



Eastern Lebanon County School District

JACKSON ELEMENTARY SCHOOL

2021-2022

PARENT / STUDENT HANDBOOK



Eastern Lebanon County Schools

Jackson Elementary School - (717) 866-2624

(717) 866-9690 Fax

Principal, Mrs. Tam Hower

Administrative Assistant, Mrs. Amy Smith

Fort Zeller Elementary School – (610) 589-2575

(610) 589-5815 Fax

Principal, Mr. Steven Lin

Administrative Assistant, Mrs. Lori Newswanger

ELCO Intermediate School - (717) 866-4521

(717) 866-6791 Fax

Principal, Dr. Michael Gerhart

Dean of Students, Doug Knepp

Administrative Assistant, Melissa Pagano

Administrative Assistant, Mrs. Corrie Bailey

ELCO Middle School – (717) 866-6591

(717) 866-5837 Fax

Principal, TBD

Assistant Principal, TBD

Administrative Assistant, Ms. Leslie Spears

Administrative Assistant, Mrs. Jane Spangler

ELCO High School – (717) 866-7447

(717) 866-7287 Fax

Principal, Ms. Jen Haas

Assistant Principal, TBD

Administrative Assistant, Mrs. April Habecker

Administrative Assistant, Mrs. Karen Brown

In the interest of your child's safety and sound education, all parents and visitors must stop in the office and sign in before visiting any classroom.

Entrance during the day is by use of the video bell at the Main Door.



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STUDENT ACKNOWLEDGEMENT FORM

Dear Parents & Guardians,

The Jackson Elementary School Student Handbook will answer many of the questions you may have regarding the rules and activities at Jackson Elementary School. We hope this information will be helpful to you throughout the year.

Please review the handbook with your student and sign and date the form below. Your student will be required to submit this completed form to his/her homeroom teacher by Thursday September 2, 2021. Your signature below verifies that you and your student have reviewed the Student Handbook and acknowledges your understanding of the policies and procedures as outlined within the Student Handbook.

.....(please sign, cut/remove, & return to homeroom teacher).....

I acknowledge that I have reviewed the *Jackson Elementary School Handbook*. I further understand that there could be consequences, of varying levels, for any action that violates the outlined school rules and policies.

Parent's Signature (in ink)

Date

Student's Name

Grade

Homeroom Teacher

PLEASE **RETURN** THIS SIGNED

FORM TO YOUR CHILD'S HOMEROOM TEACHER

By: THURSDAY, SEPTEMBER 2nd, 2021.



Jackson Elementary School

558 West Main Avenue

Myerstown, PA 17067

Phone: (717) 866-2624

Fax: (717) 866-9690

www.elcosd.org

Alma Mater

To Thee dear Alma Mater,
We lift our hearts in song
Then knowledge and the glories
The victories go on.
We honor and revere thee.
Recalling days gone bye
Our memories live for evermore,
To Thee dear ELCO High.

Words and Music by June andd Harold Yeagley

School Colors

Blue and Gold

School Mascot

Raiders

Welcome!

On behalf of the entire staff at Jackson Elementary School, we would like to welcome you to the 2019-2020 school year! We are a great school with great students, a dedicated staff, and a supportive community. We are excited to work with you throughout your K-2 learning experience and to help our students move forward to a strong future. The policies and procedures contained within this Handbook have been carefully developed to provide the students with a safe, productive, and supportive educational environment. Jackson Elementary School is ultimately our school. We are proud of what we do and we will be proud of what we will accomplish together this year. Our teamwork is vital to the success of our students, so I encourage you to become involved. Volunteer in the classroom, attend school events to show your support. Let's make 2020-2021 a great school year!

Student Handbook Disclaimer

In case of conflict between a Board Policy and the provisions of this Handbook, the Board Policy most recently adopted will prevail. Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the Handbook, which will become obsolete by the newly adopted policy. The Handbook is not a contract between the parents/guardians or students. It may be amended at any time at the discretion of the School District.

Statement of Equal Opportunity

The Eastern Lebanon County School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices, as required by Title VI, Title IX and Section 504. For information regarding civil rights or grievance procedures, contact Mrs. Amy Shoemaker, Title IX Coordinator, 180 ELCO Drive, Myerstown, PA 17067. Phone: (717) 866-7117.

ELCO Mission Statement

ELCO Together: One community, one school district, creating learning opportunities for each student, every day.

ELCO Vision Statement

Together we will...

- Expect excellence
while we are
- Learning together
to prepare our students to be
- Community ready
as we provide
- Opportunities for all students.



ELCO Shared Values

We believe that all students will

- Be prepared academically, socially and emotionally by fostering skills and strategies to succeed and adapt in an ever-changing, highly complex global community;
- Develop appropriate and effective critical and creative-thinking skills, problem-solving skills, and decision-making skills;
- Learn in a safe, nurturing environment, that appropriately meets the physical and emotional needs of our students;
- Receive a diverse and challenging curriculum that motivates every student to realize and reach his or her potential;
- Promote a culture of respect through integrity and empathy;
- Receive rigorous instruction taught by the highest caliber of faculty and staff and will be led by skilled administrators who choose to remain in the ELCO SD; and
- Benefit from the responsible and accountable actions to promote academic, financial, and operational decisions from the School Board and Administration.

Eastern Lebanon County School District BOARD OF DIRECTORS 2021-2022

Mr. Jack Kahl President
Mrs. Tracy Gray-Hayes..... Vice President
Mr. Howard Kramer Treasurer
Mrs. Dotty Noll School Board Member
Mr. Ray Ondrusek..... School Board Member
Dr. Barbara Smith..... School Board Member
Ms. Erin Stettler..... School Board Member
Mrs. Denise Thomas..... School Board Member
Mrs. Amber Weaver..... School Board Member
Mrs. Gloria Hill..... *Board Secretary

DISTRICT ADMINISTRATION

Mrs. Julia Vicente Superintendent of Schools
Mrs. Barbara Davis Asst. Superintendent of Schools
Mr. Michael Miller Business Manager
Mrs. Amy Shoemaker Director of Pupil Services
Mr. Robert Boltz..... Director of Technology
Mr. Jeremy Sweigart..... Director of Special Education
Mr. Doug Dresch Director of Buildings & Grounds
Mrs. Jenelle Himmelreich Director of Food Services



Jackson Elementary Faculty

Kindergarten Ruthanne Gray
 Erin Marquette
 Ashley Titler, ELCO Ready
Grade 1 TBD
 Kristi Hummer
 Hayley Meisenhelter
 Heather Miller
Grade 2 Michelle Altland
 Melissa Pfautz
 Rebecca Kleinfelter
 Angela Rodriguez
Special Education Sara Griffith
 Sara Shirato

Jackson Elementary Specialists

Art Lauren Panza
Behavioral Support Specialist Robin Anne Kimmey
Behavioral Specialist/Psychologist Jess Henline
ESL Amy Zelinske
Gifted Services Laurabeth Kapp
Guidance Katherine Brosius
Librarian Sharon Breeden
Library Assistant Erika Showers
Music Gabe Whitman
Nurse Melissa Rambler
Physical Ed. Matt Babiarz
Psychologist Laura Shifflett
Reading Ashley Hawbaker
Speech/Language Therapist Sherri Newman



