

Alloway Creek Elementary School

162 Newark Street
Littlestown, PA 17340
(717) 359-4146



Student Handbook 2025-2026

Mr. Joel Moran
Principal

Mr. David Kochenour
Assistant Principal

The Vision of Alloway Creek Elementary is to empower all learners to pursue their passion.

The mission of Alloway Creek Elementary is for every child to be:

Respected and accepted
Curious and engaged
Empowered and confident

The Alloway Creek Elementary Community will:

Embrace diversity
Foster empathy
Build self-management
Promote inquiry
Cultivate resilience

Name _____ Homeroom _____

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ADMINISTRATIVE MESSAGE

It is with excitement we welcome you to Alloway Creek Elementary School. The school is poised to provide students, faculty and staff a comfortable, safe environment to learn and create. Moreover, it will provide opportunities for “all to pursue their passion.”

The teachers are set to provide high quality, engaging lessons to meet individual needs. Our goals are to foster a respectful and accepting environment that encourages curiosity and creativity. Furthermore, we want to empower our students to be confident, risk-taking learners for life.

We are only one piece of the puzzle, and parent involvement is paramount in student success. So please be active in your child’s school life. Volunteers are embraced and so vital to the overall success of our school. We thank you for your continued support.

We're looking forward to an outstanding 2025-2026 school year.

Mr. Joel Moran
Principal

Mr. David Kochenour
Assistant Principal

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FRIENDLY REMINDERS

- ✓ School starts at 9:00 AM and ends at 3:10 PM.
- ✓ Students will be marked late after 9:00 AM.
- ✓ After 9:00 AM, parents **must** accompany their child into the office and sign his/her student into school.
- ✓ In the morning, students may enter the building starting at 8:30 AM.
- ✓ **When possible, please notify the office of any transportation changes prior to 10:00 AM.**

MORNING DROP-OFF and WALKERS

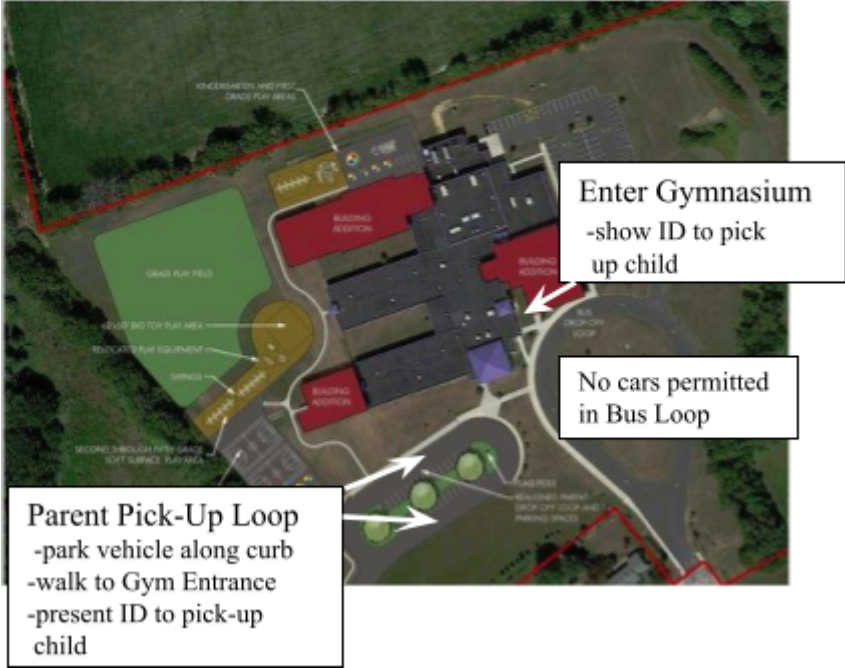
- Students walking to school must stay on the sidewalks and not cut across the parking lot.
- Parents should remain in their cars when dropping off children.
- Car drop-off occurs in front of the building. Please enter the driveway on Newark St. Parents will enter the driveway loop on the west side of the building (adjacent to the playground), **pulling as far forward as possible** at the time of entry, staying on the right side of the lane (next to the curb). Student(s) can exit their vehicle at any point along the concrete walkway. Parents are required to stay in the line to exit the parking lot.
- Parents who need to enter the building with their child need to park in the front parking lot. For your child's safety, please cross at the crosswalk between the cones.



AFTERNOON PICK-UP and WALKERS

Those electing to pick-up from school, at the end of the day, will be required to park their car, and enter the building to secure their child. The gymnasium will be utilized as the “holding area” for students who are listed as parent pick-ups. Parents will enter the building through the gymnasium entrance, enter the gymnasium (holding area), and present their identification to the appropriate LASD staff member. Students will then be released to that adult, all will exit the building using door#13.

In the event those individuals would need to pick-up a child, they would have to show proper identification prior to LASD releasing the student. Entry into the gymnasium will not be permitted until 3:10 PM.



