

KINDERGARTEN REGISTRATION PACKET

Please present all documentation to the registration secretary.

REQUIRED Documentation Checklist:

- Student's birth certificate – your child must be 5 years old on or before August 31 of the upcoming school year.
- Student's most up-to-date immunization record, most recent physical, and dental exams**
- Two (2) proofs of Loyalsock Township residency Photo Identification for the parent:
 - Pennsylvania driver's license or Pennsylvania Identification card

AND one of the following:

- deed, mortgage statement, lease agreement, utility statement, or tax statement

- All Students are charged a one-time, nonrefundable \$50 technology deposit at enrollment time.
Accepted Payments are cash or check payable to LTSD.

REQUIRED Documentation (If Applicable):

- Custody documentation
- Child's IEP

Packet Contents Checklist:

Registration Forms: Please complete these forms prior to registration.

- Health History Information
- LTSD Student Contract Regarding the Use of Internet
- iPad Policy, Procedures, and Information Form
- Kindergarten Survey
- Physical Examination Form – completed/signed by a physician **
- Dental Examination Form – completed/signed by a dentist **
- School Nurse First Aid Card (Yellow)



Parent information for review prior to registration meeting:

- Online Pre-Registration How To
- How Can I Prepare My Child for Kindergarten?
- Student Handbook Excerpt regarding Attendance
- Letter from our Superintendent regarding health and dental record requirements
- Vaccination Requirements
- Medication Policy
- Policy 815 Acceptable Use of Internet, Networks, and Technology Resources
- Substances and Weapons Policies Overview
- Transportation Information and School Bus Safety & Rules of Conduct
- Food Service Flyer
- Title I Services Brochure/Ready Rosie Flyer
- iPad Handbook of Policy, Procedures, and Information

** Please provide the most current immunization record, physical, and dental exams. Immunization records must meet Department of Health requirements to start and attend school. Our school nurse accepts physical and dental reports if the reports are within one year of the start of school. If it is not within this range, your child will need to have an updated physical and dental exam prior to the start of school or risk exclusion.

LOYALSOCK TOWNSHIP SCHOOL DISTRICT REGISTRATION CONTACTS AND INFORMATION

If you have any questions or concerns regarding student registration, please contact:

Mrs. Susan L. Iachini
Central Registration Secretary
District Service Center
Loyalsock Township School District
1605 Four Mile Drive, Williamsport, PA 17701

Phone: 570.326.6508 ext. 1001
Fax: 570.326.0770
E-mail: siachini@loyalsocklancers.org
www.loyalsocklancers.org

School Nurse Contact Information:

Donald E. Schick Elementary.

Mrs. Noelle Roman
Phone 570-326-3554 ext. 1106
FAX: 570-326-1498
nroman@loyalsocklancers.org

Loyalsock Township MS/HS

Mrs. Laura Fry
Phone: 570-326-3581 ext. 1306
FAX: 570-322-3952
afessler@loyalsocklancers.org

School Counselor Contact Information:

Donald E. Schick Elementary

Mrs. Jennifer Cooley
570-326-3554 ext. 1104
jcooley@loyalsocklancers.org

Loyalsock Township MS

Mrs. Kathryn Preisich
570-323-9439 ext. 1203
kpreisch@loyalsocklancers.org

Loyalsock Township HS

Mrs. Nicole Rippey
570-326-3581 ext. 1307
nrippey@loyalsocklancers.org

Mrs. Allison Morehart
570-326-3554 ext. 1105
amorehar@loyalsocklancers.org

Trauma Counselor

Mrs. Kendall Sauers
570-326-1605 ext. 1171/1205
ksauers@loyalsocklancers.org

Mrs. Nicole Turi
570-326-3581 ext. 1308
nturi@loyalsocklancers.org

Special Education Contact Information

Mrs. Lisa Fisher, Supervisor
570-326-6508 ext. 1011
lfisher@loyalsocklancers.org

Mrs. Heather Whary, School Psychologist
570-326-6508 ext. 1012
hwhary@loyalsocklancers.org

Mrs. Allison Walk, Secretary
570-326-6508 ext. 1010
awalk@loyalsocklancers.org

Curriculum and Instruction

Dr. Teri Key, Supervisor, 570-326-6508 ext. 1005, or tkey@loyalsocklancers.org

Food Service

Mrs. Beth Hufnagel, 570-326-6508 ext. 1320, or bhufnagel@loyalsocklancers.org

Homeless Liaison

Mr. Daniel Egly, 570-326-6508 ext. 1004, or degly@loyalsocklancers.org

Technology Office

Mr. Eric Gee, 570-326-3581, ext. 1217, or egee@loyalsocklancers.org

Transportation Office

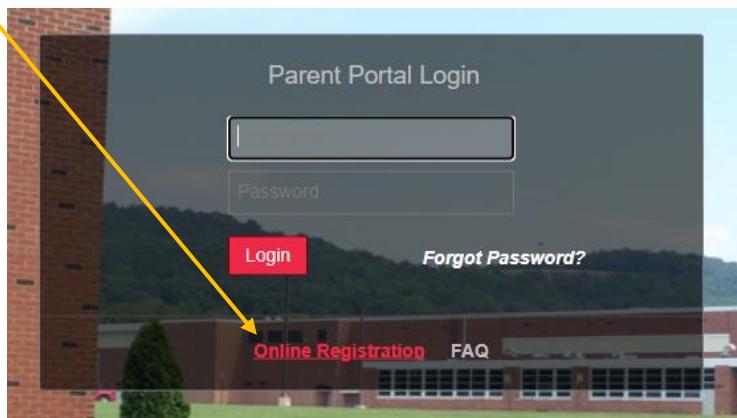
Mr. Noah Bower, 570-326-4681, or nbower@loyalsocklancers.org

Online Student Pre-Registration Process

IMPORTANT - Please review all instructions before beginning the process.

The following are step by step instructions for access to our online pre-registration pages:

For **new families** to the Loyalsock Township School District, from your web browser enter: <https://parentsis.csiu-technology.org/LTSDSIS> click on "Online Registration" (shown in red), located below the Parent Portal login boxes.



For families with **currently enrolled** students in the Loyalsock Township School District, from your web browser enter: <https://parentsis.csiu-technology.org/LTSDSIS> log into your Parent Portal account, then click on the **Register New Student** button on the right side your portal home screen. Follow the screens. Utilize the same parent and emergency contact information. You may have issues if a parent/guardian does not have an email address. This is a requirement for custodial parent/guardian.

If you do not have a Parent Portal Account or cannot remember your username and password, follow the instructions for **new families** above.

Use **Google Chrome** for best results. Please submit the form within 60 minutes or the form will timeout due to inactivity.

If you have more than one student to register, please click on **+ Add Additional Student** button at the bottom of the **student screen**.

****AFTER COMPLETING THE ONLINE PRE-REGISTRATION PROCESS****

1. Our system sends an automated email verifying receipt of your pre-registration.
2. The Central Registration Secretary sends a second email with the next steps in the process. Which is to set a parent appointment to finalize registration.

The following items are required and presented to the Central Registration Secretary at the time of your in person appointment:

- **official birth certificate –**
your student must be 5 years-old as of August 31 of the current school year*
- **student immunization records**
- **current physical and dental records, if applicable.**
Please provide the most recent information. Please provide the school nurse with the most recent physical and dental records at the time of registration (date within one year of registration).
- **two (2) Proofs of Residency, as indicated during the online pre-registration process**
 - Parent photo identification – PA Identification card or PA Driver's license (this can count as one proof of residency)
 - One of the following: mortgage statement, utility statement, property tax statement, or lease agreement (second proof of residency)
- **Custody Agreement (only if applicable)**
- **Special Education documentation – IEP (only if applicable)**

The Central Registration Secretary will make copies of all required documents.

The enrollment process halts until all the required items are provided. Please contact the Central Registration Secretary to discuss your situation and learn what can be done if you need assistance with providing the required documentation.

Remember – the student is not "officially" registered with our district until you have met with the Central Registration Secretary and "all" documentation is received.

If you have any questions or concerns, please contact Susan Iachini at 570-326-6508 ext.1001 or siachini@loyalsocklancers.org. She is happy to assist you.

How Can I Prepare My Child for Kindergarten?

Students ready to enter Kindergarten can spend the summer doing these fun ideas that will further their growth and development. Parents can playfully engage their child in the following activities to prepare for kindergarten in the fall. Enjoy your time together!