Eastern Lebanon County High School 2021 - 2022 School Calendar

August 24, 2021	K-12 Teacher In-service
August 25, 2021	Opening Day
August 30, 2021	First Student Day
September 3 – September 6, 2021	Labor Day Holiday – No School
September 29, 2021	Two-hour late start (Modified Kindergarten Schedule)
October 11, 2021	Teacher In-Service – No Students
November 5, 2021	Act 80 Day – No Students
November 22-23, 2021	Parent-Teacher Conferences – No Students
November 24, 2020	Teacher In-Service – No Students
November 25 – November 29, 2021	Thanksgiving Break – No School
Dec. 24, 2021 – January 2, 2022	Winter Break - No School
January 12, 2022	Two-hour late start (Modified Kindergarten Schedule)
January 17, 2022	No School (Emergency Makeup #1)
January 24, 2022	Act 80 Day – No Students
February 10, 2022	½ Day for K-5 (Parent-Teacher Conferences)
February 11, 2022	Act 80 Day – No Students (Emergency Makeup #2)
February 14, 2022	President's Day – No School
March 18, 2022	Act 80 Day – No Students
March 30, 2022	Two-hour late start (Modified Kindergarten Schedule)
April 14 – April 19, 2022	Spring Break - No School
April 14, 2022	No School (Emergency Make-up #2)
April 19, 2022	No School (Emergency Make-up #3)
May 27, 2022	No Students – In-service Exchange
May 30, 2022	Memorial Day Holiday - No School
June 7, 2022	Last Student Day (Subject to change)
June 7, 2021	Commencement
June 8, 2021	Records & Reports Day

Emergency Make-Up Days:	January 18	April 1
	February 11	April 6

ADMINISTRATION OF MEDICATION

(Board Policy 210: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Administration of Medications to School Students (Adopted From State Guidelines)

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Only prescribed medication will be given at school

When it is absolutely necessary for students to be given medication at school, it shall be done according to the following guidelines.

1. A parent request form (provided by the school) must be completed giving the school permission to give medication ordered to the student.
2. By law a written order from a physician that includes student's name, medication's name, dosage, and time of administration is required.
3. Medication must be in a container officially labeled by a physician or pharmacist. The label must include: student's name, physician's name, date of original prescription, medication's name, dosage, and time of administration. Any over-the-counter medication must be in the original container, and be accompanied with a note indicating dosage.
4. Administration of medication shall be done by the school nurse, in her absence a designee will assist the student in administering medication.
5. Medication must be brought to the office with the appropriate authorization/instructions at the beginning of the school day. **Medications may not be brought to school on the bus by the student.**

A yearly standing order of adrenaline to be given for severe anaphylaxis will be supplied to each nurse by the school physician.

ATTENDANCE POLICY

(Board Policy 204: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Attendance at school is mandatory by state law for students under the age of seventeen. The law prescribes legal action with possible fines for excessive illegal absences.

Attendance in school is a prerequisite to learning. Daily attendance and active participation in each class is a critical part of the learning process and is necessary for students to achieve academic standards and maintain consistent education progress. The philosophy behind the policy, supported by Board Policy 204, is to promote responsibility and to increase the potential for

our students to be successful in school and in all future endeavors.

Excused absences: A student's absence from school will only be excused for one of the following reasons:

- Illness.
- Death in the immediate family.
- Emergency medical or dental attention.
- Required court attendance.
- Approved educational trips (Please see "**Educational Travel**" for more details.)
- Authorized religious holidays.

The following are **NOT** excusable absences in accordance with state attendance laws:

- Missing the school bus
- Oversleeping
- Trips not approved in advance
- Shopping
- Car trouble
- Hunting/fishing
- Attendance as a spectator at athletic events and interscholastic contests
- Birthday or other celebrations

Tardiness – (Arriving to school at 9:01 or later without valid, excused reason)

Students are required to be in school by 9:00 AM. A student is considered tardy if they arrive to school between 9:01 A.M. and 10:00 A.M without a valid excuse. Tardy is missing the bus, oversleeping, etc., NOT doctor appointments. Parents must accompany their child into school to sign them in and complete an excuse form. If a student arrives to school at 10:00 A.M. or later, it will be considered a half-day absence. Every 7th tardy will result in a one day unexcused absence.

Attendance Regulations & Procedures: The following section gives families a detailed outline of the necessary documentation and verification of students' absences.

1. All student absences require written documentation explaining the reason for the absence. (E-mails cannot be accepted.)
2. Excuse notes signed by a parent/guardian or qualified medical professional
3. Excuse notes **MUST** be submitted to your school office within three (3) days of the student's return to school in order for the absence to be considered excused. (A handwritten, parent signed note that is scanned and emailed to amy_smith@elcosd.org for Jackson is acceptable.)
4. Notes provided by medical professionals will be excused past the 3-day window.

In order to support students' attendance and enforce state laws and District policies, the following regulations and procedures will be in effect for Jackson:

- **Accumulation of three (3) unexcused absences:** Students who accumulate 3 days of unexcused absences are considered "truant" and will be notified in writing of this and the potential consequences if the student continues to be habitually truant.
- **Accumulation of 4 unexcused absences:** School will invite parents or guardians to attend School Attendance Improvement Plan (SAIP) to develop a plan to help and support any student who accumulates at least one (1) unexcused absence following the initial notification of truancy.
- **Accumulation of 6 unexcused absences:** Students who accumulate six (6) unexcused absences will be considered habitually truant; therefore, school will enact the necessary consequences of Act 138 (2016).
- Students under fifteen (15) years of age will be referred to Children and Youth and parents/legal guardians may be prosecuted by the District Magistrate.
- **Accumulation of ten (10) absences in a school year:** Students who accumulate ten (10) days of absences,

parents will be notified that the student shall be required to present a valid professional's verification (doctor's note) attesting to the reason for his/her absence. Absences not verified as previously stated will be considered unexcused. It is strongly recommended that whenever a student is absent from school and sees a medical professional that he/she obtains an excuse from that medical professional for the absence. The days that are excused by a medical professional will not be counted against the ten (10) parent excused absences allowed by School Code.

- An excuse from a licensed medical, legal, or counseling authority may be required for any absence due to illness or injury that is: (1) three or more consecutive school days in duration; (2) for a student who is consistently absent from school.

The Principal may exercise prudent judgment in giving extensions or exceptions to the above, when in his/her opinion extenuating circumstances warrant special consideration.

Educational Travel

Families are granted up to a total of 6 days of educational travel. Parents or guardians need to complete the Educational Trip Form two weeks in advance. This form may be accessed through the District website or may be obtained in the building office.

An excuse from a licensed medical, legal, or counseling authority may be required for any absence due to illness or injury that is: (1) three or more consecutive school days in duration; (2) for a student who is consistently absent from school.

AUDIO AND VIDEO CAMERAS ON BUSES

(Board Policy 709.1: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Audio/Video cameras are installed on all buses through Brightbill Transportation. The audio/video cameras are intended to discourage acts of misbehavior and will be used to identify the cause and context of inappropriate bus conduct reports.

BIRTHDAY INVITATIONS / TREATS / FOOD ALLERGY

(Board Policy 209.1: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in District schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Teachers will not be able to distribute invitations to parties held outside of school unless every child in the class is invited. If you wish to have invitations sent out for birthday parties, please make those contacts personally. Our school honors the right of privacy for every student's family; therefore, teachers and/or staff cannot provide addresses and/or telephone numbers of other students in class or school.

