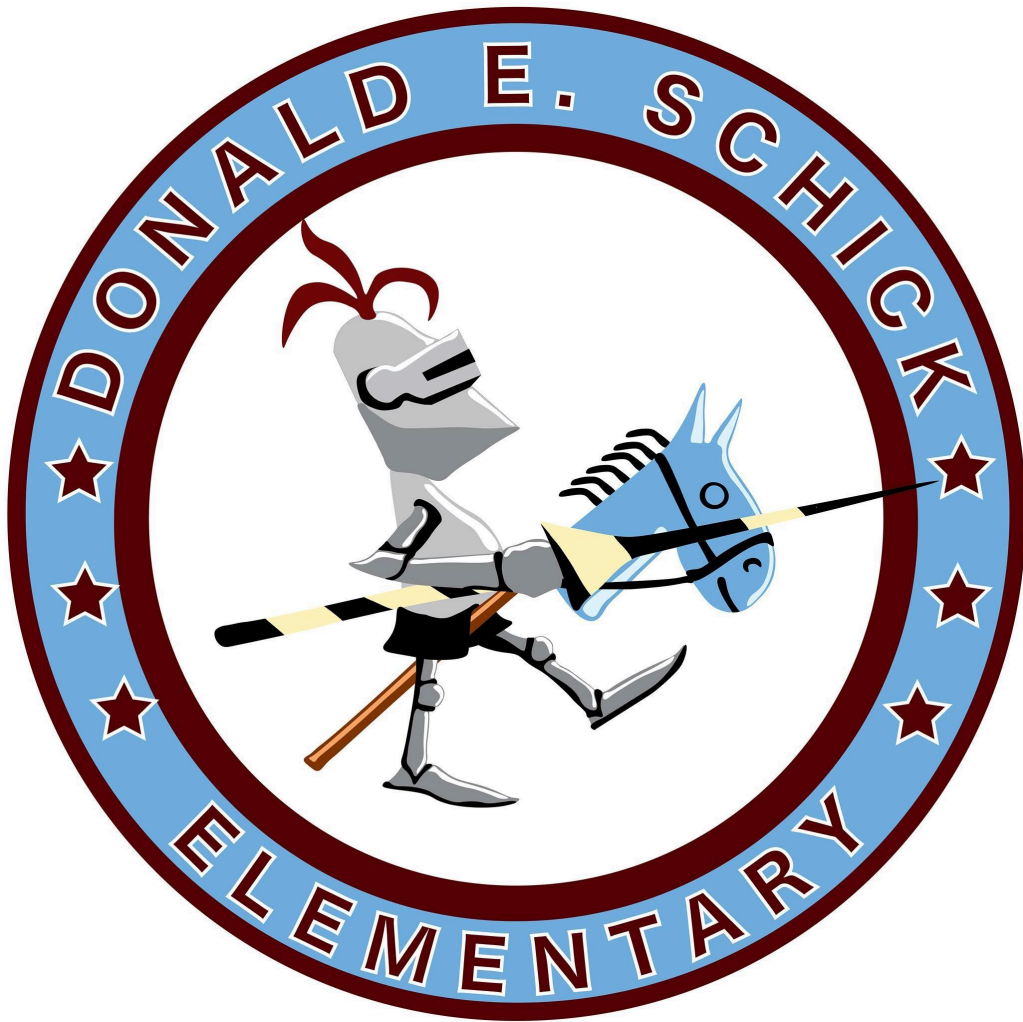


Loyalsock Township School District

Donald E. Schick Elementary School

Student-Parent Handbook

2026-2027



Mrs. Megan Renninger, Principal

Mrs. Devin Way, Assistant Principal

LOYALSOCK TOWNSHIP SCHOOL DISTRICT

2026-2027 SCHOOL CALENDAR

1605 Four Mile Drive, Williamsport, PA 17701

PHONE: 570.326.6508

www.loyalsocklancers.org

FAX: 570.326.0770

2026

JULY

S	M	T	W	T	F	S
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AUGUST 24 No School for Students - Clerical Day (K-12)
 25 District-Wide Staff Meeting & Training
 26-27 No School for Students (Teacher Professional Education Day)
 31 **FIRST DAY OF SCHOOL**

SEPTEMBER 7 Holiday/Vacation Day - No School

OCTOBER 9 Early Dismissal (Teacher Professional Education PM)
 12 No School for Students (Teacher Professional Education Day)

NOVEMBER 23-24 No School for Students (Student Conferences)
 25-30 Holiday/Vacation Day - No School

DECEMBER 23 Early Dismissal (Students & Professional Staff)
 24-31 Holiday/Vacation Day - No School

JANUARY 1 Holiday/Vacation Day - No School
 18 Holiday/Vacation Day - No School
 25 No School for Students - Clerical Day (K-12)

FEBRUARY 12-15 Holiday/Vacation Day - No School

MARCH 24 Early Dismissal (Conferences/Teacher Professional Education PM)
 25-29 Holiday/Vacation Day - No School

APRIL 16 Early Dismissal (Conferences/Teacher Professional Education PM)
 19 No School for Students - PD/District-Wide Training

MAY 31 Holiday/Vacation Day - No School

JUNE 10 No School for Students - Clerical Day (K-12)
 11 Early Dismissal (Students & Professional Staff)
 11 **LAST DAY OF SCHOOL/HS COMMENCEMENT**
K-12 Teacher Professional Education

August 25, 2026 District-Wide Staff Meeting & Training
 August 26-27, 2026

October 9 (PM) & 12, 2026

April 19, 2027

PROFESSIONAL EDUCATION/CONFERENCES

March 24 (PM) & April 16 (PM), 2027

K-12 Clerical

August 24, 2026

January 25, 2027

June 10, 2027

Holiday/Vacation Day - No School

K-12 EARLY DISMISSAL

EMERGENCY SCHOOL CLOSINGS MAY BE MADE UP ON THE FIRST AVAILABLE DAY
 ACCORDING TO THE FOLLOWING SCHEDULE: 02/12/2027, 02/15/2027, 03/29/2027. If needed,
 additional days may be added within the calendar or at the end of the school year.

