Alloway Creek Elementary School

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

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



Student Handbook
2026-2027

Mrs. Cortney Golden
Principal

Ms. Kara Glass
Assistant Principal

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

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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 2026-2027 school year.

Mrs. Cortney Golden
Principal

Ms. Kara Glass
Assistant Principal

Contact Information:

Main Office	(717) 359-4146
Principal, Mrs. Cortney Golden goldenc@lasd.k12.pa.us	ext. 3229
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Guidance, Mr. Steve McMaster mcmasters@lasd.k12.pa.us	ext. 4042
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Nurse, Mrs. Aida Bushless bushlessa@lasd.k12.pa.us	ext. 4424

SCHOOL HOURS & ARRIVAL/DISMISSAL

School Hours:

School starts at 9:00 AM and ends at 3:10 PM. Students may enter the building beginning at 8:30 AM. Any student arriving after 9:00 AM will be marked late. A parent or guardian must accompany late arrivals to the office to sign the student in.

Please notify the office of any transportation changes by 10:00 AM when possible.

Morning Drop-Off:

By Car:

- Enter via the Newark St. driveway*
- Follow the loop on the west side of the building (adjacent to the playground)
- Pull forward as far as possible and stay on the right side of the lane (next to curb)
- Students may exit at any point along the concrete walkway
- Remain in line to exit the parking lot
- Stay in your vehicle during drop-off

If you need to enter the building with your child:

- Park in the front parking lot
- Use the crosswalk between the cones to cross safely

Walking to School:

Students walking to school must:

- Stay on sidewalks at all times
- Do not cut across the parking lot

AFTERNOON PICK-UP:

Parents picking up students at the end of the day must park their car and enter the building to collect their child.

Parent Pick-Up Procedures:

- Students waiting for Parent Pick-up will be held in the gymnasium
- Enter through the gymnasium entrance*
- Present your identification to LASD staff
- Students will be released to you
- Exit the building using door #13

Important**:** Entry into the gymnasium is not permitted until 3:10 PM.

Authorized Pick-Up

Only individuals listed as authorized pick-up contacts may collect a student. All adults must present valid identification before LASD staff will release the student.

Walkers:

Students are dismissed from the Main Entrance at 3:10 PM.

- Proceed along the sidewalk to Newark St. and beyond
- Stay on sidewalks at all times
- Do not cut across the parking lot
- Cross at the corner with a crossing guard (required for all walkers, including those using bicycles, skateboards, or scooters)

Parent Guidelines:

- Remain outside the building
- Wait on the sidewalk or grass areas outside the Main Office Entrance only

DAILY SCHEDULE:

Alloway Creek Elementary School provides a rigorous academic curriculum along with an excellent Arts education program for all students.

Six-Day Cycle Schedule:

To provide the best instruction to all students, we use a six-day cycle schedule. This means your child receives instruction in the following subjects on a rotating six-day cycle rather than a weekly schedule:

- Physical Education/Health
- Music
- Art
- Library
- STEM

This rotating schedule ensures all students receive quality instruction in each subject area

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ATTENDANCE

School Board Policy 204

Late Arrival:

Students arriving after 9:00 AM must report to the office and be signed in by a parent or guardian.

Excused vs. Unexcused Tardiness:

- Excused: Doctor, dentist, or court appointments (with appropriate note)
- Unexcused: Oversleeping, running late, missing the bus, or other non-approved reasons

Important**:** Students accumulating 90 minutes or more of late arrivals will be charged a ½ day unexcused absence.

A student arriving after 10:30 AM will be marked a ½ day absence.

Early Dismissal:

Send a note to school with your child including:

- Date of early dismissal
- Time of dismissal
- Name of person picking up (if not parent/guardian)

Excused vs. Unexcused Early Dismissal:

- Excused: Sickness, death in family, pre-approved family trip, doctor, dentist, or court appointments (signed doctor's note/agency verification required)
- Unexcused: All other reasons before 1:30 PM

Important**:** Students accumulating 90 minutes of unexcused early dismissals will be charged a ½ day unexcused absence. Students leaving before 1:30 PM will be marked a ½ day absence.