Self-Help Skills

Help your child gain independence by working on self-help skills such as: tying shoes, zipping jackets and backpacks, unbuttoning/re-buttoning pants and shirts, using a tissue, washing hands, etc. Another self-help skill to work on is independently using the bathroom (self-cleaning).



Write 1st Name

Practice writing his/her 1st name using uppercase/capital first letter and the rest lowercase.

Colors

Walk around your neighborhood and find things of different colors. Play the game "I Spy." I spy something "red." Name something "green."

Personal Information

Practice stating first and last name, birthday, address, and phone number. Play the "Introduction Game." Take turns with your child telling each other personal information,
"Hello, my name is _____.
My birthday is on _____.
I live at _____.
My phone number is _____."

Fine Motor Skills

Develop fine motor skills by playing with small items and Play-doh.
Write or draw with crayons, pencils, or markers.
Use a Magna Doodle or Etch-a-Sketch.
Practice cutting skills with scissors.



Alphabet

Use everyday life experiences to help your child recognize and identify letters (both capital and lower case).



Example: letter on road signs, cereal boxes. Use magnetic letters on the refrigerator to spell names or to put in alphabetical order.

Rhyming Words

Read books that contain rhyming words such as Dr. Seuss' *Green Eggs and Ham* or *The Cat in the Hat*. Sing rhyming songs that contain rhymes like "This Old Man."

Examples: cat hat
Car star

Oral Language

Read familiar stories **every day**. Ask questions about the story. Have your child respond in a complete sentence.

Shapes

Find objects in your home that are different shapes. Focus on square, circle, triangle, and rectangle. Examples: door, window, clock, slice of pizza, etc.



Memory

Follow 3-part directions.

Example: Stand up



Hold up 1 finger



Clap your hands

One-to-One Correspondence

Use familiar family activities to practice one-to-one correspondence. Example: Count snacks (such as goldfish, grapes, M&M's) or cubes. Place a finger on each object as you count (try up to 10).



Counting

Practice counting starting with 1 and going to 20. When they master that, try going to 35 or more.

Example: In the car, you might have your child count out loud as far as he/she can go. "1, 2, 3, 4, 5, ..."

Numerals

Use everyday life experiences to help your child recognize and identify the numbers 0-20. Examples: license plates, grocery ads, TV remote, telephone, etc.

Numeral Sets

Play the game "Show Me." Write numerals on index cards and have your child show you that many objects.

Patterns

Use household items to create an on-going pattern.



Example: fork, spoon, fork, spoon...

Sorting and Classifying

Sort and classify objects by shape, color, or size. Example: blocks, balls, crackers, etc. Give various objects to your child. Then sort by shape.



Positional Words

Play a game like Simon Says. Have your child put an object **above** his/her head, **below** something, **next to** his/her body, **behind** him/her, and **in front of** him/her.

ATTENDANCE

There is a direct correlation between students attending school regularly and academic success. PA School Code and LTSD Board Policy (204: Attendance) require attendance. The Pennsylvania Department of Education and the schools of the Commonwealth are obligated to comply with state and federal requirements for student attendance and truancy. These requirements apply to **any student** from kindergarten to twelfth grade that is enrolled in a public school.

According to the Truancy Prevention Protocol Agreement (Loyalsock Township School District, Montoursville School District, District Judge, Lycoming/Clinton Joinder Board) children in elementary school who are illegally absent for three (3) days, should be immediately reported to Lycoming County Children and Youth.

The Department recommends that schools develop a Truancy Elimination Plan (TEP) as a means to address truancy. After a student accumulates three (3) unlawful absences, a parent or guardian must attend a TEP meeting with the principal or designee and guidance counselor.

Each student shall be in attendance daily except for the following reasons: personal illness; death in the immediate family; a domestic/farm service emergency permit; quarantine of the home or individual; a planned family vacation with the parent/guardian(s), which requires prior approval by the principal or the absences will be considered unexcused; religious holidays; exceptional or urgent reasons pertaining to the individual student; suspension from school; required court appearance; or in the case of a special needs student where the absence is caused by or directly related to the student's exceptionality.

REPORTING ABSENCES

As part of our effort to maintain accountability and keep your child safe, we ask that you call the school before **9:00 a.m.** on days your child will be absent. Please call the main number: **570-326-3554**, and press **option #2** for the absence line. Please include your child's first and last name, teacher's name, and indicate if you would like his or her work available for pickup at the end of the school day. **PARENTS MUST ALSO SEND IN A WRITTEN EXCUSE. A PHONE CALL TO THE ABSENCE LINE WILL NOT BE ACCEPTED AS AN EXCUSED ABSENCE.** Student absentee excuse forms are available on the school website under Schick/FORMS/Student Forms." **Parents may submit an electronic excuse in lieu of a written excuse.**

ATTENDANCE AND DISCIPLINE POLICIES FOR ABSENCES

All students enrolled at the Donald E. Schick Elementary School must follow, and will be subject to, the district policy and the PA School Code of 1949. The following definitions and guidelines pertain to absences.

- **Excused Absence Definition** – an excuse verified by phone or in writing by a parent/guardian (not to exceed 10 days in a school year), or a written excuse from a medical or proper legal authority submitted to the school in a timely manner.
- **Unexcused Absence Definition** – any date of absence not verified by a written or verbal excuse from a parent/guardian or a medical or legal authority. Once a parent uses all 10 days in a year in which he/she may write a note for the student, parent excuses will no longer be acceptable. **A written excuse from a medical or other legal authority is required.**
- **Excuse Note Due Dates** –A written excuse from a parent/guardian must be turned in **within three (3) school days after the date of absence(s)**. Failure to do so within three school days will result in the absence(s) becoming unlawful. Please note: After three unlawful absences, the parent or guardian will be required to attend a Truancy Elimination Planning meeting with a principal or designee and a counselor.
- **Compulsory Attendance Law Process** – As indicated above, parents may write an excuse for illness up to 10 days per year for students. After accumulating 10 days, students are responsible for producing a medical professional's or other legal authority's written excuse attesting to the date(s) of absence. Please note: Any medical excuse submitted at any time shall not count against the allotted total of 10 days.
- Any written excuse obtained from a medical or other legal authority must include the office's letterhead and an official signature. The principal or his/her designee may exercise judgment in granting extensions or exceptions to the above guidelines when, in his/her opinion, extenuating circumstances apply.

Loyalsock Township School District

**1605 Four Mile Drive
Williamsport, PA 17701
Telephone: (570) 326-6508
Fax: (570) 326-0770
www.loyalsocklancers.org**

**Brooke Beiter, Ph.D.
Superintendent of Schools**

2026-2027 School Year

Dear Parent/Guardian:

The School Laws of Pennsylvania mandate students receive periodic physical examinations and dental examinations throughout their public-school experience. Your family doctor and dentist are best qualified to evaluate your child's health, as he/she is able to track your child's growth and development and knows your child's complete history. It is important for the school nurse to have a record of these examinations. Please have your doctor/dentist complete the requested information on the form(s) in the packet and return the completed forms to the school nurse as soon as possible.

Requirements are:

- ◆ *Kindergarten or first grade (whichever is the first year the child starts school)*
 - *Physical and Dental Examination*
- ◆ *Third Grade – Dental Examination*
- ◆ *Sixth Grade – Physical Examination*
- ◆ *Seventh Grade – Dental Examination*
- ◆ *Eleventh Grade – Physical Examination*

Nurses may only accept physical and dental examinations if done within one year prior to the designated year they are required for your child.

Please feel free to contact our school nurses if you have any questions whatsoever.

*Mrs. Noelle Roman, School Nurse for the Donald E. Schick Elementary 570-326-3554 ext. 1106
Mrs. Laura Fry, School Nurse for the Middle School / High School 570-326-3581 ext. 1306
Mrs. Kristine Cole, School Nurse K-12, 570-326-3554, ext. 1106 or 570-326-3581 ext. 1306*

Sincerely,



*Brooke Beiter, Ph.D.
Superintendent of Schools*

BB/sli

SCHOOL VACCINATION REQUIREMENTS FOR ATTENDANCE IN PENNSYLVANIA SCHOOLS

FOR ATTENDANCE IN ALL GRADES CHILDREN NEED THE FOLLOWING:



- 4 doses of tetanus, diphtheria, and acellular pertussis*
(1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- 2 doses of measles, mumps, rubella***
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

*Usually given as DTP or DTaP or if medically advisable, DT or Td

**A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose

***Usually given as MMR

Loyalsock Township School District

School Nurse Contact Information:

Elementary School:
Mrs. Noelle Roman
570-326-3554 ext. 1106

Middle School/High School:
Mrs. Amy Fresslein
570-326-3581 ext. 1306

ON THE FIRST DAY OF SCHOOL, unless the child has a medical or religious/philosophical exemption, a child must have had at least one dose of the above vaccinations or risk exclusion.