Walkers will be dismissed at 3:10 PM and will exit out of the Main Office Entrance Doors. These students will proceed to follow the sidewalk to Newark St. and beyond. Students walking home must stay on the sidewalks and not cut across the parking lot. Parents need to remain outside of the building. All walkers (including students using bicycles, skateboards, scooters, etc) are required to cross at the corner with a crossing guard. Adults waiting for students may wait on the sidewalk/grass areas outside of the Main Office Entrance.



ATTENDANCE

Late Arrival and Early Dismissal:

Children who arrive after 9:00 AM must report to the office. A child who is tardy will need to be signed in by his/her parent or guardian. Tardiness is considered unexcused if the child is late due to oversleeping, running late, missing the bus, etc. Doctor, dentist and court appointments will be excused, with the appropriate note.

- ✓ A student accumulating 90 minutes or more of late arrivals and/or early dismissals will be charged a 1/2 day unexcused absence.

Compliance with [Attendance Policy 204](#) requires the following:

- A note is required from parents for all absences (within 3 days).
-Please include the student's name, date of absences, reason, and signature.
- If a student is late or leaving during the day for a doctor's appointment, a doctor's note must accompany his/her return. It is preferred that the note include the time of the appointment and time of departure.
- Any student absent for three (3) or more consecutive days from an illness or accident will require a doctor's note.
- Student absences from school for reasons other than those allowed by school board policy (allowable include: illness, planned trip, religious holiday) will be considered unexcused.

Early Dismissals: Please send in a note with your child with the date, time and who will be picking up your child (if other than parent/guardian). Children who have 90 minutes of **unexcused** early dismissals will be charged with a half day of unexcused absence. Children leaving before 1:30 for reasons **other than** sickness, death in family, pre-approved family trip, doctor, dentist or court appointments will be considered **unexcused**. **A signed doctor's note/agency visited is required for the early dismissal to be excused.**

Half Day Absence: If a child arrives at school in the morning after 10:30 a.m., the absence will be considered a ½ day absence. If a child leaves in the afternoon before 1:30 p.m. the child will be considered absent ½ day.

Tardy to School: The time a student is tardy to school will be tracked. When a student accumulates 90 minutes of tardy time, they will be assigned an unexcused ½ day absence.

Unexcused Absences:

We diligently work with families to try to avoid any unexcused absences. Under Pennsylvania State Law, students accumulating more than six (6) unexcused days from school are referred to the District Magistrate. Here is what you can do to avoid unexcused absences:

- Send in a note within three (3) days of an absence

Excessive Absences:

If a student accrues ten (10) or more absences, parents will be required to present a doctor's excuse in order for the absence to be considered excused.

Truancy:

Act 29 of 1995 provides guidelines for students who are deemed habitually.

Definition of "truancy." The new law defines "truancy" as "**three (3) or more school days of unexcused absence** during the current school year by a child subject to [the] compulsory school attendance [law]."

Definition of "habitually truancy." The new law defines "habitual truancy" as "**six (6) or more school days of unexcused absences** during the current school year by a child subject to [the] compulsory school attendance [law]."

Procedure when child is truant:

The law expressly requires schools to notify parents or guardians in writing within ten (10) school days of the child's **third unexcused absence** that the child has been "truant."

Procedure when child is habitually truant:

Under fifteen (15) years of age. The school must refer the child to either: (1) a school-based or community-based attendance improvement program or (2) the county children and youth agency (CYS) for services or possible disposition as a dependent child

under the Juvenile Act. Additionally, the school may file a citation against the parent of a habitually truant child under fifteen (15) in a magisterial district court.

The law states that a person convicted of habitual truancy may be fined: (1) up to \$300 per offense, with court costs, for the first offense; (2) up to \$500 for the second offense; and (3) up to \$750 for a third and any and all subsequent offenses.

Non-school Sponsored Trips:

Littlestown Area School District allows students to take up to ten (10) school days per school year for a non-school sponsored trip. No more than three (3) trips are permitted per school year. Please check with the office prior to the trip to complete the appropriate paperwork. A Pre-Planned Family Trip Form will need to be completed in advance in order for it to be considered. No trips will be approved during state standardized testing dates (PSSA Test).

Prior Approval: All vacations, trips, or other pre planned days of absence shall be considered unexcused unless a [Planned Family Trip Request](#) form is completed and approved by the Principal prior to the date(s) of absence. Unless authorized by the Superintendent, no student may be excused for an excess of three trips per year, **not to exceed a total of ten school days in one year**.

***Prior approvals will not be excused during PSSA test window dates: April 20-24 (3rd/4th/5th English Language Arts), April 27-May 1 (3rd/4th/5th Math), & (5th Science).**

Board Policy 121: Field Trips

The Board recognizes that field trips - when used as a device for teaching and learning integral to the curriculum - are an educationally sound and important component in the instructional program of the schools. A field trip shall be defined as any planned travel activity that supplements or enriches the classroom curriculum.

