



C.E. McCall Middle School

2023-2024 Student Handbook



570.368.2441

C.E. MCCALL MIDDLE SCHOOL
600 WILLOW STREET
MONTOURSVILLE, PA 17754

ADMINISTRATION

Superintendent

Mrs. Christina Bason

Assistant Superintendent

Mr. Daniel Taormina

Supervisor of Special Education

Mr. Timothy Hanner

Business Manager

Mrs. Brandy Smith

Supervisor of Buildings and Grounds

Mr. Joe Gnoffo

Principal

Mr. Curtis Myers

Assistant Principal

Mrs. Ronda Albert

Athletic Director

Miss Melissa Balliet

School Counselor

Mrs. Mary Beth Logue

School Counselor

Mr. Chris Gemberling

BOARD OF DIRECTORS

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Mr. David Young

Welcome

2023-2024

Dear Parents and Students,

The student handbook is designed and prepared to inform you of the policies and procedures of C. E. McCall Middle School. It will be beneficial to you and to your child to become familiar with its contents. We ask that you review the student handbook with your child on our school website at <http://www.montoursville.k12.pa.us> so that you are aware of the policies approved by the Board of Education and the procedures established by the administration and faculty. You are able to view and print the student handbook by going to the District's main webpage. Once you are on the main page, click on the "Student Tab" and select Student Handbooks. There are similar policies and procedures at the high school. By learning and understanding them now, it will help with the transition to high school. Most of the answers to your questions can be found in this handbook. If you cannot find the answer, email or call the middle school and we would be happy to help.

On behalf of the entire faculty and staff at McCall, we wish you the best as the new school year begins. We hope that you will find the year filled with new learning experiences not only in the classroom, but also with the many extra-curricular experiences that we offer both during and after school. This is your school and the memories that you have of it will reflect what you do here as a student. If you should have any questions about our programs, please reach out to your child's teacher, counselor, or the building administrator.

Sincerely,

Curtis J. Myers, Principal

Ronda K. Albert, Assistant Principal



ACADEMICS

Mission Statement

The mission of Montoursville Area School District is to provide comprehensive programs that emphasize the Pennsylvania and National Academic Standards. This will empower all students to use their individual abilities and capabilities to be life-long learners and successful contributors to a global society.

PSSA Dates

ELA – April 22-26, 2024
Math/Science – April 29-May 3, 2024

Keystone Dates

Algebra – May 13-24, 2024

PSSA and Keystone Exam Information

The PSSA, Pennsylvania System of School Assessment, measures skills in Mathematics, English/Language Arts, and Science. All fifth, sixth, seventh and eighth grade students will take the PSSA English/Language Arts and Math Assessment. All eighth-grade students are required to take the PSSA Science Test.

Every student who attends a public school in Pennsylvania is required by law to take the PSSA.

As specified in the Chapter 4 Regulations, the purposes of the PSSA include providing:

1. an understanding of the school's achievement of the academic standards to students, parents, educators, and community citizens
2. a measure of the degree to which school programs enable students to attain the academic standards
3. results to school districts for use in their strategic plans
4. information to the general public and state policymakers regarding school achievement of the academic standards aggregated results for all students. The assessment includes multiple-choice and open-ended response (essay) questions for all subjects.

Classroom instruction, especially in Mathematics, English Language Arts, and Science are designed to help prepare students throughout their years at McCall to take the PSSA and prepare them for the rigors of high school.

Students in 7th and 8th grade who take Algebra 1 are required to take the Pennsylvania Keystone Exam in addition to the PSSA Math Assessment. If you would like more information concerning the PSSA and Keystone Exams, please feel free to contact the building principal.

Family educational field trips will not be approved during the PSSA/Keystone Testing Windows.

Please refer to the PSSA/Keystone Testing Schedule.

High School Credits

Bell Schedule

5th Grade

1st – 8:03 - 8:52
2nd - 8:55 - 9:37
3rd – 9:40 - 10:22
Lunch – 10:25 - 10:55
4th – 10:55 - 11:37
PRIDE – 11:40 - 12:10
5th – 12:10 - 12:52
6th – 12:55 - 1:37
7th – 1:40 - 2:22
8th – 2:25 - 3:07

6th Grade

1st – 8:03 - 8:52
2nd - 8:55 - 9:37
3rd – 9:40 - 10:22
4th – 10:25 - 11:07
Lunch – 11:07 - 11:37
PRIDE – 11:40 - 12:10
5th – 12:10 - 12:52
6th – 12:55 - 1:37
7th – 1:40 - 2:22
8th – 2:25 - 3:07

7th and 8th Grade - Lunch #1

1st – 8:03 - 8:52
2nd - 8:55 - 9:37
3rd – 9:40 - 10:22
PRIDE – 10:25 - 10:55
4th – 10:55 - 11:37
Lunch #1 – 11:40 - 12:10
5th – 12:10 - 12:52
6th – 12:55 - 1:37
7th – 1:40 - 2:22
8th – 2:25 - 3:07

7th and 8th Grade - Lunch #2

1st – 8:03 - 8:52
2nd - 8:55 - 9:37
3rd – 9:40 - 10:22
PRIDE – 10:25 - 10:55
4th – 10:55 - 11:37
5th – 11:40 - 12:22
Lunch #2 – 12:22 - 12:52
6th – 12:55 - 1:37
7th – 1:40 - 2:22
8th – 2:25 - 3:07

Dual Enrollment with the High School

Each year, students may earn high school credit at the middle school through certain courses. Those courses are:

Algebra I – 7 = 1.0 Credit
Algebra I – 8 = 1.0 Credit
Geometry = 1.0 Credit
Marching Band = 0.5 Credit

Grade Point Average

The grades and credit do not count in the high school GPA but are used towards graduation requirements and allow students to start high school courses in an earlier grade.

Course/Subject Requirements

ELA, Math, Science, and Social Studies

English/Language Arts, Math, Science, and Social Studies are required each year at the middle school. Students must pass at least 3 core classes to be considered for promotion to the next grade. Parents and students in this situation must work closely with their counselor and principal to review options for retained students.

Band, Chorus, and Music Lessons

Membership in the Middle School Band is based on a level of playing ability reached through school or private lessons. The band has regular rehearsals and performs several times yearly. Beginning instrumental students may join the training band. Membership in the band is for the year, and a contract must be signed.

Chorus is open to any interested student. Upon entering into membership of chorus, each student is asked to prove himself/herself musically by having an acceptable singing voice. Membership in chorus is for the year. Due to the concert schedule, students who decide to join chorus must sign a contract to be in all year. Junior musical performances are held every other year at the middle school.

Instrumental lessons will be assigned on a rotating basis to all band students upon teacher availability. Some school-owned instruments are available. Voice lessons will be given in the school's voice studio to interested students upon teacher availability.

Family and Consumer Science and Technology Education/Engineering Design/Fine Arts

These courses are required as part of a rotation for 5th and 6th graders. They become an elective for 7th and 8th graders. Materials for Family & Consumer Science, Tech Education, and Fine Art projects are provided to each student by the school. Upon completion, these projects become the property of the students, and they may take them home. Parental permission must be granted before a student is permitted to use power equipment in the technology education/engineering design area.

Health 7 and Health 8

McCall schedules a Health course for each 7th and 8th grade student taught by Mr. Rich Marriott and Mrs. Ashton Hackenberg, our health and physical education teachers. If you do not want your child to participate in the course, simply inform us in writing. Be sure that you specify your child's name and that you sign the note and send it to the building principal or assistant principal. If we do not hear from you, we will assume that you approve of your child's participation in the program

Academic Dishonesty

Academic dishonesty is defined but not limited to cheating and plagiarism. All teachers provide students and parents with a copy of classroom expectations at the beginning of each school year. These expectations are also posted on each teacher's website. They outline for the students and parents the academic expectations. Every teacher will define his or her classroom policy concerning academic dishonesty. Administration may assist in determining consequences for academic dishonesty.