All Absences:

Required Documentation:

- A note from parents is required for all absences within 3 days
- Include student's name, date(s) of absence, reason, and signature
- For absences due to illness lasting 3 or more consecutive days, a doctor's note is required

Excused Absences:

- Illness
- Planned family trip (with prior approval)
- Religious holiday
- Doctor, dentist, or court appointments

Unexcused Absences: All other absences will be considered unexcused, including non-approved trips and family vacations without prior approval.

Unexcused Absence Procedures:

Under Pennsylvania State Law, students accumulating more than 6 unexcused days are referred to the District Magistrate.

To avoid unexcused absences:

- Submit a note within 3 days of the absence
- Request prior approval for planned trips using the Pre-Planned Family Trip Form

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Excessive Absences:

If a student accrues 10 or more absences, parents must present a doctor's excuse for absences to be considered excused.

Truancy:

Pennsylvania Act 29 of 1995 defines truancy as follows:

Truancy: 3 or more unexcused school days during the current school year

Habitual Truancy: 6 or more unexcused school days during the current school year

School Notification:

- Parents will be notified in writing within 10 school days of the child's third unexcused absence

Consequences for Habitual Truancy:

- Referral to a school-based or community-based attendance improvement program
- Referral to county children and youth agency (CYS)
- Possible citation filed against parent in magisterial district court
- Fines up to $300 (first offense), $500 (second offense), or $750 (third and subsequent offenses), plus court costs

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Pre-Planned Family Trips:

Students may take up to 10 school days per school year for non-school sponsored trips. No more than 3 trips are permitted per school year.

Requirements:

- Complete a Pre-Planned Family Trip Request Form in advance
- Obtain approval from the Principal prior to the trip
- Trips will not be approved during PSSA testing dates

Note: All vacations without prior approval will be considered unexcused.

LASD Planned Family Trip Request Form

Field Trips:

Field trips are planned travel activities that supplement or enrich classroom curriculum and are an important part of our instructional program.

School Board Policy 121

BUS TRANSPORTATION AND SAFETY

Bus Information:

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

Transportation Changes:

Important: Changes will not be made until after the second week of school. Please arrange alternative transportation if your requested route cannot be accommodated.

To Request a Transportation Change:

- Complete a Transportation Request Form at least 3 days prior to the effective date
- Forms are available in school offices and online

Limits on Transportation Requests:

- Maximum of 2 drop-off locations per day
- Daily drop-off schedule must be consistent throughout the week
- Permanent bus stop changes are limited to 3 per school year per student
- No temporary bus changes allowed except in emergencies (handled case-by-case)
- "Going home with a friend" is not permitted
- Alternative drop-off locations must be established stops on your child's current bus route

Bus Stop Assignments:

Pick-up and drop-off will be at:

- Your legal residence, OR
- One alternate location (such as a sitter's address)

No pick-up or drop-off is permitted outside the school district. Splitting pick-up and drop-off between multiple bus stops and bus numbers creates safety and scheduling concerns.

School Bus Rules:

- Talk quietly; no profanity
- Stay seated in assigned seats at all times
- No eating, drinking, or chewing gum
- No live animals
- No weapons of any type
- Keep hands and head inside the bus
- Put trash in trash cans
- No violence
- Do not distract the driver
- Do not destroy property
- Arrive at the bus stop 5 minutes prior to scheduled pick-up time

Discipline and Bus Privileges:

Riding the bus is a privilege. School rules apply at the bus stop and on the bus. Students are expected to follow all district safety regulations.

Violations may result in:

- Loss of bus privileges
- School consequences
- Suspension from bus transportation (parent/guardian responsible for alternative transportation)

Examples of violations include (but are not limited to):

- Refusal to obey driver requests
- Failure to remain seated
- Throwing objects
- Hitting students or driver
- Use of profanity
- Other behavior deemed inappropriate by the principal or district

Note: This policy applies to all transportation paid and provided by LASD.

