Guardians must bring

- in prescribed medication and deliver to either building secretary or school nurse with appropriate paperwork completed for each prescribed medication.
3. If a child is too ill to remain in school, the parent/guardian is responsible for his/her transportation home.
 4. If a pupil has an injury or illness occurring during school hours that requires immediate attention, the parent/guardian will be contacted. It is the responsibility of the parents to call for the child at school and arrange for future care, if needed. **Emergency care will be limited to first aid treatment only.**
 5. Anaphylaxis is an acute allergic reaction to food, medication, insect bites, etc. Knowing that acute anaphylaxis is one of the most serious and life threatening nontraumatic conditions that a school nurse may have to deal with; and knowing without prompt intervention, it can be fatal; the Lehigh Area School District will act using the following standing order/protocol from the school physician, Dr. Thomas E. Munshower.

When symptoms of acute anaphylaxis occur, call the ambulance immediately, and administer 0.15 to 0.3 mg of adrenaline/epinephrine via auto injection (EpiPen) to victim. If a parent/guardian does not want this medication administered in a severe medical emergency, a signed statement to this effect should be hand delivered or sent certified mail to the student's school building to the attention of the school nurse.

6. It is the responsibility of parents to fill out insurance forms –**not school personnel.**

The Lehigh Area School District does not carry a health insurance policy for students. During the first week of school you will receive information on how to obtain insurance coverage. We strongly urge that if you do not have health insurance for your children, that you look very carefully at this information.

Special Classes

Library –Library is offered to all students grades K-4. Please have children return books promptly on scheduled library days.

Art –Art is offered to all students grades K-4. Please provide your child with an old shirt for Art class.

Music –Music is offered to all students grades K-4. Musical programs are presented in all buildings at Christmas and in spring.

Physical Education –Gym class is offered to all students K-4. **The children should wear or carry sneakers to school on the day they have gym class. If a child must be excused from gym class, a note is needed from a doctor.** Students participating in gym class are required to remove all items which constitute a potential danger to themselves or others. Examples: earrings, necklaces, bracelets, etc.

Computer Class – Weekly computer classes are offered to students in Kindergarten thru Grade 4.

Video Taping for Instruction

Video taping is used within the curriculum to enhance educational outcomes. If there are any questions regarding video taping in the school setting, please contact the principal's office. The news media also covers many events in our schools. If you do not wish your child to be photographed for local newspapers, the PTO year-book DVD, or Channel 13, please put your request in writing to the teacher and building principal. Personal photos of students by other classmates is discouraged unless permission is granted by appropriate adults.

School Pictures

Individual pictures will be taken during the school year. Information will be sent home on the specific date so that you can prepare your children for the picture.

Special Services

Guidance services –The school counselor is available for individual counseling for students, parents and staff upon request or referral.

Guidance activities are provided for classrooms, on a regular basis, as time permits. These group activities are designed to help students to:

1. develop a sense of personal worth and healthy self-concept;
2. learn how to solve problems;
3. increase their ability to define and deal with feelings, particularly the negative feelings;
4. make intelligent choices; and
5. clarify their own values.

The guidance counselor is also available for consultation with parents regarding test results, learning problems, referrals for psychological services, behavior problems, etc.

The school counselors also provide programs for those students who have been identified as gifted.

Student Dress

The home and school need to cooperate in the matter of dress. Good grooming and dress are, first of all, the responsibility of the parents and students. In addition, for the health, safety, and well-being of all the students, our school is also involved in this responsibility. Proper dress is conducive toward the maintenance of a constructive educational atmosphere. Therefore, we would appreciate your support and cooperation with the guidelines that follow.

1. Clothing or accessories should be neat, clean, and in good taste. It should not be extreme to the extent that it focuses attention on the wearer or is disruptive to the educational process.
2. Hair dye that is distracting to the educational process is not permitted.

3. No cut-off tee shirts or sweatshirts are acceptable.
4. Shirts which have messages with double meanings that are suggestive are not permitted.
5. Shirts which promote alcohol, drugs, satanic cults, or other negative suggestive messages are not permitted.
6. Halter tops, tube tops, tank tops, mesh tops worn alone, and midriff shirts which expose the stomach area are not to be worn.
7. Hats, handkerchiefs or headbands are not to be worn in public buildings.
8. Heelies, clog shoes, thongs, pool/beach footwear, etc. are not to be worn. Laces in shoes must be tied securely and should be accompanied with proper footwear/socks. All shoes must have a back strap. It is recommended that open-toed sandals be worn with socks. **Sneakers and socks must be worn for physical education classes.**
9. **Students will be permitted to wear shorts that are modest and in good taste during the months of August, September, October, April, May, June and summer school.**
The following restrictions apply to the wearing of shorts:
 - a. Cut-offs of any type are not acceptable.
 - b. No spandex, skin-tight or short shorts are acceptable.
 - c. Shorts may not have holes or tears.