Food items will not be permitted in "allergy-free" classrooms due to safety concerns. However, you may provide a NON-FOOD item such as pencils, stickers, etc. Please notify your teacher a day in advance if you would like to provide something to celebrate your child's special day.

BULLYING / CYBERBULLYING

(Board Policy 249: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Purpose

The Board is committed to providing a safe, positive learning environment for District students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by District students.

Definitions

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

***Bullying**, as defined in this policy, includes cyberbullying via any form of electronic communication.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

BUS REGULATIONS

Student behavior while waiting for the school bus or while riding the bus must be appropriate to assure the safety of all students. While passengers on school district vehicles, students guilty of conduct which, in the opinion of the School Board and/or Administration, causes or is liable to cause injury to other passengers or to the vehicles, shall be denied the use of school district transportation for such a period of time as the School Board and/or Administration believes is appropriate to the conduct involved. Additionally, the principal reserves the rights to take the student's developmental appropriateness into consideration in any disciplinary decisions.

Students who have displayed acts of misbehavior are subject to the following consequences:

1. **Level I Behaviors** include, but are not limited to the following:
 - a. Pushing, hitting, shouting, tripping, littering, profane language, insulting driver, eating or drinking, opening windows against drivers' orders, arms or hands out of windows, refusing to identify himself/herself to the bus driver, or other similar offenses deemed by the principal to merit the following consequences:
2. **Level I Consequences** may include, but not limited to the following:
 - a. First Offense: A warning and parents will be notified
 - b. Second Offense: Loss of riding privileges for three days
 - c. Third Offense: Loss of riding privileges for ten days
3. **Level II Behaviors** include, but not are limited to the following:
 - a. Fighting, smoking, damaging the bus, throwing objects in the bus, throwing objects out of windows, opening exit doors, or other similar offenses deemed by the principal to merit the following consequences:
4. **Level II Consequences** may include, but are not limited to the following:
 - a. First Offense: Loss of riding privileges for three to ten days
 - b. Second Offense: Loss of riding privileges for thirty school days (Review case after ten school days)

- c. Third Offense: Loss of riding privileges for the remainder of the year (Review case after thirty school days)
- 5. **Level III Behaviors** include, but not limited to the following:
 - a. Hitting or pushing the bus driver, throwing objects at the bus driver when he/she is on or off the bus, or other similar offenses deemed by the principal to merit the following consequences:
- 6. **Level III Consequences** may include, but not limited to the following:
 - a. First Offense - Immediate loss of riding privileges. (Review case after thirty school days)

Names of students and the nature of the misconduct shall be reported in writing as a ‘bus report’ by the bus driver. Acts of misbehavior which occur during the morning trip shall be reported upon arrival at school the same day that the alleged incident occurred.

Alleged incidents that occur during the afternoon bus trip will be reported the following morning. Every effort will be made to administer disciplinary procedure within a 24-hour period. However, a student brought to school by school bus shall be returned home by bus prior to the beginning of any suspension of his/her riding privileges.

Principals shall notify the parents in writing of the nature of the misconduct and of any disciplinary action which has been taken.

BUS RIDER RULES

Students should arrive at their assigned school bus stop approximately 10 minutes early and should wait until the bus comes to a complete stop before attempting to enter. While on the bus, students should keep their hands and head inside the bus at all times. Remember that loud talking and laughing divert the driver’s attention and make safe driving difficult. The expected behaviors include, but not limited to, are listed below.

1. Bus riders will remain seated while the bus is in motion.
2. Bus riders will be absolutely quiet when approaching a railroad crossing.
3. Bus riders will cooperate with the bus driver.
4. Bus riders will not eat or drink on the bus.
5. Bus riders will not throw trash on the floor.
6. Bus riders will not use profane language.
7. Bus riders will keep all body parts and objects inside the bus.
8. Bus riders will maintain a respectful voice level when talking on the bus.
9. Bus riders will engage in safe and respectful interactions on the bus – no horseplaying is permitted.

Temporary Change of Transportation: The school requires a written note signed by parents or guardians to change their child’s mode of transportation (another bus or car rider), so an appropriate bus pass can be provided to the student before the end of the day.

Reminder - It is a privilege to be provided with transportation to and from school. Students who abuse this privilege may be suspended from school transportation and the parents will be required to provide alternate transportation.

CAFETERIA

Breakfast and lunch are provided for those students who wish to buy a meal. **A lunch debit system** is in effect to maintain all students’ lunch accounts. Daily menus and choices are listed in the monthly menu sent home to each family.

Prices:

1. **Breakfast (student):** \$1.75
2. **Lunch (student):** \$2.70
3. **Lunch (adult):** \$3.75

4. Extra milk: \$0.60

Paraprofessionals are in charge of the lunchroom. Students are expected to maintain appropriate behavior and noise level at all times. The paraprofessionals will dismiss the classes at the appropriate times. Specific rules are posted in the cafeteria and will be enforced by the paraprofessionals with assistance by teachers and principal when necessary.

Cafeteria Procedures – Student Debt

Significant changes were enacted under the Pennsylvania School Code Act 55, titled “Food Shaming,” which was passed on December 6, 2017. While the amendment states that K-8th grade students may not be directly contacted regarding their negative accounts, students in grades 9-12 are exempt from this amendment and may be contacted about their meal account status.

If your child’s account falls into a negative balance, a negative balance notification e-mail will be sent to the e-mail address on file, followed by a letter mailed to the home. You also have the option to view your child’s accounts by going onto SchoolCafe.com and selecting to receive low balance notifications at no fee. The notification limit can be set at your discretion, but a minimum of \$6 is recommended.

SchoolCafe.com provides the option to make online payments with a set fee per transaction. By using SchoolCafe.com, you also have the option to set restrictions or limits on ala cart purchases and to view your child’s transactions and apply for free or reduced meals. Checks and cash in an envelope marked with your child’s name and ID number will still be accepted in each building’s cafeteria.

All students will be able to purchase a meal even if their account is delinquent. There are procedures in place for collecting payment, which could include sending the account to collections.

If you have any questions regarding this or need assistance, please feel free to contact Jenelle Himmelreich, Director of Food and Nutrition, at 717-866-4521 ext. 8521.

Lunch with students

Parents and guardians who would like to have lunch with their children are encouraged to notify the teacher and cafeteria a day in advance. If parents/guardians would like to purchase a school lunch, an exact amount is appreciated for your lunch payment. If bringing your own lunch, please be cognizant of food allergies of our students.

CAMERA SURVEILLANCE

(Board Policy 709.1: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The school district may, from time to time, place and use audio and/or video cameras, or other recording devices on school property and on school buses. The images or sound recorded by the audio and/or video camera or other recording devices may be used by school authorities to determine whether conduct occurred which is contrary to the rules of the school district, to determine the extent of such conduct, and to determine the identity or identities of the particular student or students involved in such conduct.

At the discretion of the school authorities, the images or sounds recorded by the audio and/or video camera or other recording devices may be provided to any appropriate law enforcement agency.

COMMUNICATION

Jackson Elementary School’s teachers and staff value all parents’ and guardians’ concerns and input; therefore, parents need to know the best avenues to use in addressing concerns they feel are important with regard to their child(ren)’s total

educational experience at school. Solutions to problems can usually be easily addressed when the channels of communication are straightforward and the communication itself is confidential.

Steps for Effective Communication:

1. **Classroom level:** Concerns should be addressed initially with the classroom teacher and/or the teacher directly involved with the particular situation.
2. **Administrative level:** If parents or guardians are not satisfied with the result, feel free to contact the school principal so we can work together to arrive at a positive solution.