STUDENT DAYS - 180/TEACHER DAYS - 190

2027

JANUARY

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JUNE

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20	21	22	23	24	25	26
27	28	29	30			

BOARD APPROVED - February 4, 2026

School Information



2800 Four Mile Drive
Montoursville, PA 17754

Phone: 570-326-3554

Fax: 570-326-1498

Principal: Mrs. Megan Renninger

Assistant Principal: Mrs. Devin Way

School Counselor (PreK, 1st, 3rd, 5th): Mrs. Allison Morehart

School Counselor (KG, 2nd, 4th): Mrs. Jennifer Cooley

Attendance Virtual Excuse: <https://www.ltsd.k12.pa.us/donald-e-schick/>

Facebook Page:

Welcome to Schick Elementary!

Dear Students and Families,

Welcome to a new school year at Schick Elementary! We are excited to partner with you as we begin another year of learning, growth, and success. Our school is a place where every child is valued, encouraged, and inspired to reach their fullest potential.

At Schick Elementary, we believe that every student can learn, lead, and make a positive difference. Our dedicated staff is committed to providing a safe, caring, and engaging environment where students are challenged academically, supported socially and emotionally, and celebrated for their unique talents and accomplishments.

This handbook is designed to help students and families understand the expectations, procedures, and opportunities that make our school community successful. We encourage you to read it together and refer to it throughout the year.

We believe that the strongest schools are built through partnerships between home and school. By working together with open communication, mutual respect, and a shared commitment to student success, we can help every child thrive.

This year, we invite every student to be respectful, be responsible, be safe, and always strive to do their best. Together, we will create a school community where kindness, curiosity, perseverance, and learning are celebrated every day.

Thank you for being an important part of the Schick Elementary family. We look forward to an amazing year filled with new friendships, exciting discoveries, and memorable experiences.

Welcome to Schick Elementary – where every day is an opportunity to learn, grow, and shine!

General School Information

Visitor Policy

The Loyalsock Township School District welcomes visitors to our school. In order to limit interruptions to teaching and learning environments and to maximize safety, visitors to classrooms must have a previously scheduled appointment with a teacher. Persons wishing to enter the school building between the hours of 7:00am and 3:30pm will be required to sign in at the front office and receive a visitor's badge immediately upon entering the building. Visitors may be requested to provide identification.

Parents/guardians dropping off students at the beginning of the school day are not permitted to enter the building.

The following are a few tips on how to get the most out of your visit:

- Call the school in advance to arrange meetings and visitations.
- If you wish to speak with your child's teacher, contact the teacher in advance to arrange a mutually agreed-upon time. Meetings need to occur during non-instructional time.
- If you wish to meet with the guidance counselor or principal, we ask that you contact him or her in advance to set up a meeting. This helps ensure that we can give you our undivided attention.
- Parents will not be permitted to visit the cafeteria during the child's lunch period

Deliveries (Instruments, Forgotten Lunches, etc.)

Please make sure your child is prepared for school. With that in mind, we understand that everyone forgets things occasionally. If that occurs, we ask that you drop items in at the front office. We will call your child to the office to pick up the forgotten items during non-instructional time. "Fast food" deliveries for lunches are not permitted.

Issuing or passing out party invitations to students is prohibited in school, unless all students in the class receive an invitation. Items sent to school for students (i.e. gifts, flowers, balloons, etc.) will not be delivered to homerooms or the cafeteria. Students may make arrangements to pick up those items after dismissal.

School Day Schedule

School Begins: 8:20am

School Ends: 3:15pm

Student Arrival

Students may be dropped off at the rear doors starting at 7:45am. Adult supervision will not be provided before 7:45am and the doors will be locked until 7:45am. Students entering the building at 7:45am should report directly to the multipurpose room. Students arriving after 8:10am should report to their homeroom. Breakfast is served in the cafeteria and the front lobby from 7:45am to 8:20am.

Dismissal

Car riders and walkers will be dismissed at 3:05pm. Car riders are picked up at the rear exit. Gates to the back parking lot will not open prior to 2:40pm. Car arriving prior to 2:40pm will be asked to leave and come back once the gates are open.

Bus riders are dismissed from the front entrance beginning at 3:05pm as buses arrive. Bus riders must ride the bus to which they are assigned to avoid overcrowding on the buses, to maintain accountability for their whereabouts, and to ensure their safety.

For the protection of all students, a parent/guardian should send a note any time a child is to ride a different bus or be picked up by an adult, other than the parent (including relatives). If your transportation plans change, please notify the school office by 1:00pm on that day so we have time to process that transportation change. If it is a permanent change, notify the Transportation department. **Please provide the school with a current copy of any court order which lists special arrangements the school is expected to follow.**

Early Dismissals

When a student must leave school early, the parent must provide the front office with a note to sign them out. If the child returns to school the same day following an appointment, the student needs to bring the note (i.e. doctor's note) to the office before returning to class. There will be no early dismissals after 2:45pm unless it is a nurse's dismissal due to dismissal traffic.

