

**2025-2026 Elementary Student
Handbook**





Loyalsock Valley Elementary School
3790 State Route 87 Hwy
Montoursville, PA 17754
570.435.0446
570.435.3214 (FAX)

Lyter Elementary School
900 Spruce Street
Montoursville, PA 17754
570.368.2614
570.368.3535 (FAX)

Welcome

2025-2026

Dear Parents and Students,

The student handbook is designed and prepared to inform you of the policies and procedures of our schools. 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 the parent portal as well as the District website 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. Most of the answers to your questions can be found in this handbook. If you cannot find the answer, call your child's school office and we would be happy to help.

We hope this handbook provides you with useful information about our elementary program and our school district. Your individual elementary school will keep you up to date through teacher websites, school newsletters, text/email alerts, and parent fliers.

On behalf of the entire faculty and staff at Loyalsock Valley and Lyter, 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 experiences that we offer throughout the year. This is your school and the memories that you have of it will reflect what you do here as a student. If you have any questions about our programs, please reach out to your child's teacher, counselor, or the building administrator.

Sincerely,

Tyler Blaise, Principal (Loyalsock Valley)

Darrin Feerrar, Principal (Lyter)

Administration

Superintendent
Mr. Daniel Taormina

Supervisor of Special Education
Mr. Timothy Hanner

Business Manager
Mrs. Brandy Smith

Supervisor of Buildings and Grounds
Mr. Joe Gnoffo

Loyalsock Valley Elementary

Principal
Mr. Tyler Blaise

Office Staff
Ms. Suetta Ulmer

School Counselor
Mrs. Jenny Krepshaw

Nurse
Mrs. Katrina Emick
Mrs. Terri Hill

Board of Directors

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Mr. Todd Badger

Vice-President
Mr. David Young

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Mr. Brad Eisenhower
Mr. Doug Gardner
Mr. John Houseknecht
Ms. Tina McCloy
Mrs. Sharon Meyer
Mrs. Brenda Oberheim

Lyter Elementary

Principal
Mr. Darrin Feerrar

Office Staff
Mrs. Nicole Dame
Mrs. Connie Dawes

School Counselor
Mrs. Vanessa Lorson

Nurse
Mrs. Makenzie Seyler
Mrs. Peyton Robbins

QUICK REFERENCE LIST

Website: <http://www.montoursville.k12.pa.us>

District Offices Contacts:

Superintendent570-368-2491/ Fax 570-368-3501
Transportation570-368-2491 ext. 6200
Special Education Office570-368-2491 ext. 6400
Food Service Director.570-368-2491 ext.4801

Special Note: Many of the rules and regulations included in the handbook directly reflect current Montoursville Area School Board Policy. The Montoursville Area Board of School Directors and administration review, revise and develop policies on a regular basis. Once approved, policy changes supersede those noted in the district calendar and building handbooks. All policies are posted on the district website at www.montoursville.k12.pa.us .

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.

Vision

Pride – Excellence – Tradition

Student Rights and Privileges

A “right” is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

Here are some of your important rights:

- You have a right to be yourself at school. This means that you should not be treated unfairly based on how you look or because it takes you a little longer to get the right answer.
- You have a right to be respected and treated with kindness at school. This means that others should not laugh at, make fun of, or intentionally hurt your feelings.
- You have a right to be safe and secure at school. This means that no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.
- You have a right to learn about yourself at school. This means you may talk about your ideas and feelings as long as it does not take away the rights of others.
- You have a right to be protected against sexual harassment. The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the MASD to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by fellow students, school employees, others who come in contact with students during school or through school activities. Students and school employees at our elementary schools should report any suspected violations of this policy to Mrs. Jenny Krephaw or Mrs. Vanessa Lorson, our counselors. (School Board Policy 103)

We must be mindful that with these rights come responsibilities. We must assume the responsibility for our own behavior. Because we live in a democratic society, we must also assume the responsibility for protecting the rights of others.

Bell Schedule

Doors will open at 7:30 a.m.; however, we urge families of students arriving as car riders and walkers to not arrive until after 7:45 a.m. to ensure proper supervision.

All students must report to homeroom by 8:20 a.m. (Lyter) // 8:30 a.m. (LVE).

PSSA and Keystone Exam Information

PSSA Dates

ELA –
April 20-24, 2026

The PSSA, Pennsylvania System of School Assessment, measures skills in Mathematics, English/Language Arts, and Science.

All third and fourth grade students will take the PSSA English/Language Arts and Math Assessment.

Mathematics –
April 27-May 1, 2026

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 for the PSSA and prepare them for the rigors of middle/high school.