BUS TRANSPORTATION AND SAFETY

Your child's bus number, stop location, and approximate times will be posted on the Parent Portal in August.

Changes will *not* be made until after the second week of school. We always do our best to accommodate changes, but please arrange a way to and from school if the route has to be altered because of your changes.

Bus Transportation Changes:

A Transportation Request Form needs to be completed and returned to school at least three (3) days prior to the effective date of the transportation change. The forms are available in the various offices and online. The following are limits applied to transportation requests:

- ✓ You will be limited to no more than two (2) locations for drop-off. The daily schedule of drop-off locations must be consistent for the week.
- ✓ Permanent changes in bus stop locations are limited to three (3) changes per school year for each student.
- ✓ No temporary bus changes are allowed except in emergencies, which will be handled on a case-by-case basis. "Going home with a friend" is not permitted.
- ✓ Alternative drop-off locations will be accepted on a limited basis provided the stop requested is an established stop. These locations must be on the bus route on which your child is currently assigned.

Bus Stop Assignments:

There is concern for the safety of students who split the pick-up and drop-off locations between several different bus stops and bus numbers. It is extremely difficult for the Transportation Office, the bus drivers, as well as the school to keep track of each individual's schedule.

There is no pick-up or drop-off outside the School District. The legal residence of the parent/guardian and one alternate location, for a sitter address, will be the pick-up, drop-off location for a student.

Discipline and Transportation:

Riding a bus is a privilege for students. Bus students are expected to follow district safety regulations. School rules apply to student behavior at the bus stop and on the bus ride. Disregard for safety measures can result in loss of bus privileges and/or school consequences.

Any rules that apply in school also apply on the bus. The principal/district may suspend a student from bus transportation for disciplinary reasons and the parent/guardian shall be responsible for the student's transportation. Examples of behaviors that will be considered a violation include (but not limited to): refusal to obey requests by driver, failure to remain seated, throwing objects, hitting students and/or driver, use of profanity, and other behavior deemed inappropriate by district/building principal. This policy pertains to all transportation paid and provided for by LASD.

School Bus Rules:

- Talk quietly, no profanity
- Stay seated in assigned seats properly at all times
- No eating, no drinking and no chewing gum
- No live animals or weapons of any type allowed on bus
- Keep hands and head inside the bus
- Put trash in trash cans
- Violence is prohibited
- Do not distract the driver through misbehavior
- Do not destroy property
- Be at the bus stop five (5) minutes prior to the scheduled pick-up time

Walkers:

Walkers will be dismissed at 3:10 PM and will exit out of the Main Office Entrance Doors. These students will proceed to follow the sidewalk to Newark St. and beyond. Students walking home must stay on the sidewalks and not cut across the parking lot. Parents need to remain outside of the building. All walkers (including students using bicycles, skateboards, scooters, etc) are required to cross at the corner with a crossing guard. Adults waiting for students may wait on the sidewalk/grass areas outside of the Main Office Entrance.

Bicycles Information:

Students may ride their bicycles/scooters to and from school. Bicycle/scooter riding is a privilege that may be revoked if rules are not followed. Students riding bikes/scooters to school are to park their bikes/scooters at the bike/scooter racks immediately upon arrival to school and are strongly encouraged to lock their bikes/scooters while they are at school. **Remember, it is the law that all children 12 years old and under must wear bicycle helmets.**

Board Policy 805: Emergency Preparedness and Response

The Board recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.

COMMUNICATION

Contacting the school: The Littlestown Area School District number is: (717) 359-4146. The ACES office can be reached at Ext. 4254, 4252 and 4256.

Contacting a teacher: If you need to speak to or meet with a teacher, please call the office first to leave a message for the teacher to call you back. Then, the teacher can return your call when he/she is available to give you the time you need. Please respect that teachers will not answer or return calls during instructional time with students. You may also contact a teacher via email or Rooms.

Information / Calendar of events about ACES and the District: Information is available on the District website at – www.lasd.k12.pa.us, ACES website and the district Facebook page. The information is also available in the District calendar, the District office and other school offices.

Report Cards:

The Alloway Creek Elementary School Report Card is designed to align with the mandated Pennsylvania Academic Standards to allow students, parents, and teachers to track student growth in attaining the standards. **Report cards will be distributed through the Sapphire Parent Portal at the conclusion of each trimester.**

Parent/Teacher Communication:

Parents and teachers are encouraged to communicate throughout the school year to check a student's progress. Some of these ways can be:

- Phone Calls
- Conferences
- Daily/Weekly Communication using Rooms
- Guidance Counselor Contacts
- Administration Contact
- E-mail
- District/Building Website

ACKNOWLEDGMENTS / AWARDS

Student of the Month: Each month two students are selected to represent Alloway Creek Elementary School. The students, along with their parents are invited to the following month's School Board Work Session meeting. A certificate is awarded by the Superintendent.