Traffic Pattern

Please do not use your cell phones while driving on school property as our School Police Officers, faculty, and staff will be directing you during dropoff and pickup. When entering the dropoff/pickup area, you will stay on the left-hand side of the road. Please review our traffic pattern here: https://youtu.be/sG486eCw_E?si=HWCD3-gpJ5tD7IWO

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 the age of 6 through age 18 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 an Attendance Improvement Plan (AIP) as a means to address truancy. After a student accumulates **three (3) unlawful absences**, a parent or guardian will be invited to attend an AIP meeting with the principal or designee.

Excused Absences

- Student illness
- Medical/Dental appointments
- Court appearances
- Death in the family
- Religious observances
- Pre-approved family vacations
- Unavoidable family emergencies

Unexcused Absences

- Oversleeping
- Missing the bus
- Transportation issues (car trouble, flat tire, etc...)
- Vacations that were not pre-approved

All absences may be determined excused/unexcused by school administration.

Reporting Absences

As part of our effort to maintain accountability and keep your child safe, we ask that you call the school before 9:00am 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 and teacher's name. **Parents must also send in a written excuse or submit a virtual excuse at <https://www.ltsd.k12.pa.us/donald-e-schick/>** using the link on the right side of the screen.

Attendance and Discipline Policies for Absences

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

- **Excused Absence Definition** - an excuse verified 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 (3 days from the return to school).
- **Unexcused Absence Definition** - any date of absence not verified by a written 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 the 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/guardian will be invited to an Attendance Improvement Plan meeting with a principal or designee.
- **Compulsory Attendance Law Process** - As indicated above, parents may write an excuse for up to 10 days per year for students. After accumulating 10 days, students are responsible for producing a medical/legal 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 designee may exercise judgement in granting extensions or exceptions to the above guidelines when extenuating circumstances apply.

Planned Family Vacations

Subject to any regulations which may be established by the Superintendent, principals may approve occasional absences from school for the purpose of planned family vacations, provided each family vacation is planned and conducted in accordance with the following:

- Each family vacation which requires the absence of children from school shall be conducted only under the direct supervision of and in the company of the head of household, the parent/guardian, or a person designated by the parent/guardian as one standing in loco-parentis to the child.
- Family vacations which are to take place on days when school is in session shall be preceded by a written request (forms are available from the office or using this [LINK](#)) at least two (2) weeks in advance. Parent/guardians must provide a

description of the educational value of the planned family vacation. Also a brief log of the educational sites to be seen or learning activities to be completed must be listed.

- Each request for excusal of absences from school for such planned vacations will be evaluated on its own merits and educational benefits to the student. Absences without permission are unexcused. Emergency requests will be granted.
- Students may accrue a total of not more than ten (10) “personal” days per academic year. Personal days include planned family vacations, college visitations, job shadowing, and all other events not specifically exempted by the PA School Code or school district administration.
- In certain instances, principals may make an exception to the above policy if sufficient supporting data accompanies a parent request. Also, the building administrator may limit the number of “person” days to less than (10) if the absences would be detrimental to the student’s overall educational progress. This exception will be granted on the basis of each request.
- Planned family vacation forms and job shadowing forms must be submitted and pre-approved **two weeks prior** to the student’s absence.

Tardiness to School

Late arriving students are rushed and often have difficulty getting organized. They miss important pieces of the morning routine and have difficulty “catching up.” Late arrivals are often disruptive to class.

Any student who is **not in the building** by 8:20am is considered tardy. If a student is late to school, he/she must report to the main office to get an admittance pass. Once a pass is obtained, he/she may go to class. If your child is chronically tardy, we will contact you to conference about the issue. If your child is tardy beyond that discussion, further action may need to be taken. We will continue to work with you to resolve the issue.

Completion of Classwork After an Absence

It is each student’s responsibility to fully complete classroom work/homework and return it to the teacher on the date designated. Students who have been absent due to illness, will generally be given additional time to complete essential assignments. Students are expected to make up all incomplete work as soon as possible. If a student has incomplete or missing assignments in a particular subject, the parents/guardians will be notified by the teacher.

Student Procedures, School Operations, and Communication

Field Trips

Parents are required to provide written consent for students to attend school field trips. When attending school field trips, **all students must ride to and from the field trip destination on district transportation.** For safety and accountability reasons, students may not ride to or from the field trip site with a parent, even if that parent is serving as a chaperone. **Students that are late to school on the day of a field trip will not be able to attend if the school transportation has already departed for the destination.**

School Records

Parents should keep all student emergency cards and health record information up to date. **Parents/guardians should notify the office as soon as there is any change in phone numbers, addresses, the emergency contact person, child's medical status, or e-mail address and provide a NEW proof of residency.**

Parents/guardians have the right to see their child's permanent record. This record contains grades and achievement test scores. To make arrangements to see this record, please contact the principal.

Withdrawal From School

When students change residency and move from the district, a report of the change needs to be made to the office before the change is made. Prior to withdrawal, all materials must be returned and other obligations met.