Physical Education

Students are scheduled for physical education each year. In 5th and 6th grade, students have it 2 days/6-day cycle. In 7th and 8th grade, students have it 3 days/6-day cycle. Proper gym clothing is as follows:

1. Regular shorts and T-shirts are permitted. (Colors are not restricted.)
2. Sweatshirts and jogging pants are permissible over shorts and T-shirts.
3. Some type of sneakers (gym, jogging or tennis) must be worn.
4. Athletic socks are required.
5. For sanitary reasons, clothes worn during the school day are not to be worn during gym class.
6. Clothes are to be reasonably clean at the beginning of each gym class.
7. All gym clothes should be marked with the student's name.
8. Certain gym garments may be ruled unsuitable, if in the judgment of the teacher, the garments constitute a health or safety hazard to the student or others or if distracting.
9. Exceptions to the above, on an individual basis, may be made by the teacher for extenuating circumstances.
10. Students should not bring valuables of any kind to gym class. When students leave the locker room and go to gymnasium, there is no one in the locker rooms to monitor students' belongings.
11. No jewelry shall be worn during any activity where contact with others is possible.

Special Education

Parents of students who suspect that their child has a disability and is in need of special education may request a multidisciplinary team evaluation of their child through a written request to the building principal or the Supervisor of Special Education. For additional information pertaining to special education services, please refer to the Montoursville Area School District website at www.montoursville.k12.pa or contact the Office of Special Education at 570-368-3502.

Progress Report and Marking System

A report card will be issued to each student at the end of each quarter marking period. The report card should be a medium through which the teacher and the parents work with the student to improve his/her education progress. Teachers and parents are encouraged to arrange conferences to discuss alternatives for helping students attain satisfactory progress whenever necessary.

An "Interim Progress Report" will be issued (on the student and parent portals-NO HARD COPIES OF INTERIM PROGRESS REPORTS ARE SENT HOME-paper copies will be provided upon requests to the office) by teachers half way through the quarter marking period to those students meeting one or all of the following criteria: (1) a failing average of 69 or below in a subject (2) a 70-74 average [in danger of failing] (3) a significant drop in grade (ten points or more) in any subject since the last report card. Interim Progress Reports may also be issued for satisfactory, improvement noticed and exemplary performance.

All number grades will be given to the students for their achievement.

The report card and the interim progress report have optional comments on each one to reflect effort and conduct.

The following criteria are used in grading students:

Superior	92-100 is given to those students who exhibit outstanding work.
Commendable	85-91 is given to those students who do very good or commendable work.
Average	75-84 is given to those students who do satisfactory or acceptable work.
Passing	70-74 is given to those students who are not working up to expected standards.
Failing Below	70 is given to those students who are doing failing work.
Incomplete	An INC can be given to those who, because of absence or lack of effort, do not produce enough work to be graded.

Each teacher will distribute to each student his/her own written grading policy on the first day of school and explain it thoroughly. As a general rule, homework will not exceed 15% of the quarter marking period grade.

Interim progress reports and report cards are available to view on the student and parent portals.

Honor Roll

Students may earn either the Distinguished or Regular Honor Roll according to the following criteria:

1. The distinguished honor roll requires an overall 95.00 average, no grades of 84 or lower and nothing less than satisfactory in a related arts class for that marking period.
2. The regular honor roll requires an overall average of 90.00 - 94.99, no grades of 84 or lower, and nothing less than satisfactory in a related arts class for that marking period.
3. Subjects are weighted according to the number of times they meet per week. For example, a course meeting 5 times per week is worth 1.0, while one meeting 3 times per week is .5. These weightings are figured into the overall average. It is not accurate to average all grades the same.

Completion of Daily Assignments, Homework, Projects, Assessments, Reports, etc.

It is each student's responsibility to complete all of his or her schoolwork in a timely manner in order to show mastery of material learned and to be prepared to build upon what has been previously learned. We realize that there are circumstances when a student may not be able to complete assignments due to family emergencies, illness, or other unforeseen circumstances. Teachers will work with students and parents to provide a reasonable amount of time for students to complete assignments based on individual circumstances. **However, when a student is continually late with assignments and there are no legitimate reasons to support it, those students may not be permitted to attend school field trips or other class events. Instead of attending those events, students will stay at school and be required to complete assignments.**

Promotion and Retention

Board Policy #215

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade (in grades K through 8) or the next course (in grades 9 through 12) by demonstrating mastery of the required skills and knowledge.

Middle School students must pass 3 out of 4 core classes to be considered for promotion to the next grade. Parents and students in this situation must work closely with their counselor and principal to review options for retained students. The principal and assistant principal have final determination of promotion and retention in close consultation with the school counselors.

Confidentiality and School Counselors

The chief purpose of school counseling is to help the student help himself. Greater self-understanding enables the pupil to make wise choices and provide the means of self-help. The school counselors through interviews, test results, classroom contacts and a determination of individual interests assist the student in understanding better his/her own interests, aptitudes and personality.

Students may make appointments for the school counseling services by seeing a school counselor before school in the morning, between classes or after school. The counselor will issue an appropriate pass. Please see our website for information about school counseling services, informed consent, and parent resources.

Student confidentiality is important to us and, as school counselors, we follow all professional standards as well as federal and state laws. All information shared is confidential except in the instances of the suspicion of abuse or neglect, harm or threats to harm self or others, and any court order or other legal proceedings. These exceptions to confidentiality are required by law.

Co-Curricular Eligibility

To be eligible for extracurricular activities such as the musical, play, athletics, academic competitions, etc., students must maintain their grades. Students who are failing 2 courses will not be eligible for the week (or 15 school days at the end of each marking period). Grades are checked each Monday. This is a weekly eligibility (with the exception of the end of each marking period). As always, there are times when this needs to be waived. In a case where ineligibility affects the entire group, the middle school administration may waive this requirement for the benefit of the whole. **This waiver does not apply to athletics.**



ATTENDANCE

Attendance at school is a must if a student is to progress scholastically, be successful in the classroom, and develop a responsible approach to work habits which carry over to adult life.

Legal Excused

Absences/Tardies

By law the following reasons for absence are the only ones which will be considered excused and/or lawful.

1. *Student's own illness or family quarantine.*
2. *Medical/dental treatment if appointments cannot be scheduled during non-school hours.*
3. *Tutorial programs and/or counseling programs which are not available in the school, and which do not conflict with the regular school program.*
4. *Observance of religious holidays.*
5. *Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the Pennsylvania State Code.*
6. *Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and to the parent or guardian.*
7. *A death in the family.*
8. *Urgent personal reasons that are approved by the school administration.*
9. *School suspensions.*

Attendance

Board Policy #204

Section 1327 of the Pennsylvania Public School Code of 1949 states, "Every child of compulsory school age (first grade through 16 years of age) having a legal residence in this Commonwealth—is required to attend a day school in which the subject and activities prescribed by the standards of the State Board of Education are taught in the English language." The Montoursville Area School District believes that regular school attendance is essential. There are, however, occasional circumstances which may cause students to be absent from school. By law the reasons listed to the left are the only ones which will be considered excused and/or lawful.

All other reasons will be considered unexcused and/or unlawful. Such things as shopping, vacation (without a Family Excursion Form), hunting, fishing, helping at home, etc., will not be considered excused absences.

In cases of prolonged illness or injury, homebound instruction will be provided by the school upon written request by a certified physician.

AUTOMATED ATTENDANCE NOTIFICATION

Parents/guardians will receive an automated call and email informing them that their child/children is/are absent from school via our Parent Notification System. An automated phone call will be placed to the primary contact person listed in the Parent Portal/Parent Notification System. In addition, an email will be sent to the primary contact person. Parents/guardians will be able to email an excuse for absence simply by replying to the automated email message and following the directions to supply the school with the required information. Parents may still supply a signed written note for an excuse for absence if preferred. An excuse must be submitted for all absences within three (3) school days from the absence. Students who have been ill cannot attend evening functions at school until after they have returned to school. Students will be excused only for those holidays now recognized by the Department of Education.

Illegal Absence

- ✓ An illegal absence is never approved or condoned by the school staff.
- ✓ With an illegal absence, students may not make up missed work including exams, quizzes, and in-class assignments.
- ✓ Truancy is an illegal absence without parental knowledge or consent. The punishment will be prescribed by the administration.
- ✓ Motivational Resource Center (In-school suspension) will not be assigned for unlawful absence, except in a truancy case as defined above.