Personal Communication Processes:

1. **Phone messages:** Parents or guardians who wish to speak with teachers over the telephone should call and access that teacher's mailbox number or leave the message with office personnel. Teachers will be notified and will return the call as soon as possible. Please do not expect teachers to be called to the phone to speak with you. During most of the school day, they have supervisory responsibilities. A general rule of thumb is that a response will be provided within 24 hours.
2. **Email Messages:** Parents are encouraged to send teachers emails with questions or concerns; however, be aware that an immediate response is seldom possible. Teachers check their emails during the day when possible. A general rule of thumb is that a response will be provided within 24 hours.
3. **Parent / Teacher Conferences:** Personal dialogues in meetings can be very valuable and beneficial. The school encourages parents and guardians to request a conference at any time throughout the year.

Mass Communication Processes: Jackson teachers / staff and PTO collaborate throughout the year to organize events and activities for our students and their families. The various methods of communication include, but not limited to the following:

1. **Classroom Newsletters:** Classroom teachers will provide parents with the necessary information in their weekly newsletters.
2. **Principal's Newsletters:** Monthly newsletters, from the principal's office, to share information regarding school activities and important topics will be sent home either in students' *Take-Home Folder* or via email.
3. **Global Connect calls or emails:** On various occasions throughout the school year, school administrators will utilize this mode of communication to remind families of upcoming activities or important announcements.

CONFERENCES

Annual Parent/teacher conferences will be scheduled during the school year in November. School conferences can be requested by either parent/guardian or teacher. The parent may feel free to call the school office to arrange for an appointment. We encourage parents and guardians to set up conference appointments during the school day. Any calls made during the instructional time period will be sent to voicemail or a message will be taken.

CONTROLLED SUBSTANCES/PARAPHERNALIA

(Board Policy 227: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal laws.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, “**under the influence**” shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, “**look-alike drug**” shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.

CONCUSSION MANAGEMENT

(Board Policy 123.1: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Purpose

The Board recognizes the importance of ensuring the safety of students participating in the District’s athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.

Definitions

Appropriate medical professional shall mean all of the following:

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

Athletic activity shall mean all of the following:

1. Interscholastic athletics
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

CURRICULUM PROGRAM: EDUCATIONAL ACTIVITIES

Our goal is to provide appropriate academic experiences and social nurturing to allow children to develop a sense of positive self-worth as well as acquire the academic skills necessary in order to become critical thinkers, problem solvers, and positive contributors to society.

Language Arts is taught each day, as is Mathematics. Science and Social Studies are also part of each grade's curriculum. In addition, children receive weekly instruction in the special area subjects of Art, Library, Physical Education and Health, and Music. Curriculum maps for each content area can be found on the District website.

DISCIPLINE CODE - ELEMENTARY LEVEL

(Board Policy 218: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Eastern Lebanon County Elementary Schools feel that in order for students to learn an atmosphere conducive to learning and teaching must be maintained. Therefore, all students will be expected to abide by the following:

LEVEL I Behaviors: Behaviors which interrupt orderly classroom procedures or interfere with the orderly operation of the school. These behaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel.

Students will be expected to respect the rights and property of their fellow students. Activities that will not be tolerated are:

1. Name calling and teasing
2. Refusal to attempt to perform assigned classroom tasks, assignments and homework
3. Not adhering to teacher's classroom rules
4. Bullying in general including racial slurs
5. Disobedience to request or orders from any school personnel
6. Disrespectful to staff or volunteers
7. Gum chewing

LEVEL I CONSEQUENCES

If students choose to break the above rules, the school will enforce the following, but not limited to the following consequences:

1. Parent contact by teacher or principal.
2. Verbal reprimand or Think Sheet (PBIS)
3. Behavioral contract
4. Withdrawal of privileges (i.e. recess, classroom special activities...)
5. Counseling: Meeting with school counselor

LEVEL II Behaviors: Behaviors that seriously disrupt the learning climate of the school. Misbehavior that is a continuation of Level I. These misbehaviors will be handled by staff members and/or school administrators.

Students will be expected to demonstrate a proper attitude and sense of respect for all school personnel and/or property. Activities that will not be tolerated are:

1. Continuation of Level I conduct
2. Causing disruption in class because of immature or irrational behavior
3. Inappropriate physical contact (hitting, tripping, spitting, etc.)
4. Minor Stealing
5. Copying the work of others
6. Addressing staff in any fashion other than Mr., Mrs., or Miss
7. Throwing objects at others
8. Lying to school personnel
9. Abusive language, profanity
10. Misuse or damage to school facilities and/or littering
11. Inappropriate cafeteria behavior
12. Inappropriate use of technology

13. Blatant defiance or disobedience to request or orders from any school personnel

LEVEL II CONSEQUENCES

If students choose to break the above rules, the school will enforce the following, but not limited to the following consequences:

1. Same as Level I
2. Office referral (see PBIS Section of handbook)
3. Parent Contact by teacher or principal
4. Temporary removal from class (staying in office to do work for at least 30 minutes).
5. In-School Suspension (removal from class and doing work in the office for at least ½ day).

LEVEL III Behaviors: Behaviors which result in harm to another person or property. Behaviors which pose a threat to the safety of self or others in the school. Behaviors which demonstrate a continuation of Level II. These acts are so serious that they require administrative actions which may result in the immediate removal of the student from school, the intervention of law enforcement authorities and/or action by the Board of School Directors.

Students will be expected to demonstrate proper behaviors to ensure their own safety and the safety of others in the school. Activities that will not be tolerated are:

1. Continuation of Level I/II Conduct
2. Bringing to school or using any toy weapons, pocket knives, guns, etc.
3. Not adhering to the School District's Terroristic Threat policy (No. 218.3)

LEVEL III CONSEQUENCES

If students choose to break the above rules, the school will enforce the following, but not limited to the following consequences:

1. Same as Level I or II
2. Parent Contact by teacher or principal
3. In-School Suspension (removal from class and doing work for 1 day)
4. Out-of-school suspension
5. Expulsion

Classroom teachers have specific classroom rules & procedures that are communicated via newsletters and special booklets handed out at the beginning of the school year.

DRESS AND APPEARANCE GUIDELINES

(BOARD POLICY 221: <https://www.boarddocs.com/pa/elco/board.nsf/public?open&id=policies#>)

We take pride in the appearance of our school. Students' attires reflect the quality of the school, of their conduct, and of their school work. All students are requested to dress and groom themselves neatly in clothes that are suitable for school activities. Dress is expected to be decent and not overly revealing. Clothes considered inappropriate include:

1. No short shorts are allowed. Students may wear walking shorts, gym shorts, or hiking shorts.
2. No attire with holes or tears.
3. Attire that is offensive, vulgar, or disruptive to students or staff is not permitted.
4. Attire which may be destructive to school property or persons is not allowed. (ie...safety pins, chains, etc...)
5. Clothes, hats, etc., with questionable sayings on them or which advertise or convey acceptance of alcohol, drugs, or controlled substances are not permitted.
6. Unsafe footwear. Heelies, flip-flops, high heeled shoes, platform shoes or slippers are not allowed. If your child

comes to school with unsafe footwear, you will be called and be requested to bring in a change of shoes. If this is not possible, we will ask your permission to provide your child with clean and more appropriate footwear for the day.