Student Dismissal Plans

Every student should have a consistent plan for getting home from school. Students may:

- Ride a district-assigned school bus
- Participate in an after-school program
- Be picked up by a parent/guardian as a car rider
- Walk across Four Mile - **only students whose address is located on Bond St., Highland Ave Ext., Orchard Ave, Christie Ave, Claire Ave, Estella Ave, Albryan Ave, or Eldon Rd, Nast Ave, Highland Ave, or Mt View Ave**
- Walk down the back hill towards Sycamore Dr. - Parents/guardians may not park in the businesses parking lot

All students should have a routine method of getting home from school.

Parents/guardians **must send a note to school or call the front office** on days when

a change in transportation is required. **If the school does not receive a note or phone call, students will be sent home as they normally would.**

Custody Concerns

It is the responsibility of the parent/guardian to notify the school of any custody matters/concerns and to provide the school with current copies of necessary legal documentation (custody agreements, court orders, PFA's, ect...). **In the school environment, both parents shall have access to the child and the child's school records unless there is a court order that explicitly states otherwise.**

Emergency School Closings and Delays

In the event school is to be canceled or the length of the school day is modified due to inclement weather or other emergency, announcements will be made over the following media:

- Radio stations: WILQ 105.1 FM, WZXR 99.3 FM, WKSB 102.7 FM, WRAK 1400 AM, WJSA 96.3 FM, WBZD 93.3 FM, WGRC 91.3 FM, WRVH 107.9 FM, WWPA 1340 AM
- Television stations: WBRE - 28 (<https://www.2822news.com/>), WYOU - 22 (<https://www.2822news.com/>), WNEP - 16 (www.wnep.com)
- Websites: Loyalsock Township School District (<https://www.ltsd.k12.pa.us/>)
- ParentSquare notification

Parents are encouraged to make provisions in advance for the care of their children during early dismissals, school closings, and delayed openings. Make sure your child knows how he/she is getting home. Please inform the school, in writing, of emergency procedures in case of early dismissal or emergency closing.

By law, we are not allowed to release children to any not listed on the child's emergency card unless we have a note signed in advance by the child's parent/guardian.

Food Restrictions/Birthday Parties

Homemade or store bought food items and snacks are not permitted in schools with the intent of sharing these with others for the purposes of classroom parties, birthday celebrations, etc. Please consider that there is a possibility of severe food allergies in your child's classroom. If it is necessary to have food in classrooms, only commercially prepared foods should be served. It is recommended that parent/guardians consider sending in trinkets for your child's birthday instead of any type of food. Our food service department offers birthday basket packages as well. Please see the [school website](#) for more information.

Learning and Academic Success

Report Cards

Report cards are issued to all students two times a year. Report cards will go home this year in February and June. Parent/Teacher conferences are scheduled for November 23-24, 2026.

Progress for students in kindergarten through fourth grade is reported according to the state's standards. Standards-based report cards give you detailed and accurate information about your child's development and progress. Students in 5th grade will receive percentage-based grades to assist with their transition to middle school.

Pennsylvania State System of School Assessment

The State Board of Education, through the Pennsylvania Department of Education, mandates that students in specific grade levels (3rd - 5th) be tested using instruments developed by the state. Parents have the right to refuse, based on religious reasons, to permit their child to participate and/or to inspect the tests prior to permitting their child to participate. Parents who wish to examine the test, or withhold permission for their child to participate, should contact the principal in writing.

2026-2027 PSSA Testing Schedule

Assessment	Dates	Grades
English Language Arts	April 26 - 30, 2027	Grades 3, 4, 5
Mathematics, Science, Make-Ups	May 3 - 7, 2027	Math: Grades 3, 4, 5 Science: Grade 5
Make-Ups	May 10 - 14, 2027	Grades 3, 4, 5

Physical Education Class

Students are encouraged to wear comfortable play clothes and sneakers during physical education classes. Sneakers provide the child with built-in safety features not found in flip-flops, crocs, boots, or high heels. All students are expected to participate in regularly scheduled PE classes. If your child cannot participate in a physical education class, please provide medical documentation or a note to the physical education teacher.

Responsibility for Library Books/Textbooks

Students are expected to keep their textbooks and library books in good condition. Parents, as legal guardians, are responsible for the school materials given to their child. Report cards will be held in June until all materials are returned or paid for.

Special Services

Some parents and teachers may feel that a student needs more assistance or enrichment activities that can be provided within the regular classroom. The parent or teacher may request further evaluation of the student's learning needs. This is called a multidisciplinary evaluation, or MDE. The school psychologist will request further information and work with the student and parents to assess the student's strengths, weaknesses, and learning strategies. Academic, intellectual, or behavioral testing may be used (only with written parent permission) to further determine student needs once written parent consent is received. For additional information or to request assistance for your student, contact Jennifer Cooley or Allison Morehart, School Counselors at 570-326-3554.

Title I Program

The Title I program at Loyalsock Township School District is a federally funded program that supplements the district's literacy curriculum. The instruction program serves students in grades kindergarten through fifth grade. The Title I program is supported by certified reading specialists and highly qualified paraprofessionals. Early literacy techniques and strategies incorporate the essential components of reading and writing instruction, which are based on current scientifically-based reading research including:

- Phonemic Awareness
- Phonics
- Vocabulary Development
- Reading Fluency, including oral reading skills
- Reading Comprehension Strategies

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 Core Standards](#). In grades K-3, instruction is focused on fostering the development of the emergent literacy skills that support children in their efforts as they "learn to read." In grades 4-5, Title I teachers support students' independent reading skills and strategies as they "read to learn." Students in grades K-5 are eligible to receive Title I services based on need.