- If a child does not have all the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive that dose within the first five days of school or risk exclusion. If the next dose is not the final dose of the series, the child must also provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- If a child does not have all the doses listed above, needs additional doses, and the next dose is not medically appropriate, the child must provide a medical plan (red and white card) within the first five days of school for obtaining the required immunizations or risk exclusion.
- The medical plan must be followed or risk exclusion.

FOR ATTENDANCE IN 7TH GRADE:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade.
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade.

ON THE FIRST DAY OF 7TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

FOR ATTENDANCE IN 12TH GRADE:

- 1 dose of MCV on the first day of 12th grade. If one dose was given at 16 years of age or older, that shall count as the twelfth grade dose.

ON THE FIRST DAY OF 12TH GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had the above vaccines or risk exclusion.

The vaccines required for entrance, 7th grade and 12th grade continue to be required in each succeeding school year.

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral or ethical conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease.

Pennsylvania's school immunization requirements can be found in 28 Pa.CODE CH.23 (School Immunization). Contact your healthcare provider or call 1-877-PA-HEALTH for more information.

Loyalsock Township School District Protocol for the Administration of Medication During School Hours

Loyalsock Township School District recognizes that parents have the primary responsibility for the health of their children. The district strongly recommends that medication be given in the home; although, it realizes that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed to help ensure the child receives their medication correctly as ordered.

Failure to follow the guidelines will result in your child not receiving prescribed medication.
These guidelines cover all children in grades K-12.

For Prescription Medications:

1. The physician must complete and sign a **Loyalsock Township School District Medication Form**. The label on the outside of the bottle is NOT a physician order, nor is the medication printout from the pharmacy.
2. The parent must sign a **Loyalsock Township School District Request for Administration of Medication** consent form for administering medications.
3. Any medication to be given during school hours should be delivered directly to the school nurse or the school principal's designee by the parent or a responsible adult. The parent may be asked to sign a **Loyalsock Township School District Medication Receipt/Discard Form**.
4. The medication must be brought to school in the original pharmaceutically dispensed and properly labeled container (may not be written on by parent). Medications sent in Tupperware containers, envelopes, or plastic bags will not be given. If the dosage on the bottle does not match the dosage on the order form the medication will NOT be given.
5. Medication that is ordered three times a day may be given before school, after school, and at bedtime unless the physician indicates on the prescription order form that it must be given at lunch time.
6. Narcotic pain relievers may not be stored on the premises of the school.
7. In the absence of the school nurse the principal's designee will oversee the administration of medication.
8. Prescription medication will be kept locked in the nurse's office.
9. A log will be kept for any child receiving prescription medication during school hours.
10. Medication may be given either 30 minutes before or 30 minutes after the time ordered. The nurse will notify the parent if the student arrives to the nurse's office outside of this parameter.
11. In grades K-5 the school nurse will make appropriate staff aware of when a student needs to report to the nurse's office for medication. Students in grades 6-12 will be responsible for reporting to the nurse's office at the time the medication is to be given.
12. The first dose of any prescription medication must be given at home 24 hours before requesting the medication to be given at school. Parents should observe for side effects or any reactions.
13. If tablets must be cut, the parent is responsible for cutting tablets and bringing the correct dosage to school. The tablets should be prepared at home and brought to school in the correct form.

For Non-Prescription Medication:

Due to rulings by the State Board of Nursing, the Loyalsock Township School District will not dispense over-the-counter non-prescription medication at the parent's request.

1. Students are not permitted to bring over-the-counter non-prescription medications to school. This includes cough drops and throat lozenges.
2. A **Loyalsock Township School District Prescription Medication Order Form** must be completed and signed by a physician and a **Loyalsock Township School District Request for Administration of Medication** consent form must be signed by a parent for any over-the-counter medication to be administered at school.
3. Any medication to be given during school hours should be delivered directly to the school nurse or the school principal's designee by the parent. The parent may be asked to sign a **Loyalsock Township School District Medication Receipt/Discard Form**.
4. Over-the counter, non-prescription medications should be kept in the original container/package and labeled with the name of the student.
5. Acetaminophen and TUMS will only be given in accordance with the treatment protocol established by the school physician. Unless certain assessment criteria are met for administering these medications and parents have signed the permission card these medications will not be offered to students.

For Inhalers:

1. Students requiring inhalers during school hours must follow all guidelines for prescription medications.
2. Students who wish to carry their inhaler must follow Loyalsock Township School District policy regarding inhalers. Please contact the nurse's office for specific information. Students who wish to carry their inhaler must submit written consent from their health care provider.

Unused/Expired Medication:

1. Unused/expired medication will be returned to the parents for disposition.
2. Parents will be requested to pick up unused/expired medication.
3. The date, time, amount and name of medication being sent home will be recorded on the **Loyalsock Township School District Medication Receipt/Discard Log**. Parent should co-sign form.
4. If the parent does not pick up the medication by the end of the last day of school, the school nurse will destroy/discard any unused/expired medication. This act will be witnessed if the medication to be discarded is a controlled substance.

Other: Non-FDA approved products, herbal/dietary products, medications purchased from foreign countries, medical marijuana, or nontraditional preparations (including but not limited to: vitamins, supplements, homeopathic remedies, and essential oils) may not be administered by school personnel or student.

Additional information regarding medication administration:

1. Morning medications will **NOT** be given on days in which there is a delay unless the prescribing physician specifically writes that it may be given 2 and 3 hours later.
2. Medications will not be given if parents have forgotten or a parent refuses to give the medication.
3. Due to Confidentiality laws, parents will not be permitted in the health office while the nurse is caring for a student.



Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Networks and Technology Resources
Number	815
Status	Active
Adopted	February 12, 1997
Last Revised	April 11, 2012

Purpose

The Board supports use of the Internet, networks, and technology resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations. The Acceptable Use Policy provides the terms and conditions that must be accepted by students, parents and legal guardians, staff, guests, and affiliated agencies regarding the acceptable use, rules of behavior, and access privileges to the Internet, email correspondence, the use of computer hardware and peripherals, and the installation and maintenance of software.

For instructional purposes, the use of the Internet, networks, and technology resources shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students as well as the operational needs of the school district.

The Internet and the World Wide Web is a vast information network that links individuals, computers, networks, and databases throughout the world. The Internet has the potential to serve as an invaluable resource because it allows immediate access to and download of educational materials. All users must be aware that the Internet's power to access limitless information resources also includes information or materials that lack educational value and can be inaccurate, controversial, objectionable, offensive, defamatory, and even illegal. The Loyalsock Township School District does not condone the use of the district technology resources for these purposes. However, it is technologically impossible for the district to adequately filter or control the quality or content of the information available on the Internet while still retaining a meaningful connection to it. Therefore, all users will be held responsible for ensuring their activities adhere to the district's Acceptable Use Policy and to generally accepted educational standards as outlined in other applicable district policies, whether the district equipment is used at the workplace, conference, residence, or other locations.

The Internet also provides new and exciting interactive communication technologies such as podcasts, blogs, wikis, and discussion groups. While these interactive technologies hold great educational potential for learning, they can also be disruptive if improperly utilized. Use of these interactive technologies must be related to district business or have an educational purpose.

Users should understand that there is a distinct lack of confidentiality on the Internet. The email system is for business use only and prohibits any business unrelated to district matters. It is recognized, however, that employees may use their email for incidental personal use, but there is no expectation of privacy in such use. Incidental personal use is that use which is occasional, infrequent use which does not impact an employee's duties, does not impact network resources, and does not impede educational operations.

This Board supports and promotes positive and effective digital citizenship among all district users.

Authority

The electronic information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

The Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The district's technology system administrators and staff have access rights to user accounts to conduct normal and routine business and security functions regarding technology integration and technical support for the users of the district.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Delegation of Responsibility

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district.

The building administrator shall have the authority to determine what is inappropriate use.

The Director of Technology or his/her designee will oversee the district's technology systems and will work with district, regional, or state organizations to educate employees and provide leadership for proper training in the use of the district's technology systems and requirements of this policy.

The district's Director of Technology or his/her designee will maintain a procedure for creating and assigning individual accounts, set quotas for disk usage on the system, establish a data file retention schedule, maintain the school district virus protection process, monitoring network traffic, processor and system utilization, and all applications provided through the network and communication systems, including email.