7. Shirts with spaghetti straps or halters are not permitted. See through (mesh type) blouses and shirts are not allowed. Tank tops must have a strap width of 1 ½ inches.
8. Only prescription glasses may be worn in the building, no sunglasses.
9. Hats should not be worn inside the school building.

DROP OFF/DISMISSAL PROCEDURES

Procedures for Parent Drop Off:

1. Parents / guardians need to pull into an available parking spot. If you need to drop off your child, please pull into an available parking spot and walk your child to the front of the building.
2. Please DO NOT drop off your child in the parking lot. This will ensure your child's safety.
3. ALL students (parent pickup and bus riders) will be called for dismissal at 3:30 PM.

Procedures for Parent Pick Up:

1. Parents must send a note or call the main office by 2:30 PM on the day of pickup, in order to get your child at the designated pickup location.
2. Pickup locations: Side door
3. You will be required to sign your student out at the pickup location.
4. If a note or phone call is not received prior to 2:30 PM, you will be required to sign your child out in the main office.

EARLY CHILDHOOD PHILOSOPHY

Growth and development with a child is a function of his/her internal time clock and the environment(s) in which the child lives. It is recognized that there are different internal time clocks for his/her own pace in these domains. Further, it is recognized that the child lives in multiple environments. Minimally, each child participates in his family, school, sibling, peer and neighborhood environments. Research and practical observation indicate that there is an interaction effect between the child (and his unique time clock) and his/her environment. That is, the interplay of the environment and the child is greater than the sum of its parts. One (child) plus one (environment) does not equal two (child growth and development). Rather, it equals four (learning). From this understanding of how children grow and learn, it is held that every child must be accepted and accommodated at his/her level. Given this philosophical position, the following represents what we know about children.

- * Children learn constantly and continuously throughout their lives.
- * Children learn at different rates.
- * Children have different rates of retention of learning.
- * Children learn through different modes.
- * Children learn what is socially acceptable by watching adults.
- * Children learn better if they have a positive self-concept.

EDUCATIONAL TRAVEL

(Board Policy 204: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Students may be excused for a maximum of six (6) school days per year in order to participate in an educational trip. Vacations disrupt the educational process and should be planned with consideration of academic requirements and state-mandated testing. An "Educational Trip Form" must be completed and submitted to the building office **two weeks in advance of the scheduled trip** in order to request that the days be excused. If the trip form is not approved because the student has exceeded the ten (10) days of parental verified absences or the student has exceeded the six (6) day educational trip limit, the days will

be coded as unexcused, with the applicable penalties. Students who have pre-planned absences should obtain their assignments *prior* to their planned absence.

ELECTRONIC DEVICES: GAMES, TOYS, EQUIPMENT

Electronic games/toys, cameras/equipment, CDs, tapes, radios, portable electronic music devices (MP3 players, iPods, etc.) may be brought to school, however they must be kept in your locker or backpack. Electronic devices may be used in the classroom for instructional purposes with the teacher permission and supervision. Musical devices (including keyboards and guitars) needed for a class or intramural should be left in the music room, or office. We are not responsible for the loss or damage to any property brought to school.

EPINEPHRINE OPT-OUT

“The Pennsylvania Public School Code, Section 1414.2 (g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form.”

EXTRACURRICULAR AND INTERSCHOLASTIC

(Board Policy 122: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Purpose

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

Definitions

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate.

GUIDANCE AND COUNSELING SERVICES

Elementary guidance and counseling services are available to all students, parents and staff at each elementary school in the Eastern Lebanon County School District. The primary emphasis of the program is to help children both recognize and achieve specific social, emotional and academic skills which are basic to healthy development and the accomplishment of individual life and career goals.

The elementary counselor assists children in learning these skills by consultation with teachers and parents, group and individual support services, classroom guidance activities and presentations, and parent education services.

HAZING

(Board Policy 247: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Purpose

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the District and are prohibited at all times.

Definitions

For purposes of this policy **hazing** is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of continued membership in, any organization. The term shall include, but not be limited to:

1. Any brutality of a physical nature, such as whipping, beating, branding
2. Forced calisthenics
3. Exposure to the elements
4. Forced consumption of any food, liquor, drug or other substance
5. Any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which is intended to or could result in humiliation, extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual
6. Any willful destruction or removal of public or private property

For purposes of this policy, **“forced activity”** refers to any activity, as described above, upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For purposes of this policy, **student activity or organization** is defined as any organization, team, club, society, or group operating under the sanction of or recognized as an organization by the District.

INTERNET USAGE

(Board Policy 815: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Use of the Internet and other computer networks are recognized as integral in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. All computers, network, servers, any hardware or software, Internet, electronic mail systems, and any other element of the district's computer, communications or electronic communication/information systems (“Technology”) provide vast, diverse, and unique resources.

For users, the school district's “Technology” systems must be used primarily for education-related purposes and performance of school district job duties. Incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations, or with other system users. Therefore, all users will abide by the guidelines set forth in Board Policy 815.

KINDERGARTEN ENTRANCE

(Board Policy 201: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

For **admission to kindergarten** in any school year, a child must have attained the age of five years on or before September 1st of the school year, per School Board Policy 201. Kindergarten Orientation (for parents) and Kindergarten Screening (for children) are held in the Spring.

LIBRARY MATERIALS

All students are held responsible for the return, in good or its original condition when it was received by the student, of all library materials. Students will be charged the original purchase price of all library materials that are damaged or not returned.

LOST AND FOUND

There are a number of lost and found articles brought to the office during the course of a school year. If you have lost something either on the bus or at school, please arrange to check in the lost and found box in the cafeteria where the lost and found articles are stored.

MCKINNEY-VENTO ACT

(Board Policy 251: <https://go.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The ELCO School District believes that displaced youth should have access to free and appropriate public education and wishes to limit the barriers that displaced children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in displaced situations.

Displaced students are defined as individuals lacking a fixed, regular and nighttime residence, which include students living under the following conditions:

1. Sharing the housing of other persons due to loss of housing or economic hardship.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of adequate alternative accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Living in public or private places not designated for or ordinarily used as regular sleeping accommodations for human beings.
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
7. Living as migratory children in conditions described in previous examples.
8. Living as run-away children.
9. Being abandoned or forced out of homes by parents/guardians or caretakers.
10. Living as school age unwed mothers in houses for unwed mothers if they have no other living accommodations.

Should you have any questions, please contact the ELCO School District Homeless Liaison, Amy Shoemaker, ashoemaker@elcosd.org or 717-866-7117 ext. 10821.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

(Board Policy 103: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

It is the policy of the ELCO School District 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. "Harassment" shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

The Pennsylvania Human Relations Commission's website may be found at www.phrc.state.pa.us.

PARENT / TEACHER ORGANIZATIONS (PTO)

Parent/Teacher organizations in the ELCO Elementary Schools play a major role in improving communication between the home and school. In the elementary grades, parents work and assist with school fairs, plan and coordinate school assemblies and other special activities, chaperone field trips, serve as homeroom parents, work with their child's teacher on special projects, and provide suggestions for school improvement. Some of these activities that encourage parent participation during their child's education in the primary grades are organized and sponsored by our parent/teacher organizations. Therefore, these groups play a major role in providing a well rounded school program for children in the elementary grades.

PARENT VOLUNTEERS AND FIELD TRIP CHAPERONES

WELCOME VOLUNTEERS!