After three days of unlawful absence, the administration is bound by State Law to issue a letter of warning to the parents. Any additional illegal absence is mandated by State Law that the parents be arrested, appear before a District Magistrate and are liable for a fine and costs of the legal proceedings. The Board and administration of the Montoursville Area School District recognize that some students repeatedly disregard the rules designed to ensure a quality education. Parents, at times, knowingly or unknowingly reinforce this habit. For this reason, withholding credit or promotion/graduation or exclusion from school is a means of aiding such students in changing their behavior to ensure that they receive an appropriate education.

The action steps to be followed in this attendance policy are as follows:

1. When a student has acquired **three (3) or more cumulative days of absence**, the attendance secretary will call the student to the office to clarify the reason for the absences.
2. When a student has acquired **five (5) or more cumulative days of absence**, the principal or assistant principal will attempt to make a parental telephone contact to clarify the reason for the absences, and a letter will be sent to the parents via accountable mail.
3. When a student acquires **ten (10) or more cumulative days of absence**, the student and his/her parents will be given an opportunity to meet with a review committee consisting of the principal and any other professionals deemed appropriate by the principal. A certified letter will be mailed to the parents acknowledging receipt of the letter and that a conference will be held. Also, when a student acquires **ten (10) or more cumulative days of absence**, the student may not participate in extracurricular activities, prom, graduation, or any other activity outside of the regular school day. This should help encourage students to attend school.

Enforcement Procedures and Process

The Superintendent shall enforce the compulsory attendance laws in accordance with Applicable Law and the terms and conditions of this Policy.

Once a student accumulates three (3) unexcused absences, the following procedures shall be implemented:

a. *Notice to Parent.* the Principal shall notify in writing the person in parental relation with the child who resides in the same household as the child of the child's violation of compulsory school attendance within ten (10) school days of the child's third unexcused absence.

- a. *Form and Timing of Notice.* The notice shall be on a form created by the School District and shall:
 1. Shall include a description of the consequences that will follow if the child becomes Habitually Truant;
 2. Shall be in the mode and language of communication preferred by the person in parental relation;
 3. Shall include the offer of a School Attendance Improvement Conference; and
 4. When transmitted to a person who is not the biological or adoptive parent, shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
 5. The Notice must be provided within ten (10) school days of the third absence.

The Conference

Attendance -

There is no legal requirement for the student or Parent(s) to attend the conference and in the event that the student or Parent(s) do not attend the conference, the conference may be conducted in their absence provided that attempts to contact that student and Parent(s) have been made by telephone and such attempts are documented.

The conference shall be attended by the Principal or Assistant Principal of the school to which the student is assigned and shall include staff as determined reasonable by the Principal. If the student is a student with a disability who has an IEP or a Section 504 Service Agreement, the following additional staff shall attend the conference: Including but not limited to Special Education Supervisor, Counselor, Teacher and/or Parent. If the student is a student with a disability, the conference attendees shall consider whether the student should be referred for an evaluation or re-evaluation or whether an IEP team should be convened in accordance with Applicable Law.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The Plan

The outcome of the conference shall be documented in a written School Attendance Improvement Plan (“the SAIP”). The SAIP shall be on the form developed by the Department for this purpose. A copy of the Plan shall be provided to the Parent(s), the student and appropriate School District staff.

Limitation on Further Legal Action. Further legal action may not be taken by the School District to address unexcused absences by the student until after the date for the scheduled school attendance improvement conference has passed.

When a child is Habitually Truant and under fifteen (15) years of age at the time of referral, the Principal shall:

1. Refer the student to either of the following: (i) A school-based or community-based attendance improvement program and (ii) the county children and youth agency for services or for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63 (relating to juvenile matters); and
2. File a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the child.

When a child is Habitually Truant and fifteen (15) years of age or older at the time of referral, the Principal shall:

1. Refer the student to a school-based or community-based attendance improvement program or service; and
2. File a citation in the office of the appropriate judge against the child or the person in parental relation who resides in the same household as the child.

If a student who is fifteen (15) years of age or older continues to incur

additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses to participate in a school-based or community-based attendance improvement program as recommended through the school attendance improvement conference, the Principal shall refer the child to the county children and youth agency for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63.

When referring a habitually truant child to the county children and youth agency or filing a citation with the court because a child has been habitually truant, the school shall provide verification that a school attendance improvement conference was held.

Doctor and Dental Appointments

A student wishing permission to visit the doctor or dentist during school hours shall present to the attendance office an appointment card or note signed by a parent. This shall be presented between 7:45 a.m. and 8:03 a.m. on the day of the appointment. Any make-up work is strictly a matter between the teacher and the student. As always, before leaving and upon returning to school, the student should sign in and out through the office.

Homework Requests

An absence does not excuse a student from responsibility for school assignments and work. Parents may call the middle school office at 570.368.2441 and request that homework be sent home or arrange to pick up their son/daughter's assignments at the school. The request must allow adequate time to gather the information and should be reserved for students missing three or more consecutive days.

Educational Trip (Family Excursions)

Board Policy #204

Because of the importance of class attendance, the school district does not recommend lengthy student absences, whether excused or unexcused. The policy for Educational Trips that are not school sponsored is as follows:

- No educational trip requests will be approved during Keystone testing windows.
- Students will be permitted to take no more than two (2) educational trips per school year, not to exceed a total of 10 days. Additional absences for trips will be unexcused.
- The principal must review the request for an educational field trip prior to the trip.
- A student's attendance history and/ or academic performance (retention/failure status) will be reviewed.
- Students are responsible for obtaining all assignments and for completing all work covered during the absence from school within a reasonable time.

Leaving School Early

In case a student's parents wish him/her to leave school early, a written request from the parents, stating the pupil's name, the date, the length of time involved, and the specific reason for the request, along with the phone number and signature of the parent or guardian must be presented to the attendance office before 8:03 am. If legitimate, the request will be approved, and an early dismissal slip will be issued to the student. A student will not be dismissed as a result of a telephone call from home. All students are expected to be in their eight periods of classes for dismissal unless specifically excused.

Doors Open

Doors will unlock at 7:45 am for school. Students must report to the Commons, then they will be dismissed from there at 7:58 am to move to first period. No students will be permitted to enter the building before 7:45 am unless for a practice, review, or workout that is prearranged with the teacher.

Late Busses

If a bus does not arrive on time, all students on the bus shall report to the attendance office and sign in. This will not be counted as being late to school.

MCKINNEY – VENTO HOMELESS EDUCATION PROGRAM

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY- VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

"Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
Living in motels, hotels, trailer parks, camping grounds, due to

lack of adequate alternative accommodations.
Living in emergency or transitional shelters.
Living in a public or private place not designed for humans to live.
Migratory children living in above circumstances
Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;
Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
Provide school supplies and other school related materials as needed
Advocate for and support students and families through school and home visits
Set clear expectations for student behavior, attendance and academic performance
Assist students/families access with community services
Assist students/families with access to tutoring, special education, and English language learner resources
Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact Christina Bason, LEA Homeless Liaison at 570-368-2491.

Tardy

A student is considered tardy if he/she is not in his/her 1st period class when the tardy bell (8:03 a.m.) rings; and he/she must obtain a tardy excuse from the attendance office before reporting to his/her 1st period classroom. The following consequences will be taken with the accumulation of the third and subsequent tardies to school:

3 rd thru 5th	One after school detention for each tardy.
6 th thru 8 th	One half day in the Motivational Resource Center for each tardy.
9th thru 12th	One day in the Motivational Resource Center or Saturday school detention for each tardy.
12th and above	One day in the Motivational Resource Center or Saturday school detention for each tardy. May include additional loss of privileges.

This policy takes effect on the first day of the school year and continues through the last day of the school year; it does not start over at the beginning of the second semester. The following are the only reasons accepted as an excused tardy:

1. *Student's own illness or family quarantine.*
2. *Medical/dental treatment if appointments cannot be scheduled during non-school hours.*
3. *Tutorial programs and/or counseling programs which are not available in the school, and which do not conflict with the regular school program.*
4. *Observance of religious holidays.*
5. *Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the Pennsylvania State Code.*
6. *Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and to the parent or guardian.*
7. *A death in the family.*
8. *Urgent personal reasons that are approved by the school administration.*
9. *School suspensions.*

Withdrawing from School

Any student who moves from the district or withdraws for any reason must report this to the office. He/she will be issued a withdrawal form, which each teacher must initial signifying that all books have been returned and all obligations have been fulfilled. The office will make a final check and issue a transfer card.