The Superintendent of Schools or his/her designee is responsible for ensuring the security of personal and confidential data maintained in employee or student information management systems. In systems not maintained by the district on district equipment, the Superintendent or his/her designee is responsible for periodic auditing to ensure that adequate security measures are in place. It is the express responsibility of all users to be aware of confidentiality rights governing such data and to protect the data.

Definitions

The term **technology resources** shall refer to any electronic device and instrument that uses, manages, carries, or supports audio, video, or data and includes, but is not limited to, information that is transmitted or received by radio, television, cable, microwave, telephone, computer systems, networks, and fax machines.

The term **communication system** refers to the entire technological infrastructure and encompasses the collective use of the Internet, Intranet, email, coaxial and wireless telephone, pagers, facsimile machines, computer hardware and peripherals, duplication machines, audio and video recording machines, television, CD/DVD/VCR recorders and players, still and motion picture cameras and projectors, digital environmental control systems, security and safety monitoring systems, and any other instrument or device used to transmit and receive electronic literary and/or audio and visual information.

The term **user** applies to students enrolled in grades K-12 as well as employees, substitutes, consultants, contractors, parents/guardians, guests, and all affiliated agents.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used in violation of this policy or for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are child pornography; crime; violence; intolerance; obscenity; profanity; rude and disrespectful language; inflammatory, threatening, or abusive, text, graphics, or video imagery; and any other items harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log for users.
3. Monitoring online activities of minors and adults as necessary. The district has the option to utilize random electronic surveillance when it is discovered that a user has and/or intends to install and/or access unauthorized software and/or software that is restricted by licensing to a single user at one workstation while being made accessible to multiple users at more than one workstation. Random electronic surveillance may also be used to detect when a user accesses prohibited websites.
4. Software installed on district-owned hardware must be licensed by the district, and the license and the purchase documentation must be on file with the district's Director of Technology. Users may not install personal software on district-owned hardware. Users may be required to provide proof of licensing if there is a question regarding software installation and when none exists or cannot be produced, the software will be deleted.
5. The district will not use any surveillance methodology to gather personal identifying information (names, home addresses, etc.) about any of its users. However, users have no privacy expectations in the contents of their personal files and records or their online activity while using district technologies and the communication system.

Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose; access to a user's account is not to be shared with other users other than district technology system administrators and staff that may need to provide support in the conduct of routine business.

Users do not own accounts on the district network, but they are granted the privilege of use. District system administrators are permitted access to user files in the normal course of their employment when necessary to conduct district business, to protect the integrity of communications systems and property of the district and may examine or make copies of files that are suspected of misuse or that have been corrupted or damaged, for example, or to provide routine technical support.

Users accounts may be subject to search by law enforcement agencies pursuant to a court order.

Misuse of the communication systems and technology resources or other information resources may result in the loss of computing accessibility, disciplinary actions as described in the penalties section, or can be prosecuted under applicable statutes.

Employees' access to technologies and communication systems will cease immediately when the users' employment is terminated.

Students' access to technologies and communications systems will cease immediately when the student users vacate the classroom environment because of expulsion, graduation, or relocation/transfer to another school system.

Network users shall respect the privacy of other users on the system.

The school district shall provide a copy of this policy to all district users in appropriate handbooks and posted on the district website. The school district encourages parents/guardians to review this policy and discuss with their child(ren) what material is and is not acceptable for their child(ren) to access in school through the district's technology resources.

Prohibitions

All users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Users are not to share their network password with others except with district technology staff who may need to access the user's account to provide technical support or conduct other business related to technology integration in the district.
2. Unauthorized use of a computer account, including trespassing in another user's folders, work files, or emails.
3. Revealing personal information in violation of the district's confidentiality policy.
4. Using the district network to gain or attempt to gain authorized access to any computer system.
5. Misrepresenting the user's identity of the district in electronic correspondence.
6. Connecting unauthorized equipment to any part of the district network.
7. Unauthorized attempts to circumvent data protection schemes or uncover security loopholes and/or decrypt intentionally secure data.
8. Deliberately or carelessly performing an act that will interfere with the normal district operation of computers, terminals, peripherals, or network.
9. Deliberately or carelessly installing or running a program intended to damage or to place excessive burden on a district computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
10. Deliberately wasting or overloading computer resources, such as printing large quantities of a document from a workstation.
11. Violating terms of applicable software licensing agreements or copyright laws.

12. Violating copyright laws and their fair use provisions through inappropriate reproduction or dissemination of copyrighted text; images, audio, video, etc.
13. Knowingly using electronic mail to harass or threaten others (includes sending repeated, unwanted mail to another user).
14. Initiating or propagating electronic chain letters.
15. Inappropriate mass mailing, which includes spamming, flooding, or bombing.
16. Forging the identity of a user or machine in an electronic communication.
17. Transmitting or reproducing materials that are slanderous or defamatory or that otherwise violate existing laws and regulations.
18. Displaying or downloading obscene, lewd, sexually harassing or otherwise materially offensive images, text, or audio.
19. Attempting to monitor or tamper with another's electronic communications or reading, copying, altering, or deleting another user's files or software without the explicit agreement of the owner.
20. Using the district network and/or technology resources to engage in any commercial, for-profit, or any business purpose (except where such activities are otherwise permitted or authorized under applicable school district policies). **Commercial purposes** are defined as offering goods or services or purchasing goods or services for personal use.
21. Engaging in unauthorized fundraising or advertising on behalf of the school district or nonschool district organizations.
22. Using the district network and/or technology resources to engage in activities that do not support learning, instruction, or operational/support processes.
23. Facilitating any type of illegal activity.
24. Using the network and/or technology resources for product advertisement or political lobbying.
25. Bullying/cyberbullying.[\[1\]](#)[\[2\]](#)
26. Using or distributing hate mail, discriminatory remarks, or inflammatory communication.
27. Quoting of personal communications in a public forum without the original author's prior consent.
28. Wasting bandwidth resources for online activities that serve no educational or operational purpose, such as playing noneducational games.
29. Revealing any personal information about any users on websites, blogs, podcasts, videos, wikis, email, or as content on any other electronic medium that is accessible to the general public and in violation of state and national laws concerning privacy.
30. Connecting nondistrict-owned personal computers or other Internet accessible devices on school district premises and property, at school district events through a connection to the school district technology systems, unless permission has been granted by the Director of Technology or his/her designee.
31. Installing nondistrict-owned computer hardware, peripheral devices, network hardware, or system hardware on the district network. The authority to install hardware and devices is

restricted to the Director of Technology or his/her designee.

32. Scanning of the district's technology systems for security vulnerabilities without authorization.
33. Using routers or switches, or configuring wireless technology, attempting to create network connections, or extending any computer, telephonic device, electronic communications system, or network services, whether wired, wireless, cable, or by other means, without authorization.
34. Utilizing district technology resources to conduct denial of service attacks on district or other systems.
35. Accessing, interfering with, possessing, or distributing confidential or private information unless within the scope of the position's responsibility.
36. Encrypting messages using encryption software that is not authorized by the school district from any access point on school district equipment or school district property.
37. Other items not covered on this list will be addressed, as necessary, by the Superintendent or his/her designee.

Acceptable Network Use Examples

1. Creation of files, projects, videos, web pages, and podcasts using network resources in support of educational and operational research, efficiency, and communication.
2. Participation in blogs, wikis, bulletin boards, social networking sites, and groups and the creation of content for podcasts, email, and web pages that support educational and operational research, efficiency, and communication.
3. The online publication of original educational material, curriculum-related materials, and student work that support educational and operational research, efficiency, and communication.
4. Staff use of the network for incidental personal use in accordance with all district policies and guidelines.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual other than district system technology administrators to conduct normal and routine educational, operational, and technical support functions.
2. Users, other than district technology staff, are not to use a computer that has been logged in under another student's or employee's name without their knowledge.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. Users must notify the district's Director of Technology or his/her designee immediately if they have identified a possible security problem.

Consequences for Inappropriate Use

The user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.[\[3\]](#)

Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism shall result in cancellation of access privileges. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; or damage of district technology resources. This includes, but is not limited to, uploading or creating computer viruses.

Penalties – All Users

Major infractions or repeated minor infractions of this Acceptable Use Policy (AUP) may result in penalties that include the temporary or permanent loss of the district communications system access or the modification of the user's access. More serious violations, such as the unauthorized use or duplication or licensed software, data files, passwords of other users, harassment or threatening behavior, will be subject to disciplinary action that may result in suspension or employment termination.