Thank you for your interest in becoming a volunteer in our schools. Volunteers are a valuable resource in the ELCO School District and we are grateful for all that they do to serve our schools and students. We welcome community and family members to volunteer in our buildings.

We have several policies and guidelines that have been established for all of our volunteers. These guidelines have been created to provide information to the volunteer about how they can support our students and help to keep our students safe. Please read all of the information on this page and the ELCO Volunteer Handbook to be sure you are familiar with the requirements. If at any time you need clarification, please reach out to the principal's office for more information.

VOLUNTEER CLEARANCE REQUIREMENTS

All volunteers are required to submit clearances with their initial Volunteer Application. More

information about the requirements can be found in the ELCO Volunteer Handbook. Requirements include:

1. Act 34 – PA Criminal History Background Check
 2. Act 151 – PA Child Abuse History Clearance
 3. Federal Criminal History Fingerprint Check (only for individuals who have not resided in the Commonwealth of PA for a period of 10 consecutive years before application)
 4. Volunteer Disclosure Statement Form (only for individuals who have resided in the Commonwealth of PA for a period of 10 consecutive years before application)
-

All clearances are valid for a period of 60 months (5 years). Current volunteers who require renewal of clearances must submit a new volunteer application.

ADDITIONAL REQUIREMENTS

In addition, after September 1, 2019, all new and renewing volunteers must,

5. Be approved by the Board of Education of the ELCO School District
 6. Complete three hours of online training on Recognizing and Reporting Child Abuse*.
-

*If you require assistance with accessing or completing the online training, please contact the principal's office.

SENIOR TAX WORK-OFF PROGRAM

Senior Citizens interested in the Property Tax Work-Off Program must meet the eligibility requirements and guidelines. Please see the Senior Tax Work-Off Program file on this page for more information.

PARKING

We have limited parking at Jackson Elementary School, and we would appreciate all visitors to abide by the vehicle code laws. Our district's police officer reserves the right to enforce safe traffic and parking practices and to issue citations for parking violations. The first violation will be a warning. Beginning with the 2nd violation, fines will be issued.

Below is the exact section from the Vehicle Code:

"It is illegal to park in a clearly marked handicap space and a violation of the Pennsylvania Vehicle Code Title 75 Section 3354 d 3(i). Except for a person parking lawfully and being driven by or for the transportation of the handicapped person or severely disabled veteran, no person shall use a parking space set aside for the handicapped person or severely disabled veteran on public or private property when a sign is properly posted in accordance with Department regulations. Not including court cost the **Penalty is a sliding fine of \$50 to \$200.**"

**Future violators are subject to be cited by the ELCO School District Police Department.

PHYSICAL EDUCATION EXCUSE POLICY

Students who are ill or disabled due to an injury/ disease must have a doctor's excuse from the attending physician. Students must have a doctor's release to participate upon returning to class. Those students with a doctor's excuse are also unable to participate in recess activities. Any student not having an excuse will be asked to perform to the best of their capability.

Students bringing a note from home (written by a parent) to be excused from physical activity will have their problem reviewed and a decision will be made at that time.

PLAYGROUND

To ensure safety for our students, please do not allow children to bring their own equipment (baseball bats, balls, etc) to school. It can easily be lost or placed into storage with school property or could be of a safety concern.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) OVERVIEW

The ELCO Primary buildings began a school-wide implementation of Positive Behavior Interventions and Supports (PBIS) in 2016-2017. PBIS focuses on creating and sustaining school-wide, classroom, and individual support systems to improve the educational environment for all children. The PBIS implementation plan clearly identifies defined outcomes and behavior expectations and is validated by research-based practices. The goal is to explicitly teach and model behavioral expectations and then recognize and reward positive behaviors exhibited by the students on a daily basis. All staff members will establish regular positive learning and teaching environments and serve as positive role models to students as they teach expected school behaviors. By implementing PBIS, we hope to reduce school and classroom disruptions and educate all students about acceptable school behaviors. Ultimately, improving the school environment will help to promote academic and social success for every student.

REPORT CARDS

Progress reports will be given two times during the school year for kindergarten students, and four times for grades one and two.

RESPONSE TO INSTRUCTION AND INTERVENTION (RtII)

The Response to Instruction and Intervention Model (RtII) has been implemented in order for us to monitor and meet all students' academic needs. This is a process used for identifying those students who are struggling readers and then providing differentiated instruction and intervention to address their needs. Part of the process involves screening all students to identify students who are at grade level (Benchmark or Tier 1), slightly below grade level (Strategic or Tier 2), and those well below grade level (Intensive or Tier 3), as measured by screening assessments.

Screening Assessments

Screening assessments are delivered to identify students with academic needs and the subsequent progress monitoring are employed to ensure students' growth. Following the screening assessments, students' individual Tiers are identified and an instructional plan is implemented for them. Students will be grouped for additional teacher guided instruction designed to improve their skills. They will, however, continue to receive their regular instruction with their assigned teacher.

Over the course of the intervention plan, Tier 2 and Tier 3 students are progress monitored to determine if growth is occurring as a result of the intervention. During and following the intervention program, results from the progress monitoring will be reviewed to determine the success of the intervention. Following a specific intervention period, students may move to a

different tier, remain in their current tier and continue to receive the same intervention plan, or remain in their current tier and receive a different intervention program. The decision will be based solely upon the results of the progress monitoring data that has been collected over the intervention period.

Parental involvement is key to a student’s individual success. Therefore, communication with the parent/guardian will be made as deemed necessary to insure student success and progress.

SCHOOL DAY

(Board Policy 804: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Doors will open at 8:45 AM, at which time students will be permitted to enter the building. Please refrain from dropping your child off at school prior to 8:45 AM.

GRADE 1 & 2 SCHEDULE

REGULAR DAY SCHEDULE

Homeroom 8:45 AM to 9:00 AM

Instructional Time 9:00 AM to 3:30 PM

2 HR LATE START SCHEDULE

11:00 AM – 3:30 PM

KINDERGARTEN SCHEDULE

REGULAR DAY SCHEDULE

(AM Session) 9:00 AM - 11:45 AM

(PM Session) 12:45 PM - 3:30 PM

MODIFIED KINDERGARTEN SCHEDULE (2-HR LATE START SCHEDULE)

(AM Session) 11:00 AM - 12:45 PM

(PM Session) 1:45 PM - 3:30 PM

SCHOOL HEALTH SERVICES

(Board Policy 203: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Listed below are a few of the health services provided for your child each year by our school nurse.

1. **Immunization Records Check:** Check all records of original entries (Kindergarten & first graders who had no access to Kindergarten) for proper immunizations.

Required immunizations include:

The following minimum immunizations are required at all grade levels:

- (a) Diphtheria and Tetanus – Four (4) or more properly spaced doses of DTP, DTaP, Td or DT, or any combination of the three.
- (b) Polio – Four (4) or more properly spaced doses of polio vaccine (IPV or OPV)
- (c) Measles, Mumps and Rubella - Two (2) properly spaced doses of MMR.
- (d) Hepatitis B - Three (3) properly spaced doses of hepatitis B vaccine.
- (e) Varicella- Two (2) vaccines required (chicken pox)

The following minimum immunizations are required for all students entering school for the first time.