If you would like more information concerning the PSSA assessments, please feel free to contact the building principal.

Family educational field trips will not be approved during the PSSA Testing Windows for students in Grades 3 & 4. **Please refer to the PSSA Testing Schedule.**

Course/Subject Requirements

[ELA, Math, Science, and Social Studies](#)

English/Language Arts, Math, Science, and Social Studies are required each year in the elementary schools. Students must meet grade standards 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.

[Related Arts and Special Areas](#)

In addition to the core instruction students receive in language arts, reading, mathematics, science, and social studies, all students will be instructed in the following Special Areas at least once every six days (Music will occur twice in a six-day cycle for students in grades 1-4). Students will experience Art, Library Book Exchange, Library Technology, Music, Physical Education, and STEM (Science, Technology, Engineering and Math).

[MTSS \(Multi-Tier System of Support\)](#)

MTSS is an intervention and acceleration program that provides students with additional instruction in small groups in their area(s) of difficulty and/or strength, whether it is academic or behavior. Our school staff provides research-based interventions during school hours. There is on-going progress monitoring of the student throughout the intervention, using a variety of assessments and tools. By using more efficient and appropriate targeted instructional techniques, we can move all students towards proficiency in all academic areas.

For more information on the MTSS program, please call the school office and ask to speak with Mrs. Metzger (MTSS teacher-Loyalsock Valley), Mrs. Cavanaugh (MTSS teacher- Lyter), your school counselor, or the building administrator.

[Multilingual Learners \(formerly known as ELL\)](#)

The Montoursville Area School District has a Multilingual Learners (ML) Program for students whose primary language is not English. Students identified as needing ML support may receive assistance from our certified ML teacher. Multilingual learners are encouraged to participate in all academic and extracurricular activities offered by our District. Interpreters are available for parent conferences and meetings and may be scheduled by contacting the school office.

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. 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.

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.us or contact the Office of Special Education at 570.368.2491, ext. 6400..

Progress Report and Grading System

A report card will be issued to each student at the end of each trimester 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 (via US mail or email) by teachers half way through the trimester 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 in a core subject area since the last report card. Interim Progress Reports may also be issued for satisfactory, improvement noticed, and exemplary performance.

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:

1. Student achievement will be reported using a combination of number grades and standards-based grading, depending on the subject and grade level.
2. The report card and the interim progress report have optional comments on each one to reflect effort and conduct.
3. Elementary teachers will grade students utilizing the district's approved grading system in accordance with district policies. Teachers will maintain and document regular communication with parents regarding the academic and behavioral progress of the students.

As a general rule, homework will not exceed 15% of the quarter marking period grade.

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 participate in other special class events/activities. 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.

Parents and students in this situation must work closely with their counselor and principal to review options for retained students. The principal will have final determination of promotion and retention in close consultation with the parent/guardian, teacher(s), and school counselors.

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.

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.

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 below 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 Educational Trip Form), hunting, fishing, helping at home, etc., will not be considered excused absences.

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

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.

1. 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.
 - b. 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.

School Attendance Improvement 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 school administration 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 reevaluation 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.

Excused Absences

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.

Unexcused 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 (formerly known as 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.

Tardy

It is vital for students to arrive at school on time each morning. Children arriving after the late bell will be marked as tardy. A student is considered tardy if he/she is not in his/her homeroom class when the tardy bell (8:20 A.M.: Lyter / 8:30 A.M.- LVE) rings; and he/she must obtain a tardy excuse from the school office before reporting to his/her classroom. Appropriate consequences will be assigned with the accumulation of the third and subsequent unexcused tardies to school:

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 each trimester.

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.

Doctor and Dental Appointments

A student wishing permission to visit the doctor or dentist during school hours shall present to the school office an appointment card from the physician's office or note signed by a parent. This shall be presented 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 must be signed in and out at the main entrance by an approved parent/guardian. . **We strongly encourage parents/guardians to ask the physician for an excuse for the absence each time your child is absent for an appointment and submit this physician's excuse to the school office.**

Homework Requests

An absence does not excuse a student from responsibility for school assignments and work. Parents may call the school office 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 (please be sure to call prior to 12:00 P.M.) 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 PSSA testing windows (grades 3 & 4).
- 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.

The [Family Educational Trip Request](#) must be submitted to the main office in a timely manner for approval prior to the trip.

Leaving School Early

In case a student's parent/guardian wishes him/her to leave school early, a written request from the parents, stating the student'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. If legitimate, the request will be approved, and an early dismissal slip will be issued to the student.