Title I staff and classroom teachers administer school-wide assessments in grades K-5 during the months of September, January, and May to monitor the students' progress,

strengths, and areas of need. The results of the assessments drive the students' literacy instruction. District-wide benchmarks have been developed to monitor yearly progress. Students who show need in assessment areas will receive Title I support. All assessment tasks have been aligned to meet the Pennsylvania Core Standards in English Language Arts. Local assessment results are maintained within the district as directed by the Pennsylvania Department of Education. The PSSA Math, Reading, and Writing results in grades 3-8 and 11 will determine the degree of proficiency of the Loyalsock Township Schools.

Parent involvement is an integral component of the Title I program at Schick Elementary. Parents are invited and encouraged to participate in parent workshops, trainings, Title I meetings, and parent-teacher conferences. Parent workshops and reading incentive programs will offer several opportunities for parents to learn and model effective reading techniques and strategies with their children at home.

School-Wide Positive Behavior Support

Donald E. Schick Elementary has always strived to create and sustain a safe learning environment for all students. In an effort to continue to improve our school climate, staff at Schick have worked together to form a Positive Behavior Intervention and Support (PBIS) plan. The focus of this plan is to create a positive school climate that fosters being safe, open-minded, accountable, and responsible. The students will be learning about PBIS, our behavior program, during the first six weeks of school. We use this program to promote the core values of being respectful, being responsible, and being safe through expectations for all students and the entire Schick community.

In addition to learning about the program in their classrooms, students will see posters displayed around the building. All Schick staff will be teaching students the positive behaviors they are expected to demonstrate at school. We will acknowledge and recognize students who consistently demonstrate these positive behaviors. Please take some time to review the positive behavior expectations that are attached with your child. Ask your child to make sure he/she understands the expectations in different environments around the school. Please discuss the importance of these concepts and encourage your child to be a Lancer!

With your continued support and involvement, there is no question that Schick Elementary will continue to be a place where students can excel in a safe and stimulating environment. Research shows that when the home and school work

together, student learning is more successful. We look forward to working with you as true partners in your child's education.

All students will be taught more specific behavior expectations for each location in the school. These expectations will explain what it looks like to be responsible, respectful, and safe in each location. These expectations will be clearly posted in each area and will be reviewed and modeled by teachers and staff members. If students do not follow the behavior expectations, they will be retaught by a teacher or staff member.

	Classroom	Cafeteria	Bathroom	Hallway	Bus	Recess
Be Respectful	Listen and follow directions Participate Use kind words and actions	Use manners Respect others' space	Respect privacy Wait your turn	Use quiet voices, waves, and feet at all times Hands stay by your sides	Use kind and quiet voices and actions Listen to your bus driver	Use kind words and actions Take turns and share Invite others to play with you
Be Responsible	Be ready to learn and try your best Complete your work	Use whisper voices Clean up after yourself Sit with your feet under the table	Go, flush, wash Throw trash in the trashcan	Stay with your line Go directly to your destination	Keep food, drinks, and other belongings away Keep your backpack closed	Take care of equipment and belongings Line up when you are called
Be Safe	Use walking feet Keep your hands, feet, and other objects in your own space Use supplies and technology appropriately	Only eat your food Use walking feet Raise your hand if you need anything	Use walking feet Wash your hands Report problems to an adult	Walk on the 2nd silver line Keep your eyes forward at all times	Stay seated, facing forward Keep your body to yourself Tell an adult about problems	Keep hands and feet to yourself Stay in the recess area Use equipment safely Report problems to an adult

Student Conduct in the Cafeteria

- Be courteous and friendly to the adults and to each other.
- Use an inside voice at all times while in the cafeteria.
- Keep your hands, feet, and objects to yourself.
- Keep your food to yourself. Even though you may want to share, other students could have unknown allergies and get extremely ill.
- Stay in your seat. If you need help, raise your hand and wait for an adult.
- Only ask to use the bathroom if it is an emergency. Please go to the bathroom before you come to lunch, if possible.
- Your table and floor must be clean before your group is excused.

Student Conduct on School Buses

Students transported to and from school in school district vehicles are expected to conform to reasonable regulations in order to ensure passenger safety and continued privilege of free transportation. Transportation Services information can be accessed on our [district website](#). These regulations include, but are limited to the following:

- When Boarding School Buses:
 - Students should be at the bus stop at the time designated and be ready to board with the least possible delay.
 - Students should look for traffic in both directions before crossing the street and should cross at crosswalk areas/where crossing guards are posted, when possible.
 - Students should not stand in the street while waiting for the bus.
 - Students should remain in line at least five feet from the bus when it steps to pick up passengers and should not move toward the bus until the door is open.
 - Students may not bring animals or any unlawful items onto the bus.
 - Students may ride only the bus to which they are regularly assigned.
- While Riding School Buses:
 - Student must conduct themselves in an acceptable manner at all times. Foul or unusually loud language or any other improper conduct (fighting, pushing, tripping, hitting, spitting, etc...) will not be tolerated.
 - Students may not block the aisle or emergency door with lunch boxes, books, or other possessions.
 - Students must not extend arms or heads out of the bus windows at any time.
 - Students must remain seated while the bus is in motion, or if the bus is delayed. Students may not use the emergency door except in case of emergency.
 - Students may not eat, drink, or smoke on the bus.
 - Students must not litter, damage, or deface any part of the bus. The student will be responsible for repairs in the event that this occurs.
 - The principal or designee may assign students seats on the bus.
- When Departing School Buses:
 - Students may not depart the bus in the morning before it arrives at school.
 - Students may not depart the bus in the afternoon except at designated bus stops.
 - Students who must cross the street after exiting the bus shall cross approximately 10 feet in front of the bus while the eight-way lighting system is flashing.
 - Students may not stand on the highway or the street.
- Incidents and Disciplinary Actions
 - When a student is involved in misconduct, the driver will notify the Transportation Supervisor. School administration will be notified of the disciplinary problem. After investigating the incident, the principal will take the appropriate action to attempt to correct the situation.