Cancellation of School

Sometimes school must be canceled due to inclement weather or other emergencies. This cancellation will be given over the local radio stations. **Please listen to the radio, sign-up for School Messenger communications, check the television, or check the district's website for cancellations.** This is the most efficient source of information available. Principals do not make decisions to cancel school. School is cancelled by order of the District Superintendent.



ATHLETICS AND ACTIVITIES

As a member of a Montoursville Area Middle School athletic team or activity, you will have assumed a great deal of responsibility and immediately and publicly represent your family, your school, your community, and yourself. When you participate in this role, you represent Montoursville and serve as role models for your fellow students, especially those in younger grades.

Purpose

The co-curricular activities are an important part of our school and important in the growth of pupils. Each student is encouraged to use these activities to the maximum extent; they will add much to the student's all-around development. One word of caution, the pupil's schoolwork comes first; so, do not get into so many activities that a poor job is done on the schoolwork. Participation in co-curricular activities is encouraged and it is also a privilege that can and will be canceled or abbreviated if necessary. The administration or faculty activity advisor may, at times, bar a pupil from participating in any activities or organization if such pupil is found to be participating to the detriment of his/her health, scholarship, the general welfare of the school, or organization to which he/she belongs.

Athletic Courtesy and Sportsmanship

Our athletics foster clean sports. It is the privilege and duty of every person connected with athletics to embody these principles in personal actions and earnestly advocate them before others. All rules of the regular student and regular school day are in effect during practices and performances; avoidance of alcohol, drugs, tobacco, etc.

Athletic Participants

The athletic program is regulated by certain minimum standards set by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), which is a statewide organization. The school can enter a boy or girl in competition with other schools if that pupil meets certain eligibility requirements.

1. Parents or guardian must consent to such participation, in writing. A student cannot take part in athletics until a properly signed certificate is returned to school.
2. A physical examination is given, and certification is made by a physician that participation in athletics will in no way be harmful to the student before he/she may participate in any sport.
3. A student may not compete more than four years beyond the eighth grade.
4. If a student has reached his/her nineteenth birthday before July 1, he/she is ineligible to compete in any sport that school year.
5. The PIAA rules require a pupil to pass at least four full credits to be eligible for the varsity, junior varsity, or junior high athletic program. Students who do not meet the four-credit requirement will become ineligible for academic reasons until they meet the four-credit requirement. Grades will be checked for eligibility on a weekly basis. Students who are academically ineligible at the time of the report cards shall be ineligible for twenty (20) school days.
6. All work missed during absence from the school because of athletic contests must be made up in the regular manner.
7. Students are required to be in school the entire day of a scheduled athletic event if they wish to participate in that event. The student must get approval for the tardiness and report to school at the agreed-upon time.
8. Students must pay a \$30 participation fee for the year.

Activities

All students have an opportunity to take part in co-curricular activities by joining one of the clubs of the school.

Sales/Fundraising

All sales (tickets, candy, yearbook, newspapers, etc.), are to be scheduled through the administration by the project advisor. Sales tax must be included on taxable items. Sales of class play tickets, school publications, etc., (edibles excluded) will be encouraged during the four lunch periods. Advance notice of sales through office announcement will be made. An effort will be made to have only one drive in progress at a given time. Salespersons should always be businesslike and courteous at all times.

Student Government

McCall's Student Council is made up of homeroom representatives (elected by each homeroom) and is run by the officers (elected by the whole student body). The student council sponsors activities that benefit the school.

Behavior at Extracurricular Events

Student behavior at extracurricular activities such as dances, travel club, skiing, sporting events, concerts, and any other school sponsored or board approved event whether it is on or off of school property is expected to be the same as during the regular school day. Misbehavior will be handled through disciplinary action. Students with chronic discipline problems may be not be permitted to attend school field trips, field days or other class events.

Remaining in the Building After School

There will be many activities held after regular school hours; however, no student is to remain in the building unless he/she is under the direct supervision of a teacher, coach, or advisor. Students staying for activities are to remain in the area designated for their activity. No students or visitors are permitted to roam the building after school. Students waiting for a ride after normal dismissal time are to wait in the lobby or outside. Students are never permitted in the basement of the school without adult supervision.

Dances

At various times during the year dances may be held in the gymnasium or the commons at the middle school. The regulations below must be followed:

1. The dance must be approved by the administration after the proper form is submitted.
2. All dances must have a teacher sponsor.
3. The sponsor will be responsible for providing chaperones and clean-up service.
4. All dances will be restricted to McCall Middle School students.
5. Students will not be permitted to re-enter the school after leaving.
6. Students leaving the dance early will be required to sign out and parents will be notified.
7. Students behaving improperly will be ejected immediately and will be subject to disciplinary action.
8. Only the front entrance/exit is to be used.
9. Other social functions will follow the rules listed above.
10. Dances will last from 7:00-8:30 P.M.
11. Students must be picked up promptly at the conclusion of the dance.
12. Students with ongoing discipline issues may be prohibited from attending dances.
13. Students who refuse to complete their class academic assignments in a timely manner may be prohibited from attending dances until their work is made up.
14. The school dress policy applies at all dances.

Warrior P.R.I.D.E. & Positive Behavior Interventions and Supports (PBIS)

Warrior P.R.I.D.E. (Participation, Respect, Invest in your work, Determination, Everyone is included) is our school-wide Positive Behavior Interventions and Supports (PBIS) program. For displaying positive behaviors, students can earn P.R.I.D.E. tickets which can be entered into weekly drawings for prizes. Additionally, students can earn participation in fun activities during the PBIS Rewards Days throughout the year.



DISCIPLINE AND RESPONSIBILITY GUIDELINES

The Montoursville Area School District Code of Conduct shall apply to any student attending school, on school district property, while riding buses, or while attending any school related function.

Student responsibilities include:

- ✓ Attending school regularly and being on time for classes and other school functions.
- ✓ Making a conscientious effort in classroom work.
- ✓ Conformance to school rules and regulations.
- ✓ Respect for the rights of students, teachers, and administrators.
- ✓ Compliance with Commonwealth and local laws and school board regulations.
- ✓ Exercising proper care when using school facilities and equipment.
- ✓ Dressing and grooming to meet fair standards of safety and health.
- ✓ Not causing disruption to the educational process.

- ✓ Volunteering information in matters relating to health, safety, and welfare of the school community.

- ✓ Assisting school personnel in operating a safe and efficient program.

- ✓ Pursuing and attempting to complete satisfactorily the courses of study prescribed by the Commonwealth and the school board.

Sexual Harassment

Board Policy #248

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act. Both the federal Equal Employment Opportunity Commission and the Pennsylvania Human Relations Commission have attempted to define sexual harassment by issuing guidelines. The purpose of Montoursville Area School Board Policy #248 is to provide a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Furthermore, the purpose of the policy is to eliminate unacceptable behavior in the workplace without intruding on the friendly social relationships that flourish in a healthy work and school environment. Any sexual harassment allegations should be reported immediately to Mrs. Mary Beth Logue.

Bullying/Cyber Bullying

Board Policy #249

The Montoursville Area School District 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 and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:[\[1\]](#)

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

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[\[1\]](#)

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

The principal shall initiate an investigation within 24 hours of notification and begin to conduct a timely, impartial, thorough, and comprehensive investigation of the alleged bullying/cyberbullying.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

School Exclusions

Students who willfully defy school rules or who do not fulfill their responsibilities are subject to exclusion from school. The types of offenses that could lead to school exclusion include:

- Constant disruption of school classes or functions.
- Failure to report for scheduled classes.
- Leaving school grounds without permission.
- Fighting or assaulting another student.
- Smoking or chewing tobacco on school property.
- Irresponsibly damaging, defacing, or destroying school property.
- Assaulting a teacher or other school personnel.
- Possession and/or use of alcoholic beverages, controlled drugs and look-alike non-controlled drugs.
- Using profanity.
- Defiance of school authorities.
- Other offenses that disrupt the learning process or endanger the health and/or safety of the school community.
- General regulations pertaining to the students' rights and responsibilities are found in Board Policy # 233.