- (a) Diphtheria and Tetanus – Four (4) or more properly spaced doses of DTP, DTaP, Td, or DT or any combination of the three with 1 dose administered on or after the fourth birthday.
- (b) Polio – Four (4) or more properly spaced doses of polio vaccine (IPV or OPV)
- (c) Measles, Mumps and Rubella (MMR) – two (2) properly spaced doses of MMR, the first dose at 12 months of age or older.
- (d) Hepatitis B – Three (3) properly spaced doses of hepatitis B vaccine.
- (e) Varivax - Two (2) doses of chicken pox vaccine.

The dates of these immunizations are recorded on each child's health record. Either medical or religious reasons are the only two exemptions from immunization. Original enterers who do not have the basic immunizations will be excluded from school.

2. **Hearing screenings:** Hearing screenings are conducted each year for Kindergarten through Third Grade.
3. **Vision screenings:** Vision screenings are conducted each year for all students as early in the school year as possible.
1. **Dental examinations:** Dental examinations are required upon original entry to school. Kindergarten, Third and Seventh Grade. Exams are conducted in the Fall unless the child was examined recently by their private dentist and recorded on a form provided by the school. School dental exams do NOT include any cleaning or corrective measures; referrals will be made if any dental issues are noted.
5. **Physical examinations:** Physical examinations are required upon original entry to school for Kindergarten, Grades 6 and 11. Children are exempt from school exams when a private exam was completed and recorded on a form provided by the school within the preceding 12 months.
6. **Height and Weight:** All elementary students are weighed and measured once a year.
7. **Parent / Guardian Notification:** Anytime your child has had a physical or dental examination, additional immunization, surgery, special health needs, etc., please notify your school nurse so that this information can be recorded on your child's health record.

Important Note: ELCO school nurses provide care to students who are sick and injured during school hours. Please know we are there to help your child at school, but not a replacement for good medical care with your physician. **Please keep your child's building nurse updated with any health issues he/she may be having.**

Childhood Illnesses

On rare occasions your child may be exposed to a childhood illness in school such as head lice, scabies, strep throat, or pink eye. There are exclusion policies in place to prevent the spread of these normal childhood illnesses from becoming a classroom problem. The Department of Health has set guidelines for nurses to follow in these situations.

When should parents and guardians keep their child home?

If your child has the following symptoms it is advised they remain home from school:

- A chronic cough
- Fever of 100.0 or higher
- Diarrhea – 3 or more episodes in the past 12 hours
- Vomiting in the past 12 hours
- Ear pain that has kept your child awake overnight
- A red eye/s with yellow drainage
- A sore throat with difficulty swallowing
- Any signs of live lice

If your child has had a fever, they should be fever free (without medication) before they may return to school. They should, be free of vomiting and diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed, students must be on the antibiotic for 24 hours before returning to school.

SCHOOL INSURANCE

Information regarding insurance coverage of your child during the school day and also for 24 hour coverage is sent home at the beginning of the school year for those that are interested in participating in this program.

SCHOOL PICTURES

The elementary schools work out a contractual agreement with a photographer to take both individual and group pictures during the year. This service provides quality pictures of the children for the parents at a reasonable cost. Your child's school receives a commission of these sales which is used to purchase small items and provide assembly programs for the children that are needed throughout the year.

SCHOOL SUPPLIES

Students in the elementary grades are asked to provide certain school supplies for their personal use. Prior to the start of the school year, each classroom teacher will provide a list of necessary supplies that students should bring with them on the first day of school. There may be times throughout the year that teachers request additional materials and/or classroom supplies.

SEARCHES

(Board Policy 226:

<https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the District's interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The District has a compelling interest in protecting and preserving the health, safety and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles or other belongings without individualized suspicion, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

SNACKS/FOOD

(Board Policy 209.1: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Due to safety concerns, there will be an approved snack list provided by the school regarding snacks that will be permitted for the “allergy-free” classrooms. However, there are times when teachers will do various food related activities to enhance what students are learning in the curriculum or as part of our motivational behavioral management program. It is still important for us to be sensitive to children with special dietary and allergies, so please let your child’s teacher know in writing if you would like your child to opt out of these activities. That way, they can work with you to plan something else. The decision to have “snack time” is at the discretion of the teacher. If a teacher decides to allow a time for snack, items on the “approved snack list” will be permitted in the “allergy-free” classrooms. Please contact your child’s teacher for the approved list.

STUDENT CARDIAC ARREST

(Board Policy 123.2: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board recognizes the importance of ensuring the safety of students participating in the District’s athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.

Definition

Athletic activity shall mean all of the following:

1. Interscholastic athletics.
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
3. Noncompetitive cheerleading that is sponsored by or associated with the school.
4. Practices, interschool practices and scrimmages for all athletic activities.

STUDENT ID BADGES

Students will be re-issued their ID badge at the beginning of each school year. A new ID badge will be issued after school pictures have been taken. These cards help the school promote a safe environment for our students. If your child loses or damages their bus card, they will receive the first replacement card at no charge. Any additional replacements needed will be at a cost to the family of \$3.00 per card.

STUDENT RECORDS – ACCESS TO RECORDS

Divorce and Custody Arrangements

Regulations give both natural parents the right to access their child's education records unless there is a court order, state statute or legally binding document specifically prohibiting access. Where guardianship is an issue, or where the parents are separated or divorced, the school district should be informed and **given a copy** of any court order denying either parent access to the records. Moreover, in cases where the request for access to records is made by a non-custodial parent, the school district will verify the person's identity and notify the custodial parent of the request. In this way the school district can ascertain whether any valid reasons exist for denying the request. In any of the situations described above, it is the duty of the parent seeking to deny access to the records to provide the school district with a copy of the court order or other document that limits or controls access to student records. Because the burden is on the parent wishing to deny access, in the absence of an order or other document, the school district should presume that the requesting parent has the authority to inspect and review the child's records. Conversely, if there is a court order barring access of the non-custodial parent, then the school district must advise the parent that no information will be released until the order terminates and may neither confirm nor deny that the child is enrolled in the district.

Finally, state regulations also allow parents to designate a representative to inspect, review and copy their child's records. PDE recommends that the school district require any such designation to be in writing.

SUICIDE AWARENESS, PREVENTION, & RESPONSE

(Board Policy 819: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board directs the District to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide attempt or suicide death; and to promote access to suicide awareness and prevention resources.

SUSPENSION / EXPULSION

(Board Policy 233: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.

TECHNOLOGY / CELL PHONE / TELECOMMUNICATION DEVICES

(Board Policy 815: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

General:

The Eastern Lebanon County School district encourages the use of computer technology and the use of the Internet for enhancing students' learning opportunities. The district complies with the Children Internet Protection Act of 2000 by maintaining a district-wide filter in an attempt to protect students from inappropriate or offensive material that may reside on the World Wide Web. Through in-class activities as well as established curriculums, the district also provides students with resources for safe Internet practices, anti-bullying, and compliance with copyright laws. The school district expects students to use all electronic equipment and the Internet for educational purposes appropriately.

Consent:

The school district encourages the use of media (audio recordings, or still images) for classroom projects. Students using district or personal equipment to capture media during school time or at school functions must follow the guidelines for the school's Responsible Use Policy. Use of media for bullying, harassment, or other means may result in disciplinary action.

Cellular Phones: (Board Policy 237: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

Student use of cellular phones should only be used in educationally prescribed situations. Any cellular use that results in bullying or harassment will be susceptible to consequences under the school district's discipline policy. Any issues of sexting, whether consensual or non-consensual, will be turned over to the appropriate authorities.