Core Value Students: During the course of the school year, students may be recognized as our Core Value students. In order to qualify for this honor, students must consistently demonstrate qualities and characteristics associated with our Core Value program. Respect, Friendship, Creativity, Gratitude, Generosity, Commitment, Kindness, Patients, Peace, and Honesty are values taught within our Core Value program. It is the hope that all students will demonstrate these core values throughout the school year. Students who have earned this honor will be recognized in front of their peers at the end of each month.

Daily Schedule: In addition to a rigorous academic curriculum, the Alloway Creek Elementary School provides an excellent Arts education program to all students. In order to provide the best instruction to all students, a six-day cycle has been incorporated at Alloway Creek. This means that instead of a weekly schedule for Arts classes, your child will receive their Physical Education/Health, Music, Art, Library, and STEM instruction on a six day cycle.

STUDENT DISCIPLINE POLICY 218, WEAPONS 218.1 and TERRORISTIC THREATS 218.2
TOBACCO AND VAPING POLICY 222
SEARCHES POLICY 226
CONTROLLED SUBSTANCES / PARAPHERNALIA POLICY 227
SUSPENSIONS AND EXPULSION POLICY 233

Alloway Creek Elementary School is committed to providing a safe, orderly and productive learning environment for all students ([Board Policy 247](#)). Student behavior is based on respect and consideration for the rights of others. Students are expected to conduct themselves at all times in a manner that will contribute to the school district's mission to ensure that all students learn. Students are expected to:

- Participate fully in the learning process – students should report to school on time, attend all regularly scheduled classes, remain in class until excused or dismissed, pay attention to instruction, complete assignments to the best of their ability, and ask for help when needed.
- Avoid behavior that impairs their own or other student's educational achievement, take care of their books and other instructional materials and cooperate with others.
- Show respect for the knowledge and authority of teachers, administrators, and other school personnel – students must obey directions, use acceptable and courteous language, avoid being rude or disrespectful and follow school rules and procedures.
- Recognize and respect the rights of others – all students should show concern for and encouragement of the educational achievements and efforts of others ([Board Policy 103: Non-Discrimination](#)).

The following items have little or no educational value in relation to the Littlestown Area School District Curriculum and are prohibited from school: Mace or pepper spray, laser pointers, toys and radios.

Limited items listed are appropriate for bus use only. Personal Electronic Devices, CD/MP3Players, Cell Phones (see note below), Cards or Card Games, Fidget Toys (unless documented in an IEP or 504 Plan).

*Alloway Creek Elementary will not be liable for theft or damage of student's personal property brought into school. To prevent theft or damage, Kindles, Nooks, iPads or similar personal electronic devices are also discouraged.

Cell phones should be turned off and remain in book bags while on school property. A student's cell phone will be confiscated when he/she repeatedly violates this rule.

Bullying/Cyberbullying: The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of

doing any of the following:

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

STUDENT EXPRESSION / DRESS CODE

Board Policy 220: Student Expression

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.

School Board Policy 221 recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board also recognizes its administration's responsibility to maintain safe and orderly operations and an appropriate educational environment within the school.

For the purposes of safe and orderly operations within the school, a dress code has been established as outlined below. Examples of clothing that are deemed to be inappropriate for the school environment or have been shown to cause disruption to safe and orderly operations of the school include but are not limited to:

- Clothing displaying slogans and/or pictures that are suggestive of the use of or involvement in alcohol, tobacco, drugs, lewd behavior, pornographic images, violence, weapons, hate speech, or obscene language
- Demonstrate gang association/affiliation
- Clothing which exposes undergarments, is sheer, or transparent clothing.
 - Tops (shirt, blouse, sweater, sweatshirt, tank, etc) must extend to the top of the beltline
 - Bottom (pants, shorts, skirt, dress, etc) must be worn appropriately at the waistline and cover buttocks
 - Appropriate footwear must be worn at all times

Examples of clothing that affect the health and safety of self or others:

- Students may be required to wear certain types of clothing while participating in physical education classes, shops, labs, extracurricular activities such as band, or other situations.
- Hats, caps or headwear that preclude the identification of a student from digital surveillance systems.

Dress code violations should be addressed initially through teacher intervention. If a student does not modify their dress, they will be referred to the administration for further intervention.

Consequences for students violating the above dress code provisions:

- Violators of the dress code will be referred to the office.
- Parents will be notified. Students will be reinstated to class when the clothing in question is replaced with appropriate clothing from home or with clothing available in the school. The student will not be permitted to return to class wearing clothing that has violated the dress code.
- Subsequent offenses will subject the student to disciplinary action in accordance with building rules.