Bicycles and Scooters:

Riding to School

Students may ride bicycles or scooters to and from school. This is a privilege that may be revoked if rules are not followed.

Parking and Storage

- Park bicycles/scooters at the bike/scooter racks immediately upon arrival
- Lock your bicycle/scooter while at school (strongly encouraged)

Safety Requirement

- All children 12 years old and under must wear a bicycle helmet—it's the law

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SCHOOL SAFETY AND SECURITY

The Board is committed to the safety of students, staff, visitors, and facilities. We provide the necessary facilities, equipment, and training to protect against hazards and emergencies, including:

- Natural disasters
- Hazardous chemicals
- Fires
- Weapons
- Bomb threats
- Intruders
- Terrorism

- Communicable diseases
- Pandemics

Our Approach

Advance planning, training, practice, and comprehensive implementation are key to protecting our school community's safety and security.

School Board Policy 805

STUDENT CONDUCT AND EXPECTATIONS

Our Commitment

Alloway Creek Elementary School is committed to providing a safe, orderly, and productive learning environment for all students. Student behavior is based on respect and consideration for the rights of others. All students are expected to conduct themselves in a manner that supports our mission to ensure every student learns.

School Board Policy 247

Student Expectations:

Participate Fully in Learning

- 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 your ability
- Ask for help when needed

Support the Learning Environment

- Avoid behavior that impairs your own or other students' learning
- Take care of books and instructional materials
- Cooperate with others

Show Respect for Authority:

- Obey directions from teachers, administrators, and school personnel
- Use acceptable and courteous language
- Avoid being rude or disrespectful
- Follow school rules and procedures

Respect the Rights of Others:

- Show concern for and encouragement of other students' educational achievements and efforts

- Recognize and respect the rights of all students

School Board Policy 103

Prohibited Items:

The following items have little or no educational value and are **prohibited from school:**

- Mace or pepper spray
- Laser pointers
- Radio

Limited Items:

The following items are **appropriate for bus use only** and should not be brought to school:

- Personal electronic devices
- Cell phones (see note below)
- Fidget toys (unless documented in an IEP or 504 Plan)

Cell Phone Policy:

Cell phones must be turned off and remain in book bags while on school property. Students who repeatedly violate this rule will have their cell phone confiscated.

School Board Policy 237

Personal Device Disclaimer:

Alloway Creek Elementary will not be liable for theft or damage of personal property brought to school. To prevent loss or damage, personal electronic devices (Kindles, Nooks, iPads, etc.) are discouraged.

BULLYING AND CYBERBULLYING

Our Commitment

The Board is committed to providing a safe, positive learning environment free from bullying. Bullying creates an atmosphere of fear and intimidation, detracts from a safe learning environment, and may lead to serious violence. Therefore, **bullying is prohibited**.

Definition

Bullying is an intentional electronic, written, verbal, or physical act (or series of acts) directed at another

student or students that occurs in a school setting and is severe, persistent, or pervasive. Bullying has the effect of:

1. Substantially interfering with a student's education
2. Creating a threatening environment
3. Substantially disrupting the orderly operation of the school

School Board Policy 249

STUDENT EXPRESSION AND DRESS CODE

Student Expression

The right of public school students to freedom of speech is guaranteed by the U.S. Constitution and the Pennsylvania Constitution. Alloway Creek Elementary respects students' right to express themselves in word or symbol and to post materials in designated areas.

We also recognize that this right must be balanced with the district's responsibility to maintain a safe and orderly school environment and protect the rights of all community members.

School Board Policy 220

Dress Code

Each student's mode of dress and grooming is a personal choice. However, the administration must maintain safe and orderly operations and an appropriate educational environment.