- Students must obey the bus driver at all times while under his/her supervision. The driver must report, in writing, all violations of safety regulations, as well as any behavior problems to the principal or designee at the first opportunity.
- **The principal has the authority to deny any student the privilege of riding a school bus** for cause in accordance the the following procedure:
 - 1st Offense - A conference will be held with the student to discuss the problem and the home will be contacted. Students will receive a consequence consistent with the school's disciplinary policy.
 - 2nd Offense - The student will receive a more severe consequence consistent with the school's disciplinary policy. Verbal communication with the parent/guardian will take place. Possible loss of bus privileges for a period of up to three (3) days.
 - 3rd Offense - Loss of bus riding privileges for a period of up to five (5) school days.
 - Subsequent Offenses - Possible loss of bus privileges up to the remainder of the school year.
 - Serious Offenses - A student who commits a serious offense, even if it is a first offense, may be denied busing privileges for an appropriate period of time as determined by the principal. Such offenses include, but are not limited to fighting/injuring another student, bullying, use of any illegal substances, items, or products, destroying property, or any improper behavior that may endanger the safety and welfare of the students and/or bus driver.
- The principal or designee will notify parents of all complaints received and action taken. Parents will be notified by telephone whenever a child's bus riding privileges have been suspended.

Students who do not regularly ride a school bus must also bring in a written request if they wish to ride a bus. These requests will not be approved on a regular basis, but rather should be an exception. Each request will be considered on an individual basis and will be initiated by the principal or designee for the bus driver after consulting with the transportation director.

Recognizing Positive Behavior

Students who demonstrate schoolwide expectations may be rewarded with:

- Verbal praise
- Positive calls home
- Lancer Loot points
- Schick Hero cards

Teacher and Office Managed Behaviors

Teacher Managed	Office Managed
Cheating Defiance/Disrespect Towards Staff/Peers Horseplay Inappropriate Language Minor Classroom Disruption Minor Safety Violation Minor Technology Violation Simple Name Calling Simple Vandalism Stealing (minor) *Depending on severity, these behaviors may become office managed	Bullying Cheating (2nd+ offense) Consistent Disrespect Towards Peers Physical Fighting Horseplay (3rd+ offense) Inappropriate Language (3rd+ offense) Intentional Hitting of Staff Minor Classroom Disruption (3rd+ offense) Major Classroom Disruption Minor Safety Violation (3rd+ offense) Major Safety Violation Major Technology Violation Repeated Defiance/Disrespect Simple Name Calling (3rd+ offense) Simple Vandalism (3rd+ offense) Severe Vandalism Sexual Harassment Stealing Vulgar Name Calling

Electronic Devices/Cell Phones

It is our recommendation that cell phones, iPads, iWatch, and other electronic devices be kept at home. If these devices are brought to school they **must** be kept inside students' backpacks and on silent while at school. If an electronic device or cell phone is confiscated due to inappropriate usage during the school day, it will be returned to the child once contact is made with the parents. If a second incident occurs, parents will be notified and they may pick up the device at school. **The district is not responsible for lost, stolen, or damaged personal property brought to school.**

Internet and Network Use

Students will be permitted internet and network access only after parents have signed a permission form (at registration). Internet use shall be for educational and/or research purposes only. Parents are asked to contact the school if they have any questions regarding the use of the internet.

Student Code of Conduct and LTSD Board Policy

The school district reserves the right to take necessary and appropriate action to protect the safety and well-being of the school community. All violations of the Code of Conduct may result in suspension or expulsion from the school district, unless specific and significant mitigating factors are present. There is a complete list of misconduct, as outlined in Board Policies #218 ([Student Discipline](#)), 218.1 ([Weapons](#)), and 218.2

([Terroristic Threats](#)) on the school district website. A hard copy is available upon request.

Weapons and Replicas of Weapons are Not Permitted on School Property

The possession of a weapon or replicas by any student on school property, at any school-sponsored activity, or on a school bus is prohibited. "Possession" is defined as on the student, in the student's cubby/backpack, or otherwise under the student's control while he/she is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is on his/her way to or from school. Students may be expelled for a period of not less than one year if they violate this [policy](#).

Anti-Bullying and LTSD Board Policy

In December 2008, the LTSD Board of Directions adopted an Anti-Bullying Policy. "Bullying of a student by another student is strictly prohibited on school property, in school buildings, in school vehicles, on school buses, at designated bus stops, and at school-sponsored events and/or activities whether occurring on or off campus." See LTSD [Anti-Bullying Policy #249](#) on the school district website. A hard copy is available upon request.

Damage or Defacement of School Property

We strive to maintain a positive and respectful learning environment. Students in the Loyalsock Township School District are entrusted with the responsibility for the proper care and use of school property, including supplies, equipment, and facilities, as stated in [Policy 224 - Care of School Property](#). This responsibility is essential in ensuring that resources are available for the benefit of all students and that the school environment remains safe and welcoming.