Any offense that violates local, state, or federal laws may result in the district contacting legal authorities and criminal charges being filed that may result in litigation, arrest, and imprisonment.

All allegations of AUP violations will be handled in accordance with employee discipline.

Level 1 Penalties –

General infractions that result in no loss of data or damage to a technology resource and are not classified as a misdemeanor or felony. This level includes account sharing and misuse of computer resources. Penalty may include suspension from access to technology resources, detention, reduction of a grade, removal from class, suspension, or a letter of reprimand.

Level 2 Penalties –

Infractions that result in minor loss of data or damage to a technology resource and are not classified as a misdemeanor or felony. This level includes unauthorized deletion of data files and unauthorized shutdown of file servers. Penalty may include suspension from access to technology resources, detention, loss of a grade, removal from class, suspension, a suspension from the workplace, and the recovery of costs to replace data or resources.

Level 3 Penalties –

Infractions that result in irreplaceable loss of data or severe damage to a technology resource and are classified as a misdemeanor or felony. This includes copyright violations and virus introduction into a computer or network. Penalty may be payment for recovery costs to replace data or resources, permanent suspension from technology resource access, expulsion, possible criminal charges, termination of employment, and possible litigation.

In conducting all investigations and administrating penalties under this policy, the district will ensure that the rights of all district employees under state and federal laws and the applicable collective bargaining agreements shall be protected.

Copyright

The illegal use of copyrighted software by students and staff is prohibited.[\[4\]](#)[\[5\]](#)

Downloading, copying, duplicating and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines of the United States Copyright law.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher, administrator, or the Director of Technology.

All district computer/server users shall be equipped with Internet blocking/filtering software. Filtering software is not one hundred percent (100%) effective, and every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites.

All students will receive instruction on Internet safety and appropriate Internet behavior compliant with the "Protecting Children in the 21st Century Act". The lessons will specifically include interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness along with an emphasis on Internet predators and reporting policies and procedures.

Internet safety measures shall effectively address the following:[\[6\]](#)[\[7\]](#)

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

Exemptions

The district recognizes that the job requirements of several positions may conflict with the specific language of the policy. Accordingly, the Superintendent may exempt such positions from this policy as necessary to carry out their individual responsibilities. Among the positions recognized as entitled to an exemption are: Director of Technology, Network Administrator, and IT support staff.

Archive and Backup

Backup is made of all district email correspondence in accordance with district policy and other applicable state and federal statutes and for disaster recovery. Barring technical issues or power outages, all users' files are backed up on district servers nightly.

Limitations of Liability

The school district makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the district's systems will be error-free or without defect.

The school district does not warrant the effectiveness of Internet filtering. The school district shall not be responsible for material that is retrieved through the Internet or the consequences that may result from them.

The school district shall not be responsible for any damages users may suffer, including but not limited to, information that may be lost, damaged, delayed, or unavailable when using the computers, network, and electronic communications systems.

In no event shall the school district be liable to the user for any damages whether direct, indirect, special or consequential, arising from the use of the systems.

Legal

[1. 24 P.S. 1303.1-A](#)

2. Pol. 249

[3. 24 P.S. 4604](#)

[4. 17 U.S.C. 101 et seq](#)

5. Pol. 814

[6. 47 U.S.C. 254](#)

[7. 47 CFR 54.520](#)

[18 Pa. C.S.A. 5903](#)

[18 Pa. C.S.A. 6312](#)

[18 U.S.C. 2256](#)

[20 U.S.C. 6777](#)

[24 P.S. 4601 et seq](#)

Pol. 103

Pol. 103.1

Pol. 104

Pol. 218

Pol. 218.2

Pol. 220

Pol. 233

Pol. 237

Pol. 248

Pol. 317

Pol. 348

[815-Attach 1.doc \(29 KB\)](#)

[815-Attach 2.doc \(30 KB\)](#)

LOYALSOCK TOWNSHIP SCHOOL DISTRICT

SUBSTANCES AND WEAPONS POLICIES OVERVIEW

The Board recognizes that violence and problems associated with the abuse of drugs and alcohol are broad reaching societal problems. It is the goal of the Board to provide a safe learning environment and to participate in seeking solutions to these problems. Supplemented by the Pennsylvania crimes code, these policies reflect the relevant state and federal laws.

DRUG AND ALCOHOL POLICY

Educational Program

The school district will present an articulated program of education in grades kindergarten through twelve, the program will be multi-disciplinary, structured to the grade level of the students, using available instructional materials and local and community resources. In addition, the schools will cooperate with parents, civic, and religious leaders in broadening programs of drug and alcohol education.

General Procedures

- 1) If a staff member has reason to believe, a student is using, selling, providing, dealing or in possession of drugs or alcohol, the staff member will immediately report all information to the principal or his designee.
- 2) If the principal or his designee has, reason to believe that a student is under the influence of alcohol or drugs, the student will be taken to the nurse's station and parents will be notified immediately. The student will be housed in the principal's office until action is completed. If evidence is present that the student is under the influence of drug and/or alcohol, the student must submit to a breathalyzer or a urinalysis drug test at the Susquehanna Health Work Center in accordance with Policy 227.
- 3) If the principal or his designee has evidence to believe that, a student has drugs or alcohol in his/her possession while on school property; he/she will search the student and confiscate the items.
- 4) All incidences of drug or alcohol abuse will be brought to the attention of the local law enforcement agency and the Superintendent.
- 5) If it is determined that the student was under the influence of, selling, providing, dealing, or possessing unlawful substance(s), the principal, after due process procedures, will suspend the student from school. The suspension may be exclusion from school for a period of up to three (3) school days without a hearing, exclusion from school up to ten (10) school days, after an informal hearing before the principal is offered to the student and the student's parents. All students will be referred to the Student Assistance Program at their respective school buildings.
- 6) Prior to the return of the student from the expulsion or suspension, the principal will have a conference with the student, parents, and the Superintendent. In the conference, the parents will be urged to seek assistance from the community agency trained to deal appropriately with the problem. In addition, the Superintendent will inform parents that if there is a repetition of the same or similar offense, he will recommend an expulsion hearing to the board of school directors. The Superintendent may recommend an expulsion hearing for a first offense, if in his/her judgment it is warranted/recommended. This includes, but is not necessarily restricted to, cases in which a student is under charges by police officials for selling, dealing, or providing unlawful substances.
- 7) When a known problem (drug/alcohol) exists, parents and/or students will work closely with the guidance department in working toward a solution of the existing problem. The guidance

department may advise corrective measures with various community agencies and professional personnel.

- 8) Documentation of procedures and treatment will be submitted to the principal indicating corrective measures are taking place by the parents and/or agencies involved.
- 9) The principal will document all facts and information on the incident and submit, in writing, a report to the Superintendent.

WEAPONS ON SCHOOL PROPERTY POLICY

Authority

No student shall possess any weapon in a school building, on the grounds of any school, in any school bus, or at any school activity, event, or function.

Definition

For the purpose of this policy, "weapon" shall refer to any item used in a threatening manner and shall include, but not be limited to any knife, cutting tool, cutting instrument, nun chuck stick, firearm, shotgun, rifle, air or B.B. or pellet gun, metal knuckles, chain, razor, ice pick, explosive or any other tool, instrument, or implement capable of inflicting serious bodily injury, or any items defined as a firearm under Title 18 United States Code, Section 921.

Reports

Incidents of violation of this policy shall be reported to the building principal who will conduct an investigation and report the violation to the Superintendent. Parents will be notified. An apparent violation of the Crimes Code will be referred to the State Police.

Discipline – Policy 233

School discipline may include, but not be limited to the following:

- 1) Detention – loss of privileges
- 2) Conference with the Superintendent
- 3) Out-of-school suspension
- 4) School Board hearing to consider expulsion

Procedures

The Superintendent shall develop procedures and protocols for investigating and documenting alleged violations of this policy, for responding to threats, and emergencies, and for improving building security.

Written notice of any incident involving possession of a weapon on school premises shall be given to the parent or guardian of the student, and to the appropriate law enforcement agency.

Any student who is determined to have brought a weapon, (as defined as a firearm under 18 USC Section 921) to school shall be expelled from school for a period of not less than one (1) year. However, the Superintendent may modify such expulsion requirement for a student on a case-by-case basis.

The district shall provide to the Pennsylvania Department of Education, in any application requesting assistance from the Department, a description of the circumstances surrounding any expulsions imposed under the Pennsylvania law mandated by the Gun-Free School Act of 1994 (P.L. 103-382), including the name of the school involved, the number of students expelled from such school, and the type of weapons concerned.