Inappropriate Clothing

The following items are not permitted at school:

- Clothing displaying slogans and/or pictures suggesting alcohol, tobacco, drugs, lewd behavior, pornographic images, violence, weapons, hate speech, or obscene language
- Clothing that demonstrates gang association or affiliation
- Clothing that exposes undergarments or is sheer or transparent
- Tops (shirts, blouses, sweaters, sweatshirts, tanks, etc.) that do not extend to the top of the beltline
- Bottoms (pants, shorts, skirts, dresses, etc.) worn inappropriately at the waistline or that do not cover buttocks
- Inappropriate footwear

Health and Safety Requirements

- Appropriate footwear must be worn at all times
- Hats, caps, or headwear that prevent student identification from digital surveillance systems are not permitted
- Certain clothing may be required for physical education classes, labs, shops, extracurricular activities (such as band), or other situations

School Board Policy 221

Dress Code Violations:

Initial Response

Teachers will address dress code violations through intervention. If a student does not change their clothing, they will be referred to administration.

Consequences

- Students will be sent to the office
- Parents will be notified
- Students must change into appropriate clothing from home or clothing available at school before returning to class
- Students will not be permitted to return to class in the violating clothing
- Subsequent offenses will result in disciplinary action in accordance with school rules

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STUDENT RECOGNITION AND AWARDS

Student of the Month:

Two students are selected each month to represent Alloway Creek Elementary School. Selected students and their parents are invited to the following month's School Board Work Session meeting, where the Superintendent presents a certificate.

Core Value Students:

Throughout the school year, students may be recognized as Core Value students for consistently demonstrating the qualities and characteristics of our Core Value program.

Our Core Values:

- Respect
- Friendship
- Creativity
- Gratitude
- Generosity
- Commitment
- Kindness
- Patience
- Peace
- Honesty

Recognition:

Students who earn this honor are recognized in front of their peers at the end of each month. We encourage all students to demonstrate these core values throughout the school year.

COMMUNICATION

Contacting a Teacher:

Call the office first to leave a message for the teacher. The teacher will return your call when available to give you the time you need.

Please note: Teachers will not answer or return calls during instructional time with students.

Parents and teachers are encouraged to communicate throughout the school year to monitor student progress. Communication methods include:

- Phone calls
- Conferences
- Daily/weekly communication via Rooms/Dojo
- Guidance counselor contacts
- Administration contact
- Email
- District/building website
- Email
- Rooms (online platform)

School Information and Calendar:

Information about ACES and the district is available through:

- District website: www.lasd.k12.pa.us
- ACES website
- District Facebook page
- District calendar
- District office
- School offices

Report Cards:

Report cards align with Pennsylvania Academic Standards and track student growth. They are distributed through the Sapphire Parent Portal at the conclusion of each trimester.

CLOSINGS AND DELAYED OPENINGS

Inclement Weather:

In the event of inclement weather, school may be delayed, closed (Virtual Learning Day), or dismissed early.

How We Communicate:

Closure and delay information will be communicated through:

- Littlestown App/Thrillshare
- Local and regional radio and television stations
- Email notifications

Virtual Learning Day (VLD):

When school is closed due to inclement weather, a Virtual Learning Day will be held. VLDs include both synchronous (live) and asynchronous (independent) instruction via computer. A schedule will be provided as needed.

Early Dismissal:

School may occasionally need to close early. Please discuss this possibility with your child and make a plan for what they should do if they arrive home before you do. Your child should understand contingency plans and know what to do in this situation.

Delayed Openings/Early Dismissal:

2-Hour Delay: School starts at 11:00 AM for all students.

Act 80 Day (Early Dismissal): All students are dismissed at 1:10 PM.

HOMEWORK

Purpose of Homework:

Teachers assign homework for practice and to monitor student understanding.

Home and Family Time

We encourage you to:

- Set aside time to talk about your child's day
- Enjoy family time together
- Read together
- Ensure your child is well rested for school the next day

If you have questions or concerns about homework, please contact your child's teacher.

BREAKFAST AND LUNCH

Menus:

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

Paying for Meals:

Online Payment (Recommended)

Use schoolcafe.com for convenient and secure online prepayment. Benefits include:

- Track how your student spends their money
- Receive email alerts when the account runs low
- View account information anytime
- Online payments are not required to access account information

Cash or Check:

You may also send cash or a check to school with your child.