- **Disciplinary Actions** - If students willfully cause damage to school property - whether through deliberate vandalism, neglect, or misuse - students will be subject to disciplinary action as outlined in the school's code of conduct. Such actions may include, but are not limited to, detention, suspension, or expulsion, depending on the severity of the damage.
- **Minor Offenses** - For damages needing repair by the LTSD staff resulting from minor offenses, the student(s) responsible for the damage will be invoiced at a rate of \$30 per hour. Additional costs may include the expenses associated with materials required for repair or replacement.
- **Major Offenses** - For more significant or willful damage (referred to as "major" offenses), the invoiced amount for repairs by an outside company, including labor and materials, will be passed directly to the student(s) responsible for the damages. The district will assess the total cost for the repair or replacement, and that amount will be billed accordingly.
- **Parents/Guardians** - Families of students who cause damage to school property will be held financially accountable for the repair or replacement of the damaged items. In cases of willful damage, the district may pursue reimbursement for costs incurred due to the destruction of property.

We ask that all students respect the property of our school and work together to maintain a safe, functional, and respectful learning environment for everyone.

Consequences

When necessary, the following disciplinary actions may be used:

- Verbal warning
- Time out
- Lunch and/or recess detention
- After-school detention
- Parent/Guardian notified and/or meeting
- Motivational Resource Center or Out-of-School Suspension
- Referral to Board of School Directors for possible expulsion (for serious infractions)
- Students who have chosen to repeatedly disrupt the learning environment and refuse to exhibit responsible and respectful behavior, regardless of disciplinary interventions, may lose the privilege to participate in some or all of the following:
 - Field trips
 - Sock Walk/Activity Day
 - Special activities
 - Schick TV
 - Assembly programs
 - PBIS Incentive events

Intervention Specialists

Our building intervention specialists, Mrs. Stephanie Smith and Mr. Julian Wilson, are responsible for the implementation of behavioral intervention strategies with students with the support of building and district administrators. Referrals to the intervention specialist may come from classroom teachers, school counselors, school psychologists, and/or building principals.

Health, Safety, and Student Services

Health Services

The mission of our school health program is to increase children's awareness of healthy living and disease prevention and to maintain a safe and healthy environment.

Administration of Medication

The Loyalsock Township School District recognizes that parents have the primary responsibility for the health of their children. Although the district strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school. Parents should confer with their child's physician to arrange medication in time intervals to avoid school hours whenever possible. When medication must be given during school hours, certain procedures must be followed:

- LTSD Board Policy [210: Medications](#)
- [Protocol for the Administration of Medication During School Hours](#)

The Loyalsock Township School District maintains the belief that taking medication is a serious health matter. Any medication taken without a doctor's order, parent permission, and school nurse knowledge is not appropriate.

Ill/Injured Students

A school nurse is available to students and parents every day. If a student becomes ill or is injured during the school day, he/she must report to the school nurse. In the case of illness or accidents, a school nurse will administer immediate attention and first aid treatment. Parents will be notified if further care is needed or if it is necessary for the child to leave school. Transportation is the responsibility of the parent. In an emergency, the student may be transported to the hospital by ambulance. Parents are requested to complete the first aid information card and return it to school as soon as possible. This will allow parents to be contacted if their child becomes ill. **A student must be fever free for 24 hours prior to their return to school.**

Communicable Diseases

Occasionally, it may be necessary to exclude a student from school due to symptoms of a contagious disease. Children suspected of having a communicable disease shall be immediately excluded from school. Examples of these are: impetigo, pink eye, strep throat, ringworm, and lice. Parents, or their designee, are responsible for transporting their child home from school. It is very important that all students who are ill, or suffering from any contagion, be kept at home. This will hasten recovery and prevent the development of an epidemic. Parents should consult their family doctor immediately concerning treatment. Children may return to school when the child receives a written statement from their physician stating when they may return to school or the child must be completely recovered and be readmitted to school by the school nurse. Please keep your child home if you suspect a communicable disease.

Health Screenings

The school nurse is responsible for conducting health screenings in the schools and will make every effort to stress the importance of good health habits. Parents will be notified if any problem is discovered which might impede the physical development of their child. Screenings will be done throughout the school year.

- **Physical/Dental Examinations**
 - Your family doctor and dentist are best qualified to evaluate your child's health. You may choose to have the physical and dental exams completed by them. It is necessary for the school nurse to have a record of these

checkups. The appropriate forms are available in the nurse's office or on our website.

- The school district offers free physical and dental exams each year at school. Our school board policy allows us to exclude your child from all after-school activities unless the dental and physical exams are completed. This includes, but is not limited to, sports, Odyssey of the Mind, band and chorus programs and competitions, club activities, school plays, and the after-school program. Please make sure your child receives his/her dental and physical examinations in the appropriate grades.

Immunizations

All students are required to have a certificate of immunization on file before attending school. Required immunizations include:

- 2 varicella (chicken pox) vaccinations for kindergarteners
- 2 doses of measles, mumps, rubella (MMR) vaccine
- 4 doses of oral polio vaccine, with the last one to be administered on or after the fourth birthday
- 3 doses of hepatitis B vaccine
- 4 doses of tetanus and diphtheria (Td), with the last one to be administered on or after the fourth birthday

Food Services

The Loyalsock Township School District Food Services staff continually strives to organize and deliver a program, incorporating the National School Lunch and Breakfast Program guidelines that are nutritionally sound, quality-controlled, and educationally beneficial. For the 2026-2027 school year, both breakfast and lunch will be free. Students may buy a balanced lunch or, if they bring a lunch from home, may purchase milk, juice, and/or snacks. Minimally, a 30-minute lunch period is provided for all students. Detailed breakfast and lunch menus are sent home each month. Several main choices are available daily.