LOYALSOCK TOWNSHIP SCHOOL DISTRICT

TRANSPORTATION

In order to utilize school bus transportation, the following regulations apply:

1. The child/children must be eligible for bus transportation (Definition: The student's residence to school must be at least 1.5 miles for grades K-6 or 2 miles for grades 7-12 or be located on "PennDOT" designated hazardous roads.)
2. The bus assignment is for every day of the week, every week of the school year. Requests will not be honored for partial weeks or every other week.
3. Bus assignments are determined by the student's primary address and the student will be transported to/from this location.

****Please notify the Transportation Department of any changes to transportation needs.***

SCHOOL BUS RIDING IS A PRIVILEGE, NOT A RIGHT...

All school rules and regulations apply to a school bus or van as well. To ensure student safety, students must obey the driver, while under his/her supervision. The driver is authorized to assign seats to students on the bus and the driver must report, in writing, all violations of safety regulations or conduct rules to the school principal or designee. Please consult the respective school's *Student Handbook* for specific actions, that may be taken.

Parents/Guardians and students should be aware that video and audiotapes are recording on buses at all times and may be used against them.
(Transportation Video & Audio, LTSD Policy 810.2)

Questions or concerns, please contact:

**Mr. Noah Bower, Supervisor of Facilities and Transportation,
570-326-4681 or nbower@loyalsocklancers.org**

**Visit our website at:
www.ltsd.k12.pa.us/k-12-services/student-transportation**

SCHOOL BUS SAFETY & RULES OF CONDUCT



DO...

- 👉 DO ARRIVE AT THE BUS STOP 5-MINUTES PRIOR TO THE SCHEDULED TIME
- 👉 DO LOOK FOR TRAFFIC IN BOTH DIRECTIONS BEFORE CROSSING THE STREET
- 👉 DO UTILIZE CROSSWALK AREAS, AND CROSS WITH CROSSING GUARD WHENEVER AVAILABLE
- 👉 DO STAND AT LEAST 5-FEET BACK FROM THE CURB, AND WAIT FOR THE BUS TO COME TO A COMPLETE STOP AND THE DOORS TO OPEN BEFORE APPROACHING THE BUS TO BOARD
- 👉 DO REMAIN SEATED WHILE THE BUS IS IN MOTION, OR IF DELAYED ON THE ROAD
- 👉 DO CROSS APPROXIMATELY 10-FEET IN FRONT OF THE BUS WHILE THE EIGHT-WAY LIGHTING SYSTEM IS FLASHING, AFTER EXITING THE SCHOOL BUS
- 👉 DO CONDUCT YOURSELF IN AN ACCEPTABLE MANNER AT ALL TIMES; ALL SCHOOL RULES AND REGULATIONS APPLY ON THE SCHOOL BUS/VAN
- 👉 DO SUBMIT A WRITTEN REQUEST, SIGNED BY A PARENT/GUARDIAN, TO THE SCHOOL OFFICE, IF YOU WISH TO RIDE A DIFFERENT BUS FROM WHICH YOU ARE REGULARLY ASSIGNED. A MINIMUM 3-DAYS NOTICE IS REQUIRED AND REQUESTS WILL NOT BE APPROVED ON A REGULAR BASIS.



DO NOT...

- 👉 DO NOT STAND IN THE STREET WHILE WAITING FOR THE BUS
- 👉 DO NOT EXTEND ARMS, HEADS OR ANY OTHER APPENDAGE OUT THE BUS WINDOWS AT ANY TIME
- 👉 DO NOT BLOCK THE AISLE OR EMERGENCY DOOR WITH MATERIALS (*INSTRUMENTS, BOOKS, BAGS, CLOTHING, ETC.*)
- 👉 DO NOT LITTER OR THROW THINGS OUT THE BUS WINDOWS
- 👉 DO NOT USE UNUSUALLY LOUD OR FOUL LANGUAGE OR ANY OTHER IMPROPER CONDUCT (*FIGHTING, PUSHING, TRIPPING, HITTING, SPITTING, ETC.*)
- 👉 DO NOT EAT OR DRINK ON THE BUS
- 👉 DO NOT USE ANY TOBACCO PRODUCTS, E-CIGARETTES, ILLEGAL SUBSTANCES, ETC. OR BRING RELATED PARAPHENALIA ONTO THE BUS
- 👉 DO NOT BRING ANY UNLAWFUL ITEMS ONTO THE BUS
- 👉 DO NOT USE ELECTRONIC DEVICES SUCH AS CAMERAS, OR ACCESS OBJECTIONABLE OR OFFENSIVE SITES WHILE ON THE BUS (*Acceptable Use, LTSD Policy 815.0*)
- 👉 DO NOT DAMAGE OR DEFACE ANY PART OF THE BUS OR TAMPER WITH EMERGENCY DOOR, EXCEPT IN THE CASE OF EMERGENCY OR DURING A DRILL

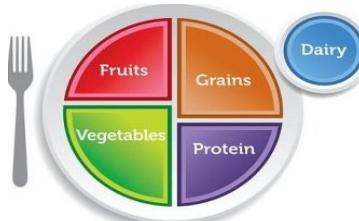
PARENTS & GUARDIANS....
WELCOME TO THE 26-27 SCHOOL YEAR FROM THE
LTSD FOOD & NUTRITION SERVICES DEPARTMENT

LTSD



School Meals

We serve education every day™



GREAT NEWS!!!!

**ALL LTSD STUDENTS RECEIVE A FREE
BREAKFAST & LUNCH MEAL
DURING THE 26-27 SCHOOL YEAR**

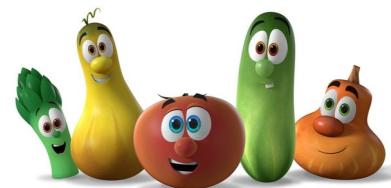
*Our school meals meet federal nutrition standards to ensure that both breakfast and lunch offerings are healthy and well-balanced and provide students with the nutrition they need to succeed at school.

***Healthy Whole Grains**

***A variety of fruit & veggie choices available daily**

***Low Fat Milk Options**

***A variety of breakfast and lunch entrée choices daily**



Parents can....



CONTACT US:

Beth Hufnagel RD LDN
Food Service Director
Office: (570) 323-3211
bhufnagel@loyalsocklancers.org



VISIT OUR WEB PAGE!

www.ltsd.k12.pa.us/our-district/k-12-services/food-services/

**This institution is an equal opportunity provider*

***We can't wait to meet
our new students!**

***We hope they join us in the
cafeteria for a nutritious and
delicious FREE breakfast & lunch
each school day.**

LTSD
Title I Program
Donald E. Schick Elementary



Ready Rosie

Free Online Early Education, Family Engagement Tool Available

[Sign up for Ready Rosie](#)

The Lycoming County Commissioners, in collaboration with the Lycoming County Early Learning Team, recently provided funding to give free access to Ready Rosie for all families living in Lycoming County.

Families and friends of children from birth through third grade can now subscribe — for free — to Ready Rosie, an online family engagement tool that provides simple ideas families can follow to connect fun activities with learning opportunities at home.

How to get started...
Go to www.readyrosie.com/register
Enter your zip code.
Select Loyalsock Township School District
You are ready to go!!

Once registered, video links to “modeled moments” are delivered by text or email weekly. The videos demonstrate, by selected age groups, a new learning activity in an everyday situation. In addition to the video, subscribers also will have access to an entire library of modeled moments concentrating on various aspects of child development and learning.

Loyalsock Township School District iPad Handbook of Policy, Procedures, and Information

INTRODUCTION

Technology plays an important role in our lives today. Technology is simply one more learning tool that allows us to give students a well-rounded learning experience. A number of factors were taken into account as we made our decision to move forward with the purchase of iPads.

RECEIVING YOUR iPad & iPad CHECK-IN

Receiving Your iPad

The iPads will be distributed at the beginning of each school year during “iPad Orientation.” Parents & students must sign and return the Student Pledge documents before the iPad can initially be issued. Students in grades 6-11 will keep the same device over the next 2-4 years. In order for this endeavor to be successful, it will take a joint effort among students, staff, and parents.

iPad Check-in

iPads will be returned during the final week of school to be checked for serviceability. If a student transfers out of the district during the school year, the iPad will be returned to the building's main office at the time of the withdraw process.

Check-in Fines

Individual school iPads and accessories must be returned to the LTSD library at the end of each school year. A student who graduates early, withdraws, are suspended or expelled, or terminate enrollment at LTSD for any other reason must return his/her individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at LTSD, the student will pay the replacement cost of the iPad. Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan, and must return the iPad and accessories to the LTSD in satisfactory condition.