Discipline

The Montoursville Area School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This Code of Conduct serves as a guideline and not the final authority on matters of discipline. The middle school administration has the authority in implementing this Code of Conduct. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The breach of discipline within the schools will usually fall into two major classes of offenses.

1. Violation of the rules of conduct of the school. (See Levels I and II)
2. Violation of rules of conduct of the school because they are a violation of state or federal law (a crime has been committed). (See Level III)

Student discipline referrals are entered electronically by school faculty and staff into SWIS (School-Wide Information System) and maintained by the administration. Response to these referrals is at the discretion of the administration and consideration of the Code of Conduct.

The following process may be used for most Level I offenses and other level offenses at the discretion of the administration:

- 1st offense: Conference with student regarding referral.
- 2nd offense: Conference with student and parent contact regarding referral.
- 3rd offense: Conference with student, parent contact and disciplinary action.

OFFENSES

Different offenses should require different responses. The following is a categorization of offenses into levels. The following examples are, by no means, inclusive.

Level I

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Horseplay or scuffling in class
4. Loud, boisterous noise
5. Running in classrooms, hall, cafeteria, locker rooms, etc.

6. Throwing objects (pencils, erasers, etc.)
7. Sleeping in class
8. Public display of affection
9. Failure to complete homework assignments
10. Gum chewing
11. Violation of classroom procedures established by the teacher

Level II

1. Academic dishonesty, cheating or lying
2. Cutting class
3. Truancy
4. Gambling
5. Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
6. Possession/use of non-instructional items (squirt guns and bottles, etc.)
7. Acting in an insubordinate manner
8. Failure to complete assigned detention
9. Falsification of records, excuses, passes, etc.
10. Leaving school grounds without permission
11. Obscene language or gestures
12. Littering
13. Smoking or chewing tobacco
14. Excessive tardiness
15. Continuation of unmodified Level I behavior

Level III

1. Assault and/or battery on another student or school personnel
2. Extortion
3. Indecent exposure
4. Intimidation: threat to student(s) and/or school personnel
5. Theft/possession/sale of another's property
6. Vandalism
7. Fighting
8. Violation of the vehicle code
9. Arson or false alarms
10. Bomb threats
11. Possession and/or use of firecrackers or explosives
12. Possessing deadly or offensive weapons
13. Controlled substance abuse (drugs and alcohol)
14. Commission of any other act punishable under the Pennsylvania Crimes Code

Important in any disciplinary code of conduct is an understanding of the penalties that may be enforced in order to provide a corrective measure to improve student behavior. The administration has the authority to apply the consequence in accordance with the Code of Conduct.

The following disciplinary list is divided into three levels to correspond to the three levels of offenses.

Level I

1. Verbal reprimand
2. Special assignment (relevant to the curriculum)
3. Notification of parents or guardians
4. After-school detention
5. Saturday School detention

Level II

1. Notification of parents or guardian
2. Motivational Resource Center (MRC) (formerly known as In-school suspension)
3. Saturday school detention
4. Out-of-school suspension (Administration will call home.)

Level III

1. Notification of parents or guardian
2. Referral to MAP team for controlled substance abuse offense

3. Motivational Resource Center (MRC) (formerly known as In-school suspension)
 4. Saturday school detention
 5. Out-of-school suspension (Administration will call home.)
 - A. Administration will call parents/guardians to notify them of the Out-of-school suspension.
 - B. Students may not attend school functions during the suspension period.
 6. Notification of law enforcement officials
 7. Expulsion
-

Detention

Detention is maintained for certain infractions of the rules. Bus students and students holding jobs are not excused from detention. The parents or guardian must assume the responsibility of transportation to their home on the specified date(s). Failure of the parents or guardian to assume this responsibility will necessitate the suspension of the student.

The following regulations apply:

- A. Detention will be held Tuesday and Thursday after school.
- B. Students will not be permitted to enter detention after 3:15 pm or leave before 4:00 pm.
- C. Students will not be admitted to detention unless they have books (school materials) for study.
- D. Students will not be permitted to enter detention with anything to eat.
- E. Students in detention are not permitted to talk, sleep, or study together.
- F. All students will be given a one-day advance notice of detention assignment.
- G. Any student who does not report for detention on the night assigned or is not permitted in detention because of any of the above stated regulations, may be called to the office the following morning for additional action.
- H. Any student who, during the school year, serves a total of ten or more nights in detention will be called to the office for additional action and possible suspension.
- I. **Students who fail to take detention within two school weeks of the assigned date will be placed in Saturday school detention.**

Saturday School Detention

In an effort to better meet the behavioral needs of every student who commits an infraction of the rules and regulations stipulated by school and board policy in the Montoursville Area School District, "Saturday School" has been added as a consequence to those currently used at the middle school and high school.

Saturday School serves a variety of purposes. First, it reduces the situations where students are abusing the consequence of after-school detention and suspension. Second, it applies pressure to those types of students who tend to "test the system" and to the general school population, letting all students know that having detention for three (3) hours on a Saturday morning is a costly consequence. Finally, it sends a message to parents that there is a "middle level" consequence for the behaviors for which students would traditionally be suspended—that their utmost cooperation with getting students to that Saturday School is expected.

Saturday School may be assigned (1) in lieu of accumulated unserved detentions for any infraction, or (2) at the discretion of the middle school and high school administration when an infraction is committed that warrants a Saturday time period and not necessarily an after-school detention or suspension. The following guidelines apply to Saturday School detention:

1. Students must be quiet and working during the entire length of time, and no sleeping or any form of horseplay is permitted. No food or drink is permitted during the three hours.
2. Students are responsible for their own transportation to and from Saturday School.
3. Students are permitted one (1) lavatory break during the three-hour duration at the discretion of the proctor. Special circumstances requiring additional lavatory privileges must be discussed with the proctor prior to the placement.
4. The proctor will keep strict records of any disruptions or various disciplinary issues that may arise during the three-hour duration and will submit these records to the assistant principal the next school day.

5. Students who play sports or who are involved in any kind of activity and who are assigned Saturday School on a given date **MUST** serve that Saturday School and will forfeit their right to play or perform in that Saturday activity if the activity time conflicts with Saturday School hours.
6. After completing assigned work, the student will be expected to work on the assignments given to you. The student is responsible for getting assignments from the teachers and is responsible for bringing books and other necessary materials to Saturday School. **Students will not be permitted to visit their lockers before, during, or after the session.** If a student fails to do any of these assignments or if a student fails to bring any necessary books and materials, he/she will be removed from Saturday School and assigned out-of-school suspension.
7. Saturday School takes place at Montoursville Area High School from **8:30 a.m. until 11:30 a.m.** Students arriving after 8:30 a.m. will not be admitted and will face further disciplinary action. Enter the building through the front entrance. You must stay the entire time.
8. Talking or disruptive behavior will not be tolerated. If you become a disruption, you will be removed from the Saturday School and will be subject to further disciplinary action by the assistant principal. A reasonable attempt will be made to inform the parent/guardian of the student's removal from Saturday detention. If no parental contact can be made, the Montoursville borough police will be notified.
9. If a student is ill, (s)he must submit a **doctor's excuse** to the office on the first day the student returns to school following the Saturday School assignment. The excuse must cover the Saturday School date.
10. **Failure to attend Saturday School or a violation of any rule will result in a suspension from school for three (3) days the following week.**
11. **Completion of a Saturday School assigned for unserved detentions will remove up to three previously assigned detentions.**

Suspension from School

A student may be suspended from school for any conduct not approved by the faculty and administration. Any student who has been suspended must make satisfactory adjustment with the principal before reinstatement to the school. If satisfactory arrangements are not made, the case may be given to the school board. In this event, the board may permanently expel the student. Students may make up work missed as a result of suspension from school by the administration for disciplinary reasons. **Students may not attend school functions or be allowed on school property during the suspension period.**

Corporal Punishment

On December 3, 2005, the State Board of Education revised its Chapter 12 regulations. Section 12.5 (Corporal Punishment) now prohibits the use of Corporal Punishment.

However, teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of a weapon or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

Motivational Resource Center Policy (MRC)

Following progressive discipline, there may be times that students are assigned full or partial days to our Motivational Resource Center (MRC) which offers in-house supports along with a highly structured and more restrictive environment that allows students to complete accountability requirements in lieu of out-of-school suspension. As with out-of-school suspension, students serving accountability requirements in the MRC will lose opportunity to participate in school related activities including extra-curricular practices.