PLAYGROUND

Please make sure that your child wears sneakers or closed toed shoes so he/she may safely enjoy the playground equipment while outside at recess.

The playground is for all students to enjoy, treat respectfully, and share graciously. Grade level teams will set equipment guidelines for students.

CLOSINGS AND DELAYED OPENINGS

Inclement Weather:

In the event of inclement weather, school may be delayed, physically closed (**FID**), or closed early. If school is closed (**FID**), closing early or opening late, the information will be communicated through the Littlestown App/Thrillshare and broadcast on all local and regional radio and television stations. The district will also contact families via the Littlestown App/Thrillshare Notification System and email.

A school closure would result in a **Flexible Instructional Day (FID)**. The FID day involves synchronous and asynchronous instruction via a computer. A schedule for such days will be forwarded as needed.

Occasionally, school will need to close early. Discuss this possibility with your child and make a plan of action. Your child should be aware of the contingency plans that you have if he or she gets home before parents arrive.

When Littlestown announces a 2-hour delay, school will start at 11:00 AM for all students.

When Littlestown has an Act 80 Day (early dismissal), all students will be dismissed at 1:10 PM.

HOMEWORK

Teachers will assign homework for the purpose of practice. Homework will be used to monitor student understanding.

We encourage you to set aside time to talk about your child's day, enjoy family time, read together and make sure that your child is well rested for school the next day!

If you have any questions or concerns, please feel free to contact your child's teacher.

Absent Day Make-Up: If a child is ill and parents wish to pick up work for the evening, **parents must call before 11:00am** to request for books and assignments before lunch so teachers have time to gather materials before parents come for them later in the afternoon.

BREAKFAST and LUNCH

Monthly breakfast and lunch menus are available on the District website.

Money can be deposited into your student's Point of Sale (POS) lunch account several ways.

- School Cafe, <http://schoolcafe.com/> online prepayment system is convenient and secure. Signing up for this allows you to track how your student spends their money and to have emails sent when their account gets low. Online payments are not required to access your student's account information. POS balances as of the last day of the previous school year carry over to the following school year.
- You may also send cash or a check to school with your child. Cash or checks need to be put in a sealed envelope with your child's name and student ID number. If you choose to send a check, make it payable to the LASD Cafeteria Account and **include your child's first and last name along with their student ID number on the memo line of the check.** Any checks returned by the bank as NSF (Non-Sufficient Funds) will be assessed a \$20.00 processing fee by the District. Any NSF checks that are not paid in a timely manner will be reported to the District Magistrate for collection.

A "Household Letter" outlining the Free/Reduced lunch application process will be sent home with your student on the first day of school. This application is available online at <https://www.lasd.k12.pa.us/page/lunch-applications>. If your student received Free/Reduced price meal benefits during last school year, these benefits will carry over for the first 30 school days this year. A new application **must** be received before the end of this 30 day period or your student's benefits will expire until the new application is received.

The Food Service office is open from 6:30 a.m. until 2 p.m. on days school is in session. If you have any questions or concerns, please do not hesitate to contact Matthew Snell at: 717-359-4146 ext. 3241 OR via email snellm@lasd.k12.pa.us.

Cafeteria Rules:

- Soft talking is permitted while in the cafeteria line and at the tables.
- Students are responsible for keeping tables, seats and the floor clean.
- Good table manners should always be part of lunch.
- No sharing or trading of food.
- Students are to remain in your seats unless given permission to leave.
- Lunch must be packed from home or purchased at the cafeteria; **no outside food.**

FOOD ALLERGY GUIDELINES

The Littlestown Area School District is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies, and the School Board has established [Policy 209.1: Food Allergy Management](#). The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

With regard to prevention, **all food donations must be prepackaged and store bought with the ingredients label intact.** Homemade food items for a classroom celebration/activity **will not** be permitted. Furthermore, if there is a specific food allergy present, in a particular grade level, additional guidelines will be provided.

LIBRARY BOOK RELEASE

To enhance partnerships with families District Librarians have created a library book resource for your review. Library material selection practices offer students a choice of materials which stimulate growth and knowledge, literary appreciation, support the curriculum, and offer a broad range of materials. These processes encourage and promote reading, and support the learning of all students.

The Littlestown Area School District encourages you to review library books available to your child through this resource as well as hold conversations with your student's Media Specialist / Librarian. For a complete listing of all library books, please visit our [district website](#). The American Library Association has identified a total of 240 books as most challenged since the 1990s and a listing of these books is available at this [site](#). If you wish to preview materials prior to your child selecting the book from the library in this listing, you must notify the building Media Specialist / Librarian in writing K-5 finkl@lasd.k12.pa.us and 6-12 henshawg@lasd.k12.pa.us.