For Cash:

- Place in a sealed envelope
- Write your child's name and student ID number on the envelope

For Checks:

- Make payable to: LASD Cafeteria Account
- Write your child's first and last name and student ID number on the memo line
- **Important:** NSF (Non-Sufficient Funds) checks will be assessed a $20.00 processing fee. Unpaid NSF checks will be reported to the District Magistrate for collection.

Account Balances:

POS balances from the last day of the previous school year carry over to the following school year.

Free and Reduced Lunch:

Applications are available online at https://www.lasd.k12.pa.us/page/lunch-applications

Or Apply for Benefits on schoolcafe.com

Important:

If your student received Free/Reduced meal benefits last year, those benefits will carry over for the first 30 school days. A new application must be submitted before the end of this 30-day period, or benefits will expire.

Questions or Concerns:

The Food Service office is open from 6:30 AM to 2:00 PM on school days.

Contact Matthew Snell: 717-359-4146 ext. 3241 / snellm@lasd.k12.pa.us

CAFETERIA RULES

- Soft talking is permitted in the cafeteria line and at tables
- Keep tables, seats, and the floor clean
- Use good table manners
- No sharing or trading of food
- Remain in your seat unless given permission to leave
- Lunch must be purchased at the cafeteria or packed from home; no outside food is permitted

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FOOD ALLERGY GUIDELINES

Our Commitment:

Littlestown Area School District is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Our Food Allergy Management Policy focuses on:

- Prevention
- Education
- Awareness
- Communication
- Emergency response

School Board Policy 209.1

FOOD DONATIONS

Permitted:

- Prepackaged, store-bought items only
- Ingredients label must be intact

Not Permitted:

- Homemade food items for classroom celebrations or activities

Grade-Specific Guidelines:

If a specific food allergy is present in a particular grade level, additional guidelines will be provided to families and staff.

LIBRARY BOOK SELECTION

Our Approach:

District Librarians have created a library book resource for your review. Our library material selection practices offer students a choice of materials that:

- Stimulate growth and knowledge
- Encourage literary appreciation
- Support the curriculum
- Provide a broad range of materials

These practices promote reading and support learning for all students.

Reviewing Library Materials

We encourage you to:

- Review library books available to your child using our resource
- Speak with your student's Media Specialist/Librarian about book selections
- Visit our district website for a complete listing of all library books

The American Library Association has identified 240 books as most challenged since the 1990s. A listing of these books is available on our district website.

Previewing Books Before Selection:

If you wish to preview materials from the challenged books list before your child selects them from the library, notify the building Media Specialist/Librarian in writing: **Elementary (K–5):** finkl@lasd.k12.pa.us

MEDIA RELEASE

Photography and Media Coverage:

Throughout the school year, newspaper reporters and photographers may take pictures and gather information about activities at Alloway Creek Elementary School. Photographs taken during class may also be posted and displayed in our building or on the Littlestown Area School District website and social media accounts.

Opting Out:

If you wish your child's picture or name **NOT** to be provided to media coverage and/or if you prefer your child's photo **NOT** to appear in our building or on the district website, you **MUST notify the district in writing**.

Surveys:

Occasionally, Alloway Creek Elementary School utilizes different surveys to gain valuable feedback to support LASD. If you as a parent want your student to not participate in these surveys please click the link for the opt out form.

HEALTH ROOM AND SCHOOL NURSE

Medications:

All medications are dispensed by our school nurse.