Weapons Policy

Board Policy #218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, non-chuck stick, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

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

The Board prohibits students from possessing and bringing weapons and replicas of weapons at any time into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity. The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. Each building principal shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Law enforcement protocol shall be developed in cooperation with local police departments and the Pennsylvania State Police. The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education. Each building principal shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Law enforcement protocol shall be developed in cooperation with local police departments and the Pennsylvania State Police. Acts of violence or possession of a weapon in violation of this policy shall be reported by the Superintendent to the Office of Safe Schools on the required form at least once each year.

Students, staff and parents/guardians shall be informed at least annually concerning this policy.

Exceptions to these provisions shall be made for:

1. A weapon being used as part of a school approved program by the individual participating in the program.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

All incidents involving prohibited weapons possession shall be reported to local law enforcement officers. Administrators will confiscate any article described in this policy and, if appropriate, submit it to a suitable law enforcement agency. All incidents involving expulsions for weapons possession pursuant to this policy shall be reported to the Pennsylvania Department of Education.

School Dress

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

1. Nothing covering the head (hats, hoods, etc.) will be worn inside the building, unless worn for religious, medical, or safety purposes, as this is not demonstrating proper manners.
2. All shirts/blouses or other “tops” **must cover the top of the shoulder.** Sleeveless shirts WILL be permitted with a minimum of 3 inches of coverage of the shoulder on each side. **Muscle shirts, tank tops, spaghetti straps, racerback, and open back shirts etc. will not be permitted.**
3. Undergarments will be properly covered by appropriate clothing and not visible.
4. **Clothing that inappropriately exposes body area, as with cropped tops that expose excessive midriffs, may not be worn. Midriffs must be covered on all sides. Shirts should be long enough that the midriff is not exposed when raising your hand or stretching.**
5. All shorts, skirts, and dresses must fall to the mid-thigh or longer. **No exposure of buttocks or high-cut thigh.**
6. **Clothing containing holes, cuts, tears, or rips that expose undergarments or skin above mid-thigh are not permitted.**
7. Bike shorts (ex. Spandex) or ripped shorts are not permitted.
8. Students wearing transparent blouses MUST wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted.
9. Long shirts/sweatshirts that completely cover shorts/skirts are not permitted.
10. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
11. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
12. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
13. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
14. Clothing containing vulgar or obscene messages may not be worn.
15. **Chains (i.e., wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.**
16. **Bandanas are not permitted to be worn or exposed.**
17. Pajamas or sleepwear, unless worn for Spirit Week or a pajama day, are prohibited.

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. **The principal, assistant principal, and teachers of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school.** Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

Assembly Conduct

The administration asks that you be particularly alert and courteous during assemblies. Moving a large number of pupils in or out of the commons or gym can consume too much time if pupils loiter, talk, socialize, etc. During the program, be very aware of your behavior.

1. Never whistle, yell, or make verbal remarks of approval or disapproval.
2. Applaud at the proper time.
3. Do not talk to your neighbor(s).
4. Be aware and considerate of other people and events, especially the performers and guests.
5. Misconduct may result in the suspension of future assembly privileges.

Use of Tobacco

Students are not permitted to smoke or chew tobacco in the school building or on school property. The use or possession of tobacco or smoking on school property will result in the following disciplinary action:

First offense—three (3) days assigned in the Motivational Resource Center (MRC)

Second offense—three (3) days of out-of-school suspension

Third offense—ten (10) days of out-of-school suspension

Fourth offense—expulsion hearing before the school board

PA Act 145 clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for school districts and local justices. It is illegal for students to have in their possession any form of tobacco products including chewing tobacco. Possession or use of tobacco products or smokeless tobacco by a student between the ages of six through twenty-one in a school building, a school bus or on school property owned by, leased by or under the control of a school district is a summary offense.

The possession and/or use of e-cigarettes/vaporizing device in the Montoursville Area School District is prohibited. Possession and/or use will result in the same consequences as outlined in Board Policy No. 222.

A student who commits an offense under this section shall be subject to prosecution initiated by the Montoursville Area School District Board Policy #222 and shall, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00) plus court costs for the benefit of the school district in which such offending pupil resides.

Drugs and Alcohol

With authorization of the superintendent or his designee, a trained dog, under the supervision of a specially trained law enforcement officer may be used for an inspection on or within school property or school buses to detect the presence of controlled substances.

When a controlled substance is detected, the administration will follow the procedures outlined below:

“Any student who, when under the authority of the school district, has alcohol or illegal drugs in his possession, or is deemed to be under the influence of alcohol or illegal drugs, or is engaged in the distribution or sale of alcohol or illegal drugs or attempt thereof, shall be suspended from school, as provided in the school board policy on Student Rights and Responsibilities (#227). School authorities shall turn over all evidence and/or information relative to such incidence of alcohol or illegal drug activity to appropriate police or juvenile court officials for disposition and investigation.”

It is also a violation of school policy to possess, consume, or distribute “look-alike” or non-controlled drugs. No student may make, possess, or supply to others any paraphernalia that may be typically used for drug use. Automobiles parked on school property may be searched if there is reasonable cause to believe a school rule has been violated. All violators of the above policy will be referred to the Montoursville Assistance Program (MAP) team.

School Resource Officer & Armed Security

The Montoursville Area School District and the Montoursville Borough Jointly employ Officer Marc Storms to serve in the capacity of school resource officer at all of its District facilities. If you wish to anonymously report suspicious or illegal activities on district property or at district events, you may call the School Resource Officer at 570-368-2611, ext. 5013 or email mstorm@montoursville.k12.pa.us. If an immediate response is necessary, please call 911. All information will be kept confidential.

Additionally, the Montoursville Area School District employs armed security personnel to monitor each school campus.



GENERAL INFORMATION

This section provides general information regarding services provided by the school and procedures for various items regarding the school.

Messages

When an emergency or urgent matter occurs, we will make every effort to contact students. However, please inform your parents that our office staff simply does not have the time to deliver routine messages, such as catching the bus, getting a haircut, etc. We appreciate your consideration in this matter.

Telephone Service

Telephone service is available for students in the office.

Bus Transportation

Students are not permitted to ride a bus home with another student even if a note is provided. Students must be rostered and listed on the seating chart to ride a bus.

Hall Passes

To be in the hall at any time other than when classes are passing, a student must carry a hall pass, issued by a classroom teacher and sign out.

School Insurance

A school accident insurance policy is available to all students. The policy insures against expenses incurred as a result of accidental bodily injury. Additional information may be obtained from the office.

Student Lockers

Each student will be assigned a locker and is responsible for all of its contents. Lockers are the property of the Montoursville Area School District and are equipped with combination locks. It will be the student's responsibility to remember his/her combination and to keep it secret. In the event a student forgets his/her combination he/she should report to his/her homeroom teacher. No locker combination will be changed. School issued combination padlocks will be loaned to all students. School issued padlocks are the school's property and must be returned at the end of the school year. Students will be assessed a fee for lost, stolen or damaged locks. Personal student padlocks are not permitted on a locker at any time. **Students are not permitted to decorate the outside of any lockers unless given permission by the administration for school spirit activities.**

Backpacks

All students are permitted to bring backpacks to school. Due to space and safety concerns, all students will be required to place backpacks in their lockers at the beginning of the day and then pick them up at the end of the day.

Please be aware of the following circumstances in which students will be permitted to carry backpacks.

- A student may carry their backpack if they have an injury or handicap that requires them to do so by their Physician. Examples: Diabetes, broken bones, general bodily injuries, and any other medical condition that a physician deems necessary. (A note from physician is required.)
- Students who have medical conditions that require them to have water bottles and other necessities for their health concerns required by their doctor may carry a backpack. (A note from physician is required.)
- **Girls may carry purses/handbags that may not exceed 12 inches x 12 inches.**
- Clothes for physical education may be carried in a small gym bag on the day's students have class.