MEDIA RELEASE

Throughout the course of the school year, there may be times when a newspaper reporter or photographer may be taking pictures and information about activities in progress in Alloway Creek Elementary School. There may also be times when photographs taken during class may be posted and displayed in our building or on the Littlestown Area School District website/Social Media Accounts. Please be advised that if you wish your child's picture or name **NOT** be provided to the media coverage at these times, and/or if you prefer that your child's photo **NOT** appear in our building or on the district website, you **MUST** notify the district in writing.

HEALTH ROOM and SCHOOL NURSE

Medications (Board Policy 210 and 210.1):

All medications will be dispensed by our school nurse. **Prescription medications** require a Physician's Authorization form to be filled out. For **Non-Prescription medications**, written instructions signed by parent/guardian will be required on a Medication Label. **Students shall not carry medications to school themselves (including cough drops).** Forms may be obtained from the district website or from our school nurse. Should you have any questions or concerns, please feel free to contact the school nurse between the hours of 8:00AM and 3:30PM

Awareness Policy (No. 227):

Any student, who, when under the authority of the school district, has illegal drugs or alcohol in his /her possession, is deemed to be under the influence of drugs/alcohol or is engaged in the distribution or sale of drugs/alcohol or attempt thereof shall be suspended from school. **Legal drugs, i.e., prescriptions could also be misused and are included. Look-alike drugs are also included in this description.** All students found in violation of this policy shall be reported to the Superintendent. The Superintendent may, without prior consultation with the Board, schedule disciplinary hearings. The student involved will be disciplined according to the Drug and Alcohol Guidelines.

All medications (prescription or over-the-counter) require parent's **and** doctor's signatures. Also, students may not carry

medications to or from school. Parents, or a responsible adult, must hand-deliver medications to the school nurse (bus drivers cannot accept medication in order to transport it to school for you). Medications not picked up by the parent at the end of the school year will be discarded. The Physician Authorization form can be obtained at school or on the District website under Health Services. A school nurse can be reached at Ext. 4424 or 4425.

Dental Exams:

Dental exams may be conducted by the child's family dentist or the school dentist. The exam given by the school dentist will only identify possible problems which can be referred to the child's family dentist. Students entering school and in grades K, 3rd and 7th, are required to have dental exams. Dental forms are available at school or on the District website under [Health Services](#).

Emergencies:

Injured students will be taken to the nurse. The following procedures will be observed in cases where students suffer injury:

1. Immediate First Aid
2. Notification of parent or emergency contact person by phone or if immediate contact is not necessary, by note identifying the nature of the injury
3. Directions to parent for further medical attention if warranted

Authorization for emergency medical treatment is given on the emergency card sent home at the beginning of the school year or upon entry. If needed, emergency transportation will be provided to the hospital specified by parents on the emergency card.

Health Problems:

Children can come to school with a wide variety of health problems. These may include allergies to bee stings, diabetes, asthma, Attention Deficit Disorder. Parents must make the school aware of these problems so they can be handled appropriately. Also, provide the nurse with any medications that may be needed during school hours. Please inform the nurse of any changes in conditions as the school year progresses. A health information sheet is given to all new registrants. It is the responsibility of the parent to keep the nurse up to date on any changes.

Height, Weight, and Vision Screenings:

The nurse will screen every child in grades K-5. Screening can occur any time throughout the school year depending on the nurse's schedule. The nurse will notify parents of any marginal or poor screenings, which may need to be followed up with a physician, audiologist, or eye specialist.

Illness at School:

Students who feel ill will be referred to the nurse by the teacher. The student will have his/her temperature checked and will be permitted to rest. If the temperature is 100 or greater, the parent will be called to come for the child. If called to come for your child, the parent/guardian must sign out the child in the office.

Returning To School after Illness:

The child may return to school when symptoms are no longer evident. The student should be free of fever, vomiting, or diarrhea for 24 hours without the use of medication prior to returning to school. Determination about the return to school should be made by the parent or family physician. Do not send the child to school and expect the nurse to determine the degree of illness. If the child shows symptoms of the illness, he or she should remain at home.

Physical Exams:

Students entering school, and in grades K, 6th, and 11th are required to have a physical exam. Physical exams may be conducted by the family physician or school physician. Forms are available at school or on the District website under [Health Services](#).

Exclusions from School:

If the school nurse identifies symptoms of any of the following illnesses the child will be expected to leave school until the symptoms are remedied:

- ✓ Strep throat
- ✓ Fever
- ✓ Impetigo contagiosa
- ✓ Ringworm
- ✓ Vomiting
- ✓ Diarrhea

- ✓ Acute contagious conjunctivitis (pink eye)
- ✓ Covid-19

Immunizations:

All students must be properly immunized before admission to school for the first time. The following immunization must be given according to the state regulation:

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

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 from school.

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.

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.