Care of Your iPad

The iPad is school property and all users will follow this policy and the LTSD acceptable use policy for technology. Students and faculty are responsible for the general care of the iPad they have been issued by the school. Any iPads that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

Link to Policy 815 “Acceptable Use of Internet, Networks, and Technology Resources”:
<http://www.boarddocs.com/pa/loya/Board.nsf/vpublic?open#>

General Care

As recommended by Apple, use only a soft, lint-free microfiber cloth to clean the screen. Avoid getting moisture in openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad.

- Cords and cables must be inserted carefully into the iPad to prevent damage. Align the charge/sync cord carefully when connecting or removing it.
- iPads must remain free of any writing, drawing, stickers, or labels that are not the property of the LTSD.
- iPads must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students/Faculty are responsible for keeping their iPad battery charged for school each day.
- Students/Faculty will have the same iPad for the life of the iPad (senior iPads will go to next year's freshmen).
- Excessive pressure on the iPad screen may cause damage. Avoid leaning on top of the iPad or placing anything on top of it. Placing too many items in a carrying case or backpack could also put too much pressure on the screen.
- Avoid touching the screen with anything other than your finger or a proper stylus.
- Wrap the charge/sync cable carefully when not used.
- To prevent damage, your iPad should not be near food and drink.
- Keep your iPad out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness. DO NOT leave the iPad in a locked car overnight during winter months as the freezing conditions will damage components and impact battery life.
- The iPad is provided for the sole uses of the student to which it is assigned. Do not loan out your iPad, charger/sync cable, or cover to other individuals.
- When storing your iPad, do not place heavy items on top of or against it.
- In the event you need a secure place to store your iPad, you may check it in for storage in the library.
- Keep your iPad off the floor where it could be stepped on or tripped over.
- Do not bump or drop the iPad against hard surfaces.
- Do not disassemble or attempt to do any physical repairs to the iPad.
- Do not attempt to break any security protocols placed on the iPads at anytime.
- Honor the school district's restrictions of access to sites and apps that are not allowed at school.

Carrying iPads

You are required to keep the iPad in the supplied protective cover or comparable personal cover. When carrying an iPad in a backpack or purse, carrying other items (such as folders and workbooks), must be kept to a minimum to avoid placing too much pressure and weight on the iPad.

Using Your iPad At School

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students/Faculty should bring their iPad to all classes, unless specifically instructed not to do so by their teacher or building administrator.

iPads Left at Home

If students leave their iPad at home, they are responsible for getting the coursework completed as if they had their iPad present. If a student repeatedly leaves his or her iPad at home, he or she will be subject to appropriate disciplinary action that may include time served before or after school, restriction or loss of iPad privileges. When applicable, law enforcement agencies may be involved.

iPad Undergoing Repair

Loaner iPads may be issued to students/faculty whose machine is being repaired.

Charging Your iPad's Battery

iPads should be charged to full capacity each day before they are brought to school. Repeat violations will result in appropriate disciplinary action.

Sound, Music, Games, or Programs

Each student will have a personal iTunes account. The iTunes account will be the conduit through which apps are downloaded to the iPad. Many students already have a personal account set up. If you do not, that is something that is relatively easy to do. (FYI--You can set up an account without adding credit card information. We would recommend this option). iTunes cards are the simplest way to add money to your account if students want to add music and personal apps to their account. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Appropriate music is allowed on the iPad.

Ear buds/headphones may be used in the classroom based upon individual teacher approval.

Printing

Printing services will not be available with the iPad. Students should talk to their teachers about the need to print assignments and printer availability from alternative technology.

Home Internet Access/Printing

Students/Faculty are permitted to set up additional wireless networks on their iPads. This will be necessary to use web-based services outside of the school setting. Printing at home will require a wireless printer, proper settings on the iPad, an eprint compatible printer and possibly an additional app or software on your home computer/printer.

Personalization

Students/Faculty will have the ability to customize their iPad (screen background). Appropriate media will be used. **You may personalize your lock screen and home screen with appropriate media.**

The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures are not permitted per school/district policies.

Attaching stickers, marking, painting, drawing or marring any surface of the iPad or school issued cover is prohibited. You are required to passcode protect your iPad and keep the passcode confidential.

iPads and Extra Curricular Activities

Coaches/sponsors for individual activities may limit whether or not iPads are allowed to be on buses or at particular events.

MANAGING YOUR FILES & SAVING YOUR WORK

Saving to the iPad/Home Directory

Students/Faculty should save work to the iPad. Limited storage space will be available on the iPad—Data will NOT be backed up in the event an iPad has to be re-imaged or restored to factory settings. It is recommended Students/Faculty regularly back up data to the cloud storage provided by the school. Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Generally, iPad malfunctions are not an acceptable excuse for not submitting work.

Do not expect that files stored on your iPad will be private. LTSD officials may review your files and communications at any time to ensure you are using the iPad appropriately.

You are responsible for the appropriateness of all files, data, and internet history on your iPad. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

Instructional Use

You are responsible to bring your iPad to school every day. If you do not have it, you must complete all work as if it were present. Loaner iPads will not be provided for this reason.

Bring your iPad to school fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school. Limited access to a charging station will be available in designated areas. Updates to Apps and the iPad software are released periodically. It is your responsibility to keep your device updated and synced prior to class.

Do not use the issued iPad for non-academic purposes during school hours (games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) without teacher permission.

SOFTWARE ON iPADS

Originally Installed Software

The apps and operating system originally installed by LTSD must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add additional apps and OS upgrades.

Periodic checks of iPads will be made to ensure that students have not removed required apps or installed inappropriate material.

Inspection

Students will be selected at random for iPad inspection. iPad use and contents may be monitored remotely.

Procedure for Re-loading Software

If technical difficulties occur, the iPad will be restored from a backup stored in the iCloud or will be reset to factory settings in the event a backup is not available. The school does not accept responsibility for the loss of any apps or documents deleted due to ***the necessity of*** a reformat and/or reimage.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students/Faculty may be required to check-in their iPads for periodic updates and synching. Operating systems with Apple devices change. LTSD will notify students/faculty on how to update apps, should updates be necessary.

Technology Support

Technology support for iPads will be available from 7:45 a.m. to 3:45 p.m. on days when school is in session.

ACCEPTABLE USE

The use of the Loyalsock Township School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by LTSD is not transferable by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the district. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Loyalsock Township School District's Student Code of Conduct shall be applied to student infractions. Links to the Middle School and High School student handbooks are listed below.

Middle School Student Handbook: http://www.ltsd.k12.pa.us/wp-content/uploads/2015/08/1718Handbook_MS.pdf

High School Student Handbook: <http://www.ltsd.k12.pa.us/wp-content/uploads/2017/08/Student-Handbook-2017-2018-Rev.-8-29-2017.pdf>

Please note: Student Handbooks may be updated from year to year. You may find the most recent version on each school's website under Forms>Student Forms.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Parent/Guardian Responsibilities

Talk to your children about values and standards that your children should follow for the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies and radio. LTSD students will have access to their device during school hours. If or when the iPad is to be sent home with your student, a notification will be sent out through the school's notification service. Obviously, you as parents will need to establish ground rules for iPad use outside of the school day.

Devices will have Internet filtering on them at all times. Loyalsock Township School District will also be able to restrict the purchase of content through iTunes that can be put on the device.

School Responsibilities are to:

- Provide Internet and e-mail access to its students.
- Provide Internet filtering.
- Provide cloud-based data storage. (These will be treated similar to school lockers. LTSD reserves the right to review, monitor, and restrict information stored on or transmitted via LTSD owned equipment and to investigate inappropriate use of resources.)
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
- Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

Students/Faculty are responsible for:

- Using iPads in a responsible and ethical manner.
- Obeying school rules concerning behavior and communication that applies to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment.
- Helping LTSD protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitoring all activity on their account(s).
- Securing their iPad after they are done working to protect their work and information.
- Notifying a school faculty or administrator in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

iPads that malfunction or are damaged must be reported to the technology office. The school district will be responsible for repairing iPads that malfunction and/or repairs covered under warranty.

Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost. An iPad that is stolen must be reported immediately to the office and the PA State Police for a full investigation.

Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Inappropriately utilizing photos, video, and/or audio recordings of any person.
- Changing iPad settings in an effort to circumvent the filtering system.
- Downloading inappropriate apps.
- Spamming or sending inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Vandalism to your iPad or another student's iPad.