Prescription Medications:

- Require a Physician's Authorization form
- Form available from the district website or school nurse

Non-Prescription Medications:

- Require written instructions signed by parent/guardian on a Medication Label
- Form available from the district website or school nurse

Important Rules:

- Students may NOT carry medications to school (including cough drops)
- Parents or a responsible adult must hand-deliver all medications to the school nurse
- Bus drivers cannot transport medications
- Medications not picked up by end of school year will be discarded

Contact: School Nurse at ext. 717-359-4146 ext: 4424 or 4425 (8:00 AM–3:30 PM)

School Board Policy 210

School Board Policy 210.1

Height, Weight, and Vision Screenings:

The nurse screens all students in grades K–5 throughout the school year. Parents will be notified of any marginal or poor screenings that may require follow-up with a physician, audiologist, or eye specialist.

Dental Exams:

- Dental exams may be conducted by your family dentist or the school dentist. The school dentist identifies possible problems for referral to your family dentist.
- **Required for** students entering school and in grades K, 3, and 7
- Dental Form

Physical Exams:

- Physical exams may be conducted by your family physician or school physician.

- **Required for** students entering school and in grades K, 6, and 11
- Physical exam form

Health Problems:

Parents must inform the school of any health conditions that may affect your child, including:

- Allergies (bee stings, food, etc.)
- Diabetes
- Asthma
- Attention Deficit Disorder
- Other chronic conditions

What to Do:

- Notify the school nurse of the condition
- Provide any medications needed during school hours
- Inform the nurse of any changes throughout the school year
- Keep health information current

Illness at School:

When a student feels ill, the teacher refers them to the nurse....

Nurse's Response:

- Check temperature
- Allow student to rest
- If temperature is 100°F or higher, parent will be called to pick up the child
- Parent/guardian must sign out the child in the office

Returning to School After Illness:

Your child may return to school when symptoms are no longer evident and the child is:

- Free of fever
- Free of vomiting or diarrhea
- Without medication for at least 24 hours

Important: Parents and family physicians should determine readiness to return. Do not send a child to school expecting the nurse to assess illness severity. If your child shows symptoms, keep them home.

School Exclusions:

Students showing symptoms of the following illnesses must leave school until symptoms are resolved:

- Strep throat
- Fever
- Impetigo contagiosa
- Ringworm
- Vomiting
- Diarrhea
- Acute contagious conjunctivitis (pink eye)
- COVID–19

Immunizations: All students must be properly immunized before first admission to school according to state regulations.

Required Immunizations:

- 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, at least 6 months after previous dose)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

First Day of School Requirements:

Unless your child has a medical, religious, or philosophical exemption, they must have received at least one dose of each required vaccination.

If Additional Doses Are Needed:

- If the next dose is medically appropriate: must receive within first 5 school days or risk exclusion
- If not the final dose: must provide a medical plan (red and white card) within first 5 days
- If next dose is not medically appropriate: must provide a medical plan within first 5 days

Failure to follow the medical plan will result in exclusion.

Exemptions:

- Medical reason
- Religious belief
- Philosophical or strong moral/ethical conviction

Note: Even if exempt, your child may be excluded during an outbreak of vaccine–preventable disease.

Recommended (Not Required):

- Haemophilus influenzae type b (4 doses)

Important Information:

- Immunizations are given by private physicians or state health clinics (not at school)
- Immunizations are required throughout your child's school career
- The school nurse will provide information on required vaccinations as your child progresses

- Immunizations are essential to preserve public health in our school syste

Emergencies:

Injured students are taken to the nurse....

Emergency Procedures:

1. Immediate first aid provided
2. Parent or emergency contact person notified by phone (or by note if immediate contact is not necessary)
3. Directions provided for further medical attention if needed

Authorization: Emergency medical treatment authorization is provided on the emergency card sent home at the beginning of the school year or upon enrollment. Emergency transportation will be provided to the hospital specified on your emergency card.

Drug and Alcohol Awareness Policy

Any student found in possession of illegal drugs or alcohol, under the influence of drugs/alcohol, or engaged in distribution or sale of drugs/alcohol will be suspended from school.

This includes:

- Illegal drugs
- Prescription medications (when misused)
- Look–alike drugs

All violations will be reported to the Superintendent and disciplined according to Drug and Alcohol Guidelines.

School Board Policy 227

STUDENT SUPPORTS

We believe that all students can learn at different rates and with different levels of support.