Toys and Electronic Devices

The Montoursville Area School Board prohibits the use of toys, fidget spinners, radios, laser pens, cell phones or any other electronic devices during school hours. Any student using electronic devices during school hours will have the electronic device confiscated and parents/guardians may be asked to come to the school to pick up the confiscated item. **Cell phones must be turned off and placed in the student's locked locker from 7:58 A.M. until 3:07 P.M.**

Trespassing

Under no circumstances are students ever permitted on the roof of any school district's buildings at any time. Coming on school property when school is not in session or there is not a school sponsored or board approved activity is considered trespassing. Violators may be prosecuted.

The Commons and Lunch

- ✓ Students will walk into the commons and go directly to their tables.
- ✓ Students will be dismissed by the lunchroom teachers to enter the food court.
- ✓ Students will go through the line once, and only once.
- ✓ Students will take their trays up to the dish room when they are finished.
- ✓ Students will remain in their seats and quietly talk with the people at their table. This is a great time to get to know the people in your class.
- ✓ Students will stand when given the signal by the teachers on duty. They will push in their chairs and make sure that the table and floors are clean.
- ✓ Students will walk out of the commons, using the exit closest to their table.
- ✓ Throughout the day, students may walk through the commons near the stage.
- ✓ Students may **not** cut through the tables at any time during the day.

**Any violation of cafeteria guidelines may result in alternative lunch assignment, detention, and/or suspension from school.
Cards, games, or toys are NOT PERMITTED at lunch.**

It is expected that all students will eat in the school cafeteria.

The Montoursville Area School District has a computerized debit or "Point of Sale" system in our schools' cafeterias.

You will have an account whether or not you choose to use the cafeteria facilities. The PIN is entered on a 10-Key PIN pad to access your account at the time of purchase. In order for you to access your account, money must be deposited using a special envelope that may be picked up at the cafeteria. Please memorize or have available your PIN. You may also place funds on your child's account through the link on the district website.

Funds can be deposited into your account regardless of meal status (free, reduced, or full pay) and can be used for type "A" meals and/or individual food purchases including milk and snacks. The cafeteria's cashier will notify you when funds need to be replenished. Any funds remaining at the end of the school year will remain in your account and be available the next school year. Graduating seniors with younger siblings remaining in the district will have their balances transferred; otherwise, the district will refund the balance to you after graduation. Additional deposit envelopes will be available in the cafeteria or in the school office when funds need replenished. Deposits cannot be accepted without the student's name, PIN, and the amount of the deposit. Deposits to accounts made after 10:00 AM will not be credited to the student account until the next day. All deposits will be applied to negative balances first.

If a student carries a lunch, he/she will have a place in the dining room to eat. Copies of the monthly menu are available on the website. Parents and students will be kept abreast of their child's student meal account balance as it nears a low balance. Verbal reminders to the student as well as parent contacts will be made by cafeteria staff as necessary to maintain a positive lunch account balance. Parents may request this information from the head cook at any time. From time to time a student may forget to make a deposit into their account. Students may charge up to a maximum of three meals to their student meal account. Charging will not be permitted for any a la carte items (snacks, etc.). A middle school student will never be denied a meal due to a low balance in their account. However, an alternate meal (meeting the National School Lunch Program requirements) shall be provided to the student with a student meal

account in arrears for 3 or more meals. The cost of this alternate lunch will be charged to the student meal account.

The district may institute a collection procedure for unpaid balances including, but not limited to, filing a claim with the District Magistrate or delinquent collection agencies. Parents/Guardians will be responsible to pay the amount due to the cafeteria, as well as any and all fees assigned for collection of monies due to the cafeteria.

Questions about the Point-of-Sale System or Student Charging Policy may be directed to the Supervisor of Food Services at 368-3500 (ext. 6810).

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, DC 20250.

Lunch Guidelines

- ✓ Students are to be seated as directed by the cafeteria monitors.
- ✓ Students will remain in the seats at the table numbers assigned by the lunch monitor each day.
- ✓ Students demonstrating inappropriate conduct may be assigned alternate seating.
- ✓ The lunch monitors from the cafeteria will dismiss students.

The cafeteria management and your fellow students appreciate your cooperation in:

- ✓ Depositing all lunch litter in the proper receptacles.

- ✓ Returning all trays and utensils to the dishwashing area.
- ✓ Leaving the table and floor around your place clean for others.
- ✓ Depositing all recyclables in the proper bins.
- ✓ Consuming all food and beverages in the cafeteria. No open beverage containers are to leave the cafeteria.
- ✓ Being mindful of appropriate conversations and action during lunch.

Free/Reduced Lunch Applications: It is important to apply for free or reduced-price school meals if your family will need help with your child(ren) purchasing lunch. Please apply now so that the transition back to the regular meal program is smooth and there is no interruption to services.

Visitors

In order to provide for minimum class disruption and for maximum safety, all visitors must register in the school's electronic system in the front lobby upon arrival. All visitors are required to provide a government-issued photo identification (i.e., Driver's license) when entering the building. Our Visitor Management software logs visitors and retrieves data from multiple databases to help our employees make informed decisions about who may be admitted into our schools. Once admittance is granted, the office staff will then issue a visitor pass which must be worn while in the school building. The building principal must approve all student and adult visitors in advance. **Please call the middle school office at 368-2441, ext. 4000 or ext. 4001 to make an appointment.**

Water Bottles

Students may carry water bottles with them and use. A water bottle filler station is provided in two separate locations within the building for use.

Responsibility for Equipment

When a student accepts his/her textbooks, Chrome books, or any other equipment issued by the school, he/she is entrusted with the responsibility of taking care of those books and equipment to the extent that they are not damaged beyond ordinary use by the end of the school year. If a student loses a book, or other school-issued item, he/she is liable for its costs. If any school-issued item is stolen, damaged or misplaced, he/she is responsible. Device insurance can be purchased to cover accidental damage to Chrome books.

Bicycles, Skateboards, and Scooters

Bicycles must be placed in the parking racks provided. It is important that bicycles be locked. Students on bicycles must be particularly careful to follow all traffic regulations and good safety practices. Students who ride bicycles are considered walking students. Skateboards and scooters are not permitted to be ridden on any school property at McCall Middle School including parking lots, sidewalks, curbs, and roadways. During the school day, these items will be stored in front lobby. The District will not be responsible for any theft or damage to bicycles, scooters or skateboards. Anyone not following proper safety procedures will be banned from riding the vehicle in question to school.

Lost and Found

Any student who is looking for a lost item should check at the front lobby first. Any student who finds lost articles should bring them to the office. Lost eyeglasses, keys, wallets, purses, and jewelry are kept at the office. If a student loses a book, he/she should check with each one of his/her teachers.

Student Records

The Montoursville Area School Board has adopted a policy concerning student records. Copies of the policy are available in the school office for those interested. If a parent requests a copy of students' records, the current cost per page is twenty-five cents.

Student Rights/Surveys

The Montoursville Area School Board has adopted a document on student rights/surveys, POLICY # 235. Numerous copies are available to students and parents in the library. Please ask the librarian for a copy. All school board policies are available on the district's website.

The McCall Assistance Program (McMap)

The McCall Assistance Program, McMAP, a state-mandated program, is a referral service concerning suicide prevention and substance abuse for McCall Middle School students. A team of trained administrators and faculty will be responsible for screening and evaluating students with school-related problems for possible referral to appropriate outside agencies. The McCall Assistance Team is a separate entity dealing with students who have substance abuse problems, and as such, is not expected to refer students for punishment or sanctions. Please contact the office at 368-2441, ext. 4000, if you need to speak with a McMap member.

Warrior Innovation Lab/Library Policies and Resources

The Warrior Innovation Lab/Library is open from 7:58 A.M. to 3:07 P.M. You may use the Warrior Innovation Lab/Library during PRIDE period, flex periods, and with scheduled classes. In addition to checking out books, the Warrior Innovation Lab/Library may be used for student group projects, research, and STEM opportunities. No materials may be removed from the Warrior Innovation Lab/Library without being properly checked out. Students may have a total of 6 items, which may include one audiobook or video, at a time. Most materials are loaned for two weeks. Students will receive emails on their school accounts for reminders of overdue items and can access the online catalog to check on their current checkouts and due dates. Restitution must be made for unnecessary damage or lost items. Students coming to the Warrior Innovation Lab/Library must have a pass signed by a teacher for all services including students working on special projects. Courteous and respectful behavior is expected at all times. No student will be permitted to use the Internet without completing the Acceptable Use Policy form. The library phone is 368-2441 ext. 4040.