PROTECTING & STORING YOUR IPAD COMPUTER

iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number. Do not remove your iPad's identifying labels or markings.

Storing Your iPad

Students/Faculty are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. If a parent or guardian wishes, his/her student may leave their iPad in the designated storage spot. iPads should not be stored in a student's vehicle at school or at home.

iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, commons area, the lunchroom, locker rooms, library, unlocked classrooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office.

REPAIRING OR REPLACING YOUR IPAD/COST OF REPAIRS

LTSD recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

Damage/Loss

Take your iPad to the office if you experience any technical problems. If it cannot be fixed at that time, a loaner iPad may be issued to you if available. All iPad policy agreements remain in effect for the loaner iPad. If your iPad is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or PA State Police.

Accidental damage causing the iPad to be unusable will be subject to a \$50 deductible to be paid by the parent/guardian.

Warranty Coverage:

- Damages resulting from normal use and accidents.
- Loss or damages resulting from theft. An official copy of a police report is required.
- Loss or damages resulting from a fire. An official fire report from the investigating authority is required.
- Loss or damages resulting from a natural disaster.
- Damages resulting in a power surge.
- Damages resulting from vandalism by another individual. If found guilty, the vandal will be liable to pay for damages.
- Exclusions (Parent/Guardian will be liable for entire replacement cost of the device):
 - Intentional damages.
 - Lying on any damage report.
 - Not carrying the iPad in a proper protective case.
 - Not reporting damages in a timely manner.

- Negligence.
- Loss or damages resulting from fraudulent, intentional or criminal acts.

Accidental Damage

Students will be responsible for caring for their devices and will be expected to return them at the end of the year in good working condition. Students will be charged a nonrefundable \$50 technology deposit at enrollment time. Should the device become damaged under accidental damage, all students must submit an additional \$50 deposit. The \$50 deposit will be used to purchase apps for your child's iPad and as the initial accidental damage insurance payment. Depending on your personal homeowner's insurance policy, you may be able to add the device to your policy at a minimal cost.

Personal Home or Homeowners Coverage

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad.

Intentional Damage

Students/Parents will be held responsible for ALL (full payment) intentional damage to iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

Warranty Repairs

Warranty repairs will be completed at no cost to the student.

Vandalism and Theft

In cases of theft, vandalism and other criminal acts, a police report **MUST** be filed by the student or parent.

Please note: You will be issued one cover and charger/sync cable with your iPad. You will be responsible for purchasing additional or replacement supplies if needed.

STUDENT PLEDGE FOR IPAD USE

1. I will take appropriate care of my iPad.
2. I will never leave the iPad unattended. Unattended iPads will be taken to the office.
3. I will never loan my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad completely before the beginning of the school day.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad, attempt any repairs or jailbreak my iPad.
8. I will protect my iPad by keeping it in the school provided protective case.
9. I will use my iPad in ways that are appropriate, meet LTSD expectations, and are educational in nature.
10. I will not deface or place decorations (such as stickers, markers, etc.) on the iPad. I will not deface the serial number.
11. I understand that my iPad is subject to inspection at any time without notice and remains the property of LTSD. I will not put a security code on my iPad.
12. I will follow the policies outlined in the *iPad Handbook* at all times.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad and power cords in good working condition.
16. I will not utilize unauthorized photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

FAQ's

1. Why Apple? Apple is constantly refining their products, including both hardware and software. They have taken a very specific focus on education and empowering students to learn. Their products are very simple to use and create an exciting and stimulating environment.

2. Will students be able to use the iPads on the buses? YES! One of the goals of this initiative is to keep our students engaged and allow resources to be available at their fingertips at all times.

3. What should students do if the iPads needs to be left unattended during school? The student should put the iPad in a secured locker or check it in/out in the library.

4. Will replacement batteries be provided if needed? If a battery fails testing, the district will replace the battery. Per Apple's website, the battery life of an iPad is about 1,000 charging cycles, with about 10 hours of use per charge.

**For more information and for battery saving tips, visit www.apple.com/batteries/ipad.html*

5. Will students be able to install apps and download music to the iPad? YES! Again, we want to keep our students engaged and allow resources to be always available. All apps, downloads, music, etc. must be obtained legally.

6. Will students be able to email, chat, and play games on their iPads? Yes, but only at designated times during school when permitted by the teacher and at home.

7. Can students use their own accessories with the iPad? YES. As long as our students are within the bounds of the Acceptable Use Policy and state and federal laws.

8. Will LTSD provide maintenance and repair to the iPads? Yes. Repairs must be reported to the building office who will then make arrangements with the Technology Department. Any Apple or downloaded app updates must be maintained by the student. If updates are available, the iPad will notify the student.

10. What if my iPad is being repaired during the school year? A limited number of loaner iPads will be available in warranted situations.

11. What about data backup? Currently, iPad files and data will be saved both locally on the device and on the Internet/"Cloud", not on district servers. Therefore, there is no centrally managed way for the Technology Department to backup and restore any data from the iPad or saved to the Cloud. Please refer to the ***Using Your iPad*** document for backup/restore instructions.

12. Will the district be able to monitor and control iPad use? Yes. The Technology Department will be able to enable/disable various features and settings of the iPad. While inside the district, the iPads will fall under our Internet filter, so students will not be able to access inappropriate sites.

If you have Internet availability at home, you will need to monitor your child's Internet access. The district cannot monitor personal Internet access off campus.

13. What about virus and malware protection? Due to the design of Apple products, they are not susceptible to viruses or malware.

What is Title I?

Title I is a federally funded program that supplements the district's literacy curriculum. Early intervention techniques and strategies incorporate the essential components of reading and writing instruction, which are based on current, scientifically-based reading research.

Who does Title I Service?

The instructional program services eligible elementary students in grades K-5. The Title I program is primarily an in-class model supported by certified reading specialists and highly qualified paraprofessionals.

How are Students Supported?

In grades K-2, instruction is focused on fostering the development of the emergent literacy skills that support children in their efforts as they "learn to read." Title I teachers support students in grades 3-5 in the application of independent reading skills and strategies as they "read to learn."

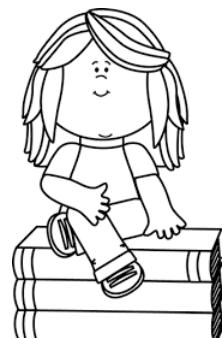
Goal of Title I

The goal of the Title I program is to provide students with skills and strategies that will empower them to be confident and successful as they strive to achieve proficiency towards meeting the Pennsylvania Academic Standards.

Eligibility Criteria

Students in grades K-5 are eligible for Title I services based on multiple assessment criteria as determined by the Loyalsock Township Local Education Association.

Developmentally appropriate assessment tools are used to determine eligibility. Kindergarten and grade 1 assessments include letter naming fluency, letter sound fluency, and phonemic awareness assessments. In grades 2-5, criteria used to determine eligibility include a comprehension task, word accuracy task, and a fluency task.



Reading Tips for Families to Create a Reading Rich Environment

- Provide books which your child can successfully read independently
- Let your child read to you
- Choose text that is interesting to your child
- Leave notes around the house for your child
- Read recipes and cook together
- Create a shopping list together
- Have your child write thank-you notes
- Have a 'book talk' or conversation about the book you are reading with your child or about the book he/she is reading on his/her own.
- Most importantly, read with your child every day!

Assessments



Title I staff, special education staff and classroom teachers administer school-wide assessments in grades K-5 during the fall, winter, and spring to monitor the students' progress, strengths, and areas of need. The results of the assessments drive the students' literacy instruction and interventions. Students who are not proficient in all assessment areas and who are most in need will receive Title I services.



Essential Components of Reading and Writing

- * Phonemic Awareness: the ability to recognize letter-sound relationships
- * Phonics: the ability to decode words
- * Vocabulary Development: the ability to understand the meaning of words
- * Reading Fluency: the ability to read at a consistent rate with expression
- * Reading Comprehension Strategies: the ability to use strategies to understand what was read

Mrs. Terri Deitrick
Title I Coordinator

Title I Program
Donald E. Schick Elementary School
2800 Four Mile Drive
Montoursville, PA 17754
<https://www.ltsd.k12.pa.us/schools/donald-e-schick/e-our-school/title-1-literacy-services/>

Phone: 570-326-3554
ext. 1117
www.ltsd.k12.pa.us

Loyalsock
Township School
District

Title I Program



Donald E. Schick Elementary School

Mr. Marc Walter, Principal
Mrs. Megan Renninger, Assistant Principal