If you are concerned about your child's progress, please contact the teacher first.

Additional support is available through our School Counselors:

- **Mrs. Denise Lee**
- **Mr. Steve McMaster**

Our counselors are available to promote and support the positive social and emotional growth of all students.

Child Abuse Reporting:

All district employees, independent contractors, and volunteers are required to comply with identification and reporting requirements for suspected child abuse in accordance with the Child Protective Services Law and the School Code. This includes completing required training for recognition and reporting of child abuse.

School Board Policy 806

Student Records:

The school district maintains educational records for students for legitimate educational purposes while protecting individual privacy rights. The educational interests of students and society require the collection, retention, and use of student data and information.

School Board Policy 216

TECHNOLOGY

Device Use in School:

Students in elementary classrooms use Chromebooks and iPads provided by the district for:

- Research
- Lesson applications
- Skills practice

Digital Citizenship:

All students receive instruction through our Digital Citizenship course, which teaches:

- Proper internet use
- Online safety
- Responsible device use

Email and Communication:

The district provides an internal Gmail address to upper elementary students for **internal district use only**. Students will not receive email from outside the district.

Internet Access:

The internet is a valuable educational tool that supports information sharing, innovation, collaboration, and communication. It is available to students through:

- Wi-Fi
- Classroom computers
- Chromebooks
- Ipads
- Other district devices
- Personal devices

Internet access is a privilege. Students must understand and follow all district rules and regulations.

Acceptable Use Agreement:

You will receive an Acceptable Use Agreement that explains in age-appropriate language what students should and should not do when using district devices.

What You Need to Do:

1. Read the Acceptable Use Agreement carefully
2. Discuss it with your student
3. Sign and return it to school

Your student cannot use an iPad/Chromebook without a signed agreement.

Related Policies:

The agreement incorporates School Board Policies 815 and School Board Policy 815.1 by reference. You are encouraged to read these policies.

VOLUNTEERS AND VISITORS

Sign-In Requirements:

All volunteers and visitors between 8:30 AM and 4:00 PM must:

- Sign in at the office
- Obtain a volunteer/visitor badge before entering the building

Important: You will be stopped and questioned if you do not have a visible visitor's pass. We appreciate your cooperation with these rules to ensure your child's safety.

School Board Policy 907

Volunteering in School:

If you plan to volunteer in the building and/or classrooms throughout the school year, you must:

- Complete a Volunteer Registration Packet
- Obtain required clearances
- Have a TB test
- Board approval required

This requirement also applies to anyone interested in chaperoning or attending a field trip.

Important Note: Siblings are not permitted to attend field trips or accompany you when volunteering.

LASD Volunteer Packet

School Board Policy 916

SCHOOL WELLNESS

Our Commitment:

Littlestown Area School District recognizes that student wellness and proper nutrition are connected to 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
- Regular physical activity

In a healthy school environment, students learn about and participate in positive dietary and lifestyle practices that improve student achievement.

School Wellness Policy

In accordance with Board Policy 246: School Wellness Policy, the district provides information regarding the contents, updates, and implementation of this policy. For details, visit the district website or contact the school office.

WEBSITE

The Alloway Creek Elementary School website is a primary communication tool for our school community. Our staff takes great care to provide information about:

- School programs
- Important dates
- School activities
- Other relevant community information

Information on the website is posted solely for communication with families and residents of the Littlestown Area School District.

McKINNEY–VENTO ACT

Definition of "Homeless Children and Youth":

The McKinney–Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence, including:

Living Situations:

- Sharing housing with other persons due to loss of housing, economic hardship, or similar reasons
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative accommodations
- Living in emergency or transitional shelters
- Abandoned in hospitals or waiting for foster care placement
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children living in any of the circumstances described above

District Policy:

Board Policy 251 includes students in foster care and students experiencing educational instability (Act 1) under McKinney–Vento protections.

Support Available:

If your family is experiencing homelessness or housing instability, please contact the school office for information about available support and resources.