2026-2027 Meal Prices (second breakfast/lunch)

Breakfast \$2.50

Lunch \$3.25

Parents may check their child's cafeteria account balance and food purchases online, as well as make electronic cafeteria account payments through [MySchoolBucks.com](https://myschoolbucks.com). Instructions for using this service may be found on the [district website](#). The preferred method of payment is prepayment online through [MySchoolBucks.com](https://myschoolbucks.com). Envelopes are available for you to complete with your child's name, Pin # and amount remitted if you

with to pay by check. Checks should be made payable to Loyalsock Cafeteria Fund. Print the student's name and PIN # on the check. Cash deposits are not recommended. Please contact Beth Hufnagel at 570-323-3211 or meals@ltsd.k12.pa.us for further information.

Food Allergies

Some of our students have life-threatening food allergies. For their safety, it is imperative for parents to inform their child's teacher, school nurse, and food service director in writing about food allergies. We encourage parents of allergic children to provide a special "treat box" for the classroom. The child can go to this "treat box" when other students bring in birthday treats which may be potentially harmful. Classroom celebrations are important to all students, and we want to do everything possible to work together to ensure the safety of your child.

*LTSD provides a peanut-free table where students with peanut allergies may sit during lunch and/or breakfast in the cafeteria.

Dress Code

The school district recognizes the right of students and their parents to make decisions regarding appearance. The administration will get involved only when student attire affects the educational program of the school or endangers the health or safety of the students themselves or others. The administration reserves the right to determine whether or not a student is dressed inappropriately.

- We recommend that your child wear safe footwear.
- We recommend elementary students keep a spare set of clothing in their backpacks.

We encourage all children who are well enough to attend school to spend some time outdoors during scheduled recesses. Even when it has snowed, we will try to have some outdoor activity. Students are not given the option of remaining indoors while the class goes outside for recess. Therefore, all students must bring warm coats, mittens or gloves, and a head covering to be prepared to go outdoors. Severe weather conditions or when temperatures or windchill factors fall below 20 degrees, may present a hazard to the health and safety of our students; we will limit the time outdoors or schedule a tech-free indoor recess in these cases.

We know that weather conditions can change frequently. A warmer day in January might be followed by a blast of cold weather. Unseasonably warm weather brings out shorts and light jackets that are not appropriate for the brutally cold days that follow. Please make sure that children are appropriately dressed for winter weather. Help your child monitor daily weather forecasts and conditions to make sure he/she is adequately dressed for the day's activities.

Parent Teacher Organization (PTO) Volunteer Guidelines

The relationship between home and school is vital to the success of your child and the school. We have an OUTSTANDING PTO, which is actively involved in the school. They fund assemblies, field trips, classroom parties, and other activities that broaden our children's experiences and enhance their learning. Our parents often give us the extra set of hands we need to do small group instruction, math games, learning centers, photocopying, organizing materials, etc. We have volunteer guidelines, which are part of creating a safe environment for your child and to protect you and the school from liability.

Anyone who plans to volunteer in the building must have all required educational clearances dated within the current academic school year (Pennsylvania State Police and Child Abuse History Clearance). You can click this [link](#) to access Pennsylvania School Volunteer Background Checks. Each volunteer will need to submit official documentation of each clearance before volunteering each year. You can email the documents to mrenninger@ltsd.k12.pa.us or hand them to the Schick office. Copies will not be made in the office.

Elementary School Counseling

Mrs. Jennifer Cooley, School Counselor and Mrs. Allison Morehart, School Counselor are available to assist students with their academic, social and emotional development. We strive to provide a comprehensive developmental guidance program based upon the American School Counselor's Association standards:

- Academic Standards
 - Developing an interest in learning
 - Understanding personal responsibilities
 - Developing study skills
- Career Standards
 - Developing a positive attitude toward work and learning
 - Gaining an awareness of different careers
- Personal-Social Standards
 - Identifying and communicating different types of feelings
 - Building self-concept
 - Respecting individual differences
 - Making and keeping friends
 - Cooperating in a group
 - Resolving conflicts
 - Saying no to drugs
 - Learning about personal safety

Among the services provided by the Elementary School Counselors are:

- Individual counseling
- Small group counseling/lunch bunches
- Large group developmental classroom guidance lessons
- School-wide behavioral support
- Crisis intervention
- Consultation to parents and staff
- Referral to outside agencies

We look forward to working together with you and your child/children! Please contact us with any questions or referral concerns.

Jennifer Cooley is the School Counselor for K, 2nd, and 4th graders this year and may be reached at 570-326-3554 x1104, jcooley@loyalsocklancers.org.

Allison Morehart is the School Counselor for PreK, 1st, 3rd, and 5th graders and may be reached at 570-326-3554 x1105, amorehart@loyalsocklancers.org.

McKinney Vento Homeless Student Resources

The Loyalsock Township School District believes that homeless youth should have access to free and appropriate public education and wishes to remove the barriers that homeless children may face. Our goal is to have the educational process continue as uninterrupted as possible while children are in homeless situations. Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include student living under the following conditions:

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

For additional information, please visit our [district website](#). Should you have any questions, please contact the LTSD Homeless Liaison, Mr. Dan Egly, degly@ltsd.k12.pa.us, or 570-326-6508 x1004.