[Main Entrance Doors Open](#)

Doors will unlock at 7:40 A.M. for school. Students must report to the assigned locations for supervision, then they will be dismissed from there at 8:10 A.M. to report to their homeroom classroom. No students will be permitted to enter the building before 7:40 A.M.

Withdrawing from School

Any student who moves from the district or withdraws for any reason must report this to the office. A parent/guardian is requested to complete a withdrawal form, which each teacher must initial signifying that all books have been returned and all obligations have been fulfilled. The school secretary will make a final check of the completed form and provide the parent/guardian a copy.

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, 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 canceled by order of the District Superintendent.

MCKINNEY – VENTO HOMELESS EDUCATION PROGRAM

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:

The McKinney-Vento Act defines *homeless children* as “*individuals who lack a fixed, regular, and adequate nighttime residence.*”

This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS:

Designated District Liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
- Providing school supplies and other related items so they can fully participate.
- Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
- Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.

- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:

School Stability:

-Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.

-LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.

-Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

-Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.

-LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

-If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

-Free lunch and breakfast (if applicable).

-Free school supplies and uniforms (if applicable).

-Educational resources and support services to help children and youth experiencing homelessness reach academic success.

The district's homeless liaison is Mr. Daniel Taormina, Superintendent. He can be reached at the following email address: dtaormina@montoursville.k12.pa.us and phone number: 570-368-2491

Behavior at Extracurricular Events

Student behavior at extracurricular activities such as 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 not be permitted to attend school field trips, field days or other special class events.

Remaining in the Building After School

On occasion there may be 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 or advisor. Students staying for activities are to remain in the area designated for their activity. No students or visitors are permitted to

room the building after school. Students waiting for a ride after normal dismissal time are to wait in the lobby or assigned areas.

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 satisfactorily complete the courses of study prescribed by the Commonwealth and the school board.

Sexual Harassment

[Board Policy #103](#)

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 #103](#) 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 the School Counselor.

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. 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)

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

- | | |
|--------------------------|--|
| 1 st offense: | Conference with student regarding referral. |
| 2 nd offense: | Conference with student and parent contact regarding referral. |
| 3 rd 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. Disruptive behavior in class
3. Loud, boisterous noise
4. Running in classrooms, hall, cafeteria, etc.
5. Throwing objects (pencils, erasers, etc.)
6. Refusing to cooperate with staff directions/directives
7. Failure to complete classwork/homework assignments
8. Violation of classroom procedures established by the teacher

Level II

1. Academic dishonesty, cheating or lying
2. Truancy
3. Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
4. Possession/use of non-instructional items (toys, etc.)
5. Acting in an insubordinate manner
6. Leaving school grounds without permission
7. Obscene language or gestures
8. Littering
9. Possession of tobacco/vaping substances
10. Excessive tardiness
11. 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. Arson or false alarms
9. Bomb threats
10. Possession and/or use of firecrackers or explosives
11. Possessing deadly or offensive weapons
12. Controlled substance abuse (drugs and alcohol)
13. 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. Loss of Recess or other special privileges
5. Lunch detention

Level II

1. Notification of parents or guardian
2. Loss of Recess or other special privileges
3. In-school suspension (Administration will call home.)
4. Out-of-school suspension (Administration will call home.)

Level III

1. Notification of parents or guardian
2. In-school suspension (Administration will call home.)
3. 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.
4. Notification of law enforcement officials
5. Expulsion

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 adjustments 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.

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, nunchuck 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.

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.
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. 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 inappropriate words or pictures that are 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.

18. Sandals with backs are permissible - no flip flops or slides.

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, nurse, counselor, 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.

Use of Tobacco and Vaping Products

Students are prohibited from smoking or chewing tobacco or from using vaping products, including electronic cigarettes, in the school building, on school property or at school-sponsored activities that are held off school property. The use, possession or sale of tobacco and vaping products on school property will result in disciplinary action.

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 devices in the Montoursville Area School District is prohibited. Possession and/or use will result in the same consequences as outlined in [Board Policy #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 student 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 ([Board Policy #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 an Officer 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 Officer Watkins at mwatkins@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. Each elementary campus employs Main Entrance Door Security personnel.



General Information

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

Classroom/Birthday Treats/Deliveries/Messages for Students

In the event of an emergency or urgent matter, we will make every effort to contact students promptly. **Parents, please refrain from requesting the delivery of routine messages, as this may disrupt the school day.**

All classroom treats, including birthday celebrations or other parent-provided snacks, must be pre-planned with the child’s teacher. To ensure the safety and well-being of all students, especially those with food allergies or medical concerns, **only pre-packaged, store-bought treats are allowed. Homemade baked goods and