The following are recommended medically, but are not required by the state: H Influenzae type b 4 doses. Most of the above immunizations should have been given before school age. Others are given as boosters between age 4 and 14. None of the immunizations are given at school by the school nurse or school doctor. Immunizations are given by private physicians or through the State health clinic. Immunizations are required for entry into the Pennsylvania School System. Students will continue to need specific vaccinations throughout their school career. Information on those immunizations that are needed will be provided by the school nurse as she follows your student's health records. Immunizations are required to preserve the public health of all students in the school system.

STUDENT SUPPORTS

We believe that all students can learn... at different rates and/or with different levels of support. If a parent is concerned with student progress, she/he should contact the teacher. Additional support could include contacting **Mrs. Denise Lee** and **Mr. Steve McMaster**, our **School Counselors**. They are available to promote and support positive social/emotional growth of students.

[Board Policy 806: Child Abuse](#)

The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.

[Policy 216 – Student Records](#)

The educational interests of the student and of society require the collection, retention, and use of data and information about individual students and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.

TEACHER REQUEST

Please understand, in order to meet the needs of all students, academically, socially and emotionally, requests for a particular teacher will not be guaranteed.

TECHNOLOGY

Students in elementary classrooms use Chromebook and iPads provided by the district in many of their classes for research, lesson applications, and skills practice. Additionally, Chromebooks will be available for take-home use as needed to support or enhance classroom instruction. During such times, students will be responsible for the safety and well-being of their Chromebooks, and returning them in full working order. Students also receive instruction through their Digital Citizenship course. This course teaches proper use of the internet, how to be safe and responsible with your device. As another avenue of communication, the district provides an internal Gmail address to the upper elementary students, but this email is only for internal district use. Your student will not receive any email from outside the district.

The internet is a valuable educational tool that encourages information sharing, innovation, collaboration, and communication. It is available to District students through Wi-Fi, classroom computers, Chromebook, other devices, and personal devices. Internet access is a privilege. Students must understand and follow District rules and regulations. Therefore, you will receive an **Acceptable Use Agreement** which you should discuss with your student, sign, and return to the school so your student is able to use the Chromebook. The agreement explains in age-appropriate language what students should and should not do when using devices in the district. It incorporates by reference School Board policies [815](#) and [815.1](#) which you are encouraged to read. The policies are found on the district website www.lasd.k12.pa.us under the Board tab.

Please take the time to read the **Acceptable Use Agreement**, discuss it with your student, sign it, and return it to school.

VOLUNTEERS/VISITOR

All volunteers/visitors ([Board Policy 907](#)) between the hours of 8:30 AM – 4:00 PM will be required to sign in at the office and obtain a volunteer/visitor's badge before entering the building. Please be prepared to show your identification. In order to ensure your child's safety, we need parents to kindly cooperate with sign-in rules. You will be stopped and questioned if you do not have a visible visitor's pass.

Per [Board Policy 916](#), if you plan to volunteer throughout the school year in the building and/or classrooms, be aware that you will be required to fill out the Volunteer Registration Packet, obtain required clearances, as well as have a TB test. This also includes anyone interested in chaperoning or attending a field trip. You can access these [forms on the District website](#) or pick up a packet in the office. Please note that siblings are not permitted to attend field trips or accompany you when volunteering.

WELLNESS

The Littlestown Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

In accordance with [Board Policy 246: School Wellness Policy](#), it is the responsibility of the District to provide you with information regarding the contents, updates, and implementation of the policy.

WEBSITE

The Alloway Creek Elementary School's staff and faculty pride itself on the internet communication provided to the community. Information placed on the internet is for the sole purpose of communication to the families and residents of the Littlestown Area School District. Great care is taken to place information regarding programs, important dates and information about school activities, etc. on the website.

McKINNEY-VENTO ACT

The term "homeless children and youth" – means individuals who lack a fixed, regular, and adequate nighttime residence...;and includes children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are waiting foster care placement; Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and Migratory children who qualify as homeless because they are living in circumstances described above. Now, McKinney-Vento includes [Board Policy 251](#) that includes students in foster care and students experiencing educational instability (Act 1).

ACES Technology Guidelines

ALL ACES Students will be issued a LASD district-owned device for use in school as well as at home during special occasions (Weekend or FID Days) Students/Families are responsible for the care of the device.

LASD Parent and Student Responsibilities

- Ensure your student is aware of and closely adheres to the expectations as outlined in the Littlestown Area School District Internet Usage/Acceptable Use Policy.
- Ensure the Chromebook is cared for properly at all times, both at school and outside of school.
- Ensure your child reports ANY damage to their teacher immediately.
- Ensure your child is aware of and closely follows best Digital Citizenship practices at all times.