Should your child bring one of these items to school, please be aware that there is some risk that it may be lost or misplaced. The school is not responsible for replacing a lost or stolen item.

Violation of this rule will result in the phone being sent to the office and a warning given. The second offense will be to call the parents to come in to pick up the cell phone. The third offense will be result in removal from the classroom for 30 minutes and

do work in the office.

TELEPHONE

Only in emergency situations are the children permitted to use the office/classroom telephone.

TERRORISTIC THREATS

(Board Policy 218.2: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board recognizes the danger that terroristic threats by students present to the safety and welfare of District students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat. The Board prohibits any District student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased or being used by the District.

Definitions

Communicate - shall mean to convey in person or by written or electronic means, including telephone, electronic mail, Internet, facsimile, telex and similar transmissions.

Terroristic threat - shall mean a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

TESTING PROGRAM

Kindergarten, first, and second grade students are given a variety of formative, summative, and benchmark assessments throughout the school year with the purpose of providing the most appropriate instruction necessary for each child. Examples of these assessments are, but not limited to, DIBELS (Dynamic Indicators of Basic Early Literacy Skills), and CBAs (Curriculum Based Assessments).

TITLE I

Title I is a federally funded program which appropriates funds to local school districts for the operational expenses of supplemental programs for eligible students. The Title I Early Childhood Program is offered to eligible students in grades K-2 to help them with readiness and/or reading skills. A reading specialist helps the students either in the Reading Center or within the regular classroom.

Parent involvement in the Title I Program is strongly encouraged. Parents of Title I students are contacted throughout the school year by oral and/or written communication.

TOBACCO AND VAPING PRODUCTS

(Board Policy 222: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term **tobacco product** to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). **Tobacco products**, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term **tobacco product** does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
NOTE: This exception shall be governed by Board policy relating to Medications.

A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *NOTE: Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*

TRANSPORTATION GUIDELINES

The ELCO School District offers school bus transportation for the convenience of students within the guidelines established by the Pennsylvania School Code. Parents sometimes request variations in their child(ren)'s transportation schedule to accommodate babysitters, work schedules, or even sleep-overs. These variations include different pickup or discharge locations on certain days, or even riding different buses on some days. As our district grows in size, student transportation schedules become very complicated and affect an increasing number of students. We have great concern for the safety and security for those students who vary their transportation schedules. We do not want to miss picking up a waiting student or dropping off a student at an incorrect stop on any given day.

Therefore, our liability carrier and the ELCO School Board, request that we have a consistent school transportation policy. Consequently, the following policy will be in effect:

1. Requests for ELCO School District bus transportation from locations other than near the student's home will be considered only if it is in the school attendance area to which the student is assigned. Kindergarten students will be assigned to a morning or an afternoon kindergarten session, depending on the location of their home or babysitter.
2. Students will be assigned to bus stops on a consistent basis only. ELCO School District is willing to provide transportation to a location other than the student's home. However, parents must designate a consistent A.M. and P.M. location. The A.M. stop must be the same location for each day of the week. Likewise, the P.M. stop must be the same location for each day of the week. The A.M. stop and the P.M. stop may be in different locations but must remain in the same school attendance area. Kindergarten students must also have one designated location for their noontime transportation.

For example: Mother works on Tuesdays and Thursdays only. The parent needs to decide if the kindergarten bus stop will be at the babysitter on Tuesdays and Thursdays and mom transports child to school on Mondays, Wednesdays, and Fridays; or if the kindergarten bus stop will be at home on Mondays, Wednesdays, and Fridays, and the babysitter transports the child to school on Tuesdays and Thursdays.

3. Students will be permitted to ride only the school bus to which they are assigned. In addition, for safety reasons, students will be allowed to get on and off the bus only at the stop to which they are assigned. Exceptions to the assigned transportation may be granted by building principals for emergency reasons. Students wishing to ride other buses on occasion for emergency purposes must secure a bus pass from the school office, to be permitted to ride another bus or get on or off their bus at another bus stop. Parents need to provide prior written requests to their school office to secure permission. The school office will issue the student a bus pass to give to the bus driver. Students who fail to get a bus pass will go home via their normally scheduled means of transportation. Notes requesting transportation changes will not be accepted by the bus driver. Bus drivers will only accept a note instead of a bus pass, if a student is at different bus stop in the morning, due to an emergency situation.
4. Any permanent changes in transportation arrangements require two (2) days notice before going into effect, after approval has been secured. This will allow sufficient time for the transportation office to notify all parties concerned so appropriate bus arrangements can be made. Students need to arrive at their bus stop ten (10) minutes before the designated pickup time. The ELCO School District is not responsible for student conduct to, from, or at the bus stop. For safety purposes, students are not to cross a road until the school bus comes to a complete stop. Students should then cross the road approximately 10 feet in front of the bus to remain visible to the driver at all times. School buses are the property of Brightbill Transportation, Inc. and students need to treat this property with respect and assist in helping keep the bus neat and clean.

***School bus stops are established by the transportation department and approved annually by the ELCO School Board.

UNAUTHORIZED SCHOOL BUS ENTRY

A person who enters a school bus without prior authorization of the driver or a school official, with intent to commit a crime or disrupt or interfere with the driver, or a person who refuses to disembark after being ordered to do so by the driver, commits a misdemeanor of the third degree.

VIDEOTAPING / RECORDING / PICTURES

An employee may make or authorize the making of a photo and/or videotape/audio recording of a student if the photo and/or videotape/audio recording is to be used only for:

1. A purpose related to an extra-curricular activity;
2. A purpose related to regular classroom instruction; or
3. Media coverage of the school (for students whose names are not on the No Media list)

No Media List

Parents and guardians who prefer NOT to allow their child's image to be used in the media (including social media) may complete the Annual Sign Off Form at the start of the school year. However, parents and guardians may still permit the school to use their child's pictures in our yearbook.

WALKERS / CAR ARRIVAL TIME

Walkers or students being dropped-off in the morning should arrive at school between 8:45 a.m. & 8:55 a.m. The time from 8:45 a.m. to 8:55 a.m. is needed to complete necessary morning homeroom activities (pledge of allegiance, attendance, etc.). **Classroom instruction begins promptly at 9:00 a.m.** Students are not permitted in the building before 8:45 a.m.

Scooters, skate boards, or bicycles are *not* permitted to be ridden or brought to school.

WEAPONS

(Board Policy 218.1: <https://www.boarddocs.com/pa/elco/BOARD.nsf/Public?open&id=policies#>)

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. The Board prohibits students from possessing and bringing weapons and replicas of weapons into any School District buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.

Definitions

Weapon - The term "weapons" shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, stun gun, chemical agent, explosive device, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession - A student is in "possession" of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.



WEATHER / EARLY DISMISSALS

When it is necessary to close school due to bad weather, announcements will be made on the district website, notification by the school Global connect system (if phone number is provided) & over radio (WLBR, WVLV, WHP, WEEU, WGSA, Q106), and local TV stations (WLYH, WGAL). Please tune in for this information. Do not call the school since the telephone must be used for emergency preparations. Please make any necessary arrangements in advance for weather emergencies.

WITHDRAWALS / TRANSFERS

When families are making plans to move out of the Jackson Elementary School Zone, or the greater Eastern Lebanon County School District, they are encouraged to please call or come into the school to notify the staff of their upcoming plans. We would be happy to facilitate the transfer of records, in accordance to district practice, so that students who move on can benefit from the smooth transfer of relevant information.