School officials do reserve the right to individually review students' dress and, if found unacceptable, to quietly and privately attempt to settle the problem. When deemed necessary, students will be sent home to change or other appropriate actions will be taken to correct the situation.

Elementary School Rules and Regulations

In order to guarantee the best possible learning climate for all students, it is important to follow basic rules of order. Students are expected to cooperate and obey **any adult member** of our elementary staff. **This includes all teachers, aides and other school personnel.** All elementary schools offer every child a positive school-wide behavior system. **To maintain consistency, four basic rules are emphasized throughout the district. They are:**

- a. **Walk in the building**
- b. **Keep hands, feet, objects to self**
- c. **Respect people and property by using kind words and actions**
- d. **Follow staff directions**

Parents should constantly remind children of their responsibilities as students to conduct themselves properly while they are in school as well as on their way to and from school.

Those students who follow the school-wide rules have the opportunity to participate in the quarterly school-wide celebration. The following rules and regulations have been established by the staff and administration. They are listed so you know how the students are expected to conduct themselves in each area. **Rules concerning busing, the cafeteria, student dress and fire drills are listed under the appropriate heading in other areas of this handbook.**

A. Classroom Rules:

1. Be in your classroom on time each day. Children should be seated upon returning from recess, lunch or special classes.
2. Practice good manners –always be polite to others. Listen politely when others are speaking, always wait to be called on before speaking out.
3. Never take someone else's property.
4. Keep your school clean. Always pick up any paper or waste materials.
5. Bring to school only those things which are needed for school. **No Toys.**
6. Children will follow all rules established by the classroom teacher.
7. When required, homework and other papers must be signed and returned promptly.

B. Hall Rules:

1. Students will at all times **walk** silently on the right side of the hallway, under the lights, and stairs.
2. **WALK** in single file. **Never run.**

C. Playground Rules:

1. Obey the playground **aides**.
2. Play safely without pulling, shoving and chasing other children. Share the playground equipment.
3. Only balls or other game items should be thrown. Stones, snowballs or other harmful objects are not to be thrown at any time.
4. **NEVER** leave the playground area or enter the building without adult permission.
5. **Fighting will not be tolerated.** Never push or hit another student.
6. Keep play areas clean.
7. Line up at the correct time and come back into the building in a quiet, orderly manner.

D. Restroom Rules:

1. Students will not congregate in the school restroom.
2. Keep the restrooms neat and clean for yourself and others.
3. Children must be able to use restroom independently.
4. Wash hands before leaving the restroom.

E. Rules for School Functions:

1. Enter and leave the cafeteria in a quiet, orderly manner. Stay in line.
2. During a program, students will adhere to the following behavior:
 - a. No talking.
 - b. Clap at appropriate times. Shouting will **not** be tolerated.
 - c. Remain seated until dismissed.

F. Miscellaneous Rules:

1. Fighting or making threats will not be permitted at any time.
2. Weapons capable of inflicting bodily injury or objects that can be considered as weapons are not to be brought onto school buses or any school district property (as defined in school policy). Violators could face suspension or expulsion.
3. Proper language is expected at all times. Obscene language, possession of obscene materials or the demonstration of obscene gestures will not be permitted.
4. Gum chewing is not permitted in school or on the buses.
5. Pupils are responsible for all school supplies, materials and property. If books or other materials are defaced, destroyed or lost, full restitution will be made by the pupil for their replacement.
6. Smoking is prohibited in the building, on school property, in sight of the school, and on the bus. Students will not have smoking materials, tobacco (chewing or smokeless) in their possession while on the school property. Violations will result in after-school detention. Continued violations will result in in-school suspension or other appropriate discipline.

If Rules Are Violated

1. The classroom teachers in most instances will deal directly with those students who violate the rules.
2. Depending on the severity and/or frequency of the rules violated, one or more of the following levels of disciplinary action may be administered:
 - a. Verbal reprimand.
 - b. Isolation within or outside the classroom.
 - c. Lunchtime/playground detention.
 - d. Letter/phone call to the parent.
 - e. Parental conference.
 - f. After school detention (pre-arranged with parents).
 - g. In-school suspension.
 - h. Out-of-school suspension.
 - i. Expulsion.
 - j. Restitution for damage.
 - k. Including loss of school-wide celebration during quarterly cycle.
 - l. Contact local authorities.
 - m. Other appropriate action.

NOTES

Please remove from booklet, sign and return to school.

Tear Out.

I, _____, have read the Student/Parent Handbook and agree to cooperate with the school in all matters concerning my child's safety and education.

Teacher's Name

Student's Name

Building

Grade

Date