General Care

- Students are responsible for the general care of their school-issued device.
- Keep the device away from food and drink.
- Insert/Remove charging cords carefully. Do not force connections.
- Close the chromebook screen when carrying it.
- If using a Chromebook, close or shut down your Chromebook when not in use to conserve battery life.
- Do not expose the device to extreme temperatures or direct sunlight for extended periods of time.
- Never leave the device in an unsecure location.
- Rough treatment may damage your device screen; it is particularly sensitive to damage from excessive pressure.
- Do not place anything on the device that could put pressure on the screen.
- Be cautious when placing the device in your backpack.
- Do not poke the screen with any object not intended to be used with a touchscreen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or notebooks).
- Clean the screen with a soft, dry, anti-static, microfiber cloth or pre-moistened eyeglass cloth.

Students are responsible for any damages, lost technology equipment.

Lost Charger/Cord- \$25 Lost Device- \$300

Damaged Screen- \$75

Failure to return your school issued device/charger will result in replacement fees being charged.

Student Name _____ Grade _____

Parent Signature _____ Date _____



162 Newark Street, Littlestown, PA 17340

Phone: 717-359-4146 / Fax: 717-359-9617

LITTLESTOWN AREA SCHOOL DISTRICT

HOME OF THE THUNDERBOLTS

2025-2026

Academic Calendar

AUGUST 2025

S	M	T	W	T	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

18, 19 In-service, No Students
20 First Day for Students

SEPTEMBER 2025

S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

01 Labor Day Holiday, No School
22 Mid MP (Gr 6-12)

OCTOBER 2025

S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

13 In-Service, No Students
24 End of 1st MP (Gr 6-12)

NOVEMBER 2025

S	M	T	W	T	F	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

13 End of 1st Trimester (Gr K-5)
24, 25 Early Dismissal
26 In-Service, No Students
27, 28 Thanksgiving Break, No School

DECEMBER 2025

S	M	T	W	T	F	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

01 No School
2 Mid MP (Gr 6-12)
22-31 Holiday Break, No School

JANUARY 2026

S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

01, 02 New Year's, No School
15 End of 2nd MP (Gr. 6-12)
19 In-Service, No Students

FEBRUARY 2026

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

16 President's Day, No School
20 Mid MP (Gr 6-12)

MARCH 2026

S	M	T	W	T	F	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

03 End of 2nd Trimester (K-5)
16 In-Service, No Students
27 End of MP 3 (Gr 6-12)

APRIL 2026

S	M	T	W	T	F	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

02 Flex In-Service, No Students
03, 06 Easter Break, No School
30 Mid MP (Gr 6-12)

MAY 2026

S	M	T	W	T	F	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22, 25 Memorial Day, No School
28 Student Last Day, Early Dismissal
29 Teacher Last Day

STUDENT INSTRUCTIONAL HOURS:

ACES

330mins (5hr 30min/day) = 970hrs

MAMS

358min (5hrs 58 min/day) = 1,053hrs

LHS

349min (5hr 49min/day) = 1,026hrs

Student Days

Staff Days

August	8	10
September	21	21
October	22	23
November	16	18
December	14	14
January	19	20
February	19	19
March	21	22
April	19	20
May	17.5	19
Total Days	176.5	186

First Day for Students

No School, Students/Staff

In-Service, No Students

Flex In-Service, No Students

Student Last Day, Early Dismissal

Early Dismissal

Teacher Last Day

Mid Marking Period (Gr 6-12)

End of Marking Period (Gr 6-12)

End of Trimester (Gr K-5)

Board Approved: 01-20-2025

PSSA / KEYSTONE EXAMS

JANUARY 5-16 WINTER KEYSTONE EXAMS (ALG, BIO, LIT)

APRIL 20-24 PSSA ENGLISH/LANGUAGE ARTS

APRIL 27-MAY 1 PSSA MATH & SCIENCE

MAY 11-22 SPRING KEYSTONE EXAMS (ALG, BIO, LIT)

**Littlestown Area School District**162 Newark Street
Littlestown, PA 17340(717) 359-4146
www.lasd.k12.pa.us**Pre-Approved Planned Family Trip Request**

The Littlestown Area School District encourages students to be in school during the scheduled hours and dates. Any trips taken during the scheduled school time should be educational in nature.

This form must be completed and returned to each building office of which your students are assigned, one week prior to the scheduled trip.

No student may be excused by reason of a planned family trip in excess of three (3) trips per year, not to exceed a total of ten (10) school days of any one school year.

Parents/Guardian and/or students are responsible for making arrangements for tests, assignments, homework, etc. prior to the trip and follow through accordingly upon returning.

I have read and understand the above guidelines and expectations.		
Parent/Guardian Name	Phone Number	Email
	() -	●
Parent/Guardian Signature		DATE
		__ / __ / 20__
Trip Information		
Location of Trip		
Purpose of Trip		
Dates of Trip		
Student Information		
Student Name	Grade Level	Homeroom
For Office Use Only		
Administrative Signature		
<input type="checkbox"/> Excused	<input type="checkbox"/> Unexcused / Illegal	Date: __ / __ / 20__