School Nurse and Dental/Health Exams

Routine physical and dental examinations will be given by physicians and dentists designated by the Board of Education as required in the school code. Physical examinations are to be given to all 6th grade students, dental examinations and immunizations to all 7th grade students. Students in all grades are measured, weighed, Body Mass Index (BMI) is calculated, and have vision tests annually. Students in 6th grade are screened for scoliosis and students in 7th grade are screened for hearing and scoliosis. All students are encouraged to have physical and dental examinations done by their family doctor or dentist, using the proper form sent home. If a student does not return a form, he/she will be included in the school examinations. A school nurse is available or on call to aid injured or ill students. **The telephone number is 368-2441 ext. 4020.**

Students wishing to visit the nurse's office must receive a pass from a teacher in order to do so. Medication (except for Tylenol, Ibuprofen, Tums) are not available to students in the nurse's office. However, a student with a health problem who must take medication through the school day must keep properly labeled medicine in the nurse's office with a written note from the parent and their physician stating when the medication is to be given, as per school board policy. The Prescription/Non-Prescription Medication form may be obtained from the school nurse of the middle school office. A copy of this form can be downloaded from our website. Parent(s)/guardian(s) are required to bring all medications to the school nurse's office.

Students using crutches while in school must bring a written note from a parent. The note should include the expected length of time the physician has prescribed the use of the crutches and that instructions were given concerning the proper usage of crutches.

Students are required to go through the school nurse to contact parents when ill and needing to go home. Students must be dismissed by the school nurse for illness. *If the nurse is out, the student should report to the office. In case a student must be sent home because of illness, the parents will be contacted by the school office to take the child home.*

Building Surveillance Camera Notice

The Montoursville Area School District uses electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

School Bus/Van Surveillance Camera Notice

Students and parents/guardians should be aware that Montoursville Area School District school buses and vans have cameras monitoring bus/van passengers. The cameras record both video and audio at different locations throughout each bus. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions while on school buses/vans will be recorded; therefore, they should have no expectation of privacy when riding school buses/vans. Riding school buses/vans constitutes consent to the recordings by the surveillance cameras.

HIPPA Acknowledgement

I understand that the Montoursville Area School District follows the Federal guidelines for confidentiality as regulated by FERPA and HIPAA. By signing below, I allow the school district to share information with appropriate school staff on a need-to-know basis and only if it affects the education of my child.

In accordance with the Federal Law (HIPAA), regulating the sharing and transmission of health information, MASD requires parental/guardian permission to share health information of each student. The following are ways we are protecting the privacy of our students:

- ❖ Parental/Guardian consent is needed to share health information.
 - ❖ By following our confidentiality policy, we will not discuss health information of students with other parents. (So please don't ask.)
 - ❖ Health information will be sent in a sealed "confidential" envelope.
 - ❖ All health record files are locked.
 - ❖ Health conditions such as allergies and asthma will be given only to the teacher with direct contact with the student only if parental/guardian consent has been obtained.
 - ❖ The school district will avoid sending health information via email if possible. If sending, a disclosure statement will be used.
 - ❖ When sending a fax, a "confidentiality request" will be included. The individual receiving the information will be notified that it is being sent.
 - ❖ Phone conversations regarding health information will be conducted privately.
 - ❖ The nurse will be present when printing or photocopying health information.
- Faculty/staff will avoid casual conversation regarding health information in the halls and other public areas.

MASD School Board Policy- #123.1 - Ineligibility Based on Use of Controlled Substances or Criminal Activity

August 10, 2010

The Board expects reasonable and responsible behavior from all members of the student body. For students who wish to participate in any extracurricular event outside of the school day, the Board wishes to establish certain minimum standards in regard to the use of alcohol, unlawful controlled substances (“drugs”), including anabolic steroids, and criminal activity.

The Board believes that students who wish to participate in these activities, and who therefore act as role models for other students and representatives of the district in the community, should be expected to refrain from using alcohol, drugs, or engaging in criminal activity. Therefore, students who use alcohol or drugs or are convicted of misdemeanors or felonies shall be subject to the conditions stated below.[1]

For purposes of this policy, an **adjudication of delinquency** by a juvenile court based upon a finding of commission of an act that violates the Pennsylvania Crimes Code shall be considered the equivalent of a conviction.

Any student, who, on the first offense:

1. Is observed or is known to have been drinking/in the possession of alcohol, or using/in the possession of drugs by any school employee or others having the authority in such matters or is convicted of any type of misdemeanor or felony shall be:
 - a. Ineligible for participation in any event or extracurricular activity on school property outside of the school day for 30 calendar days. This includes, but is not limited to sports, sporting events, dances, prom, walking at graduation, etc. The date of ineligibility shall begin on the latter of:
 - i. the date of the infraction/conviction.
 - ii. the date on which the high school administration learns of the infraction/conviction.
2. The student may participate in extracurricular activities outside of the school day if s/he completes the following:
 - a. The 30-calendar days suspension is completed.
 - b. The student will undergo a student assistance referral to the MAP team.
 - c. The student will follow through with the recommendations of the counselor.
 - d. The student will submit a letter from the drug and alcohol counselor stating that s/he complied with the recommendations of the counselor and has completed any necessary requirements as outlined to the student.

Subsequent violations will result in exclusions from participating in any event or extracurricular activities for the remainder of the school year.

Any student in violation of this policy during a time before the beginning of the school year will begin suspension on the first student day of the school year.

Delegation of Responsibility

Nothing contained in this policy shall be construed to limit the ability of a coach from imposing greater sanctions than those set forth in this policy, which are intended as minimum sanctions. A coach may impose longer or additional sanctions, regardless of whether the incident occurred during the time when the interscholastic athletic activity was in operation.

MASD School Board Policy- # 815 Acceptable Use of Digital Technologies

August 11, 2020

The Board recognizes the need to establish rules and regulations for the use by students, staff and other authorized users of district-owned or issued technology resources, consistent with the educational and operation goals of the district.

For purposes of this policy and the accompanying administrative guideline, **district-owned or issued technology resources (district technology resources)** shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the district;
2. All district telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
3. All district-owned or issue hardware devices such as computers, laptops, tablets, telephones, cellular phones, fax machines, printers, copiers, scanners, etc.;
4. All web-based and cloud-based storage; and
5. Web and cloud-based applications provided by the district through a third party.

The Superintendent or designee shall develop and implement administrative guidelines, consistent with the general guidelines listed below, governing the acceptable use of district technology resources.

The use of district technology resources shall at all times be in accordance with applicable law and other Board policies and administrative guidelines.

The use of district technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board policy or the accompanying Administrative Guideline.

District technology resources shall be used primarily for school, district employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this policy and the accompanying administrative guideline, and further provided that such limited incidental personal use does not interfere with and is not disruptive to district or school operations or another user's use of district technology resources.

The district reserves the right to monitor, track, and document use of any activity conducted on, over and through district technology resources to the extent permitted by law.

The district further reserves the right to prevent unauthorized, inappropriate or illegal use of district technology resources, and to administer appropriate discipline to users who violate this policy or the accompanying administrative guideline.

Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, collective bargaining agreement, or Board policy/administrative guidelines, as appropriate under the circumstances.

Users of district technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through district technology resources.

The district has the ability to collect, track and store data, such as IP addresses which identify technology devices using and communicating over and through the district's network and other district technology resources. The district reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

Procedures regarding the individualized search of district technology resources when the district has reasonable suspicion that a user of district technology resources has violated the terms of this Board policy or the accompanying administrative guideline shall be included in the accompanying administrative guideline.

The availability of information on district technology resources does not imply endorsement by the district of such content, nor does the district guarantee the accuracy of such content.

The district shall not be responsible for any information lost, damaged or unavailable while using district technology resources.

The district will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing district technology resources.

Users of district technology resources shall immediately report any violations of this policy or the accompanying administrative guideline to their building principal, immediate supervisor, or the Supervisor of Information Technology.

Users of district technology resources may be required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this policy and the accompanying administrative guideline.

****Privileged and Confidential:** This information, including attachments, is for the exclusive use of the addressee and may contain proprietary, confidential and/or privileged information. If you are not the recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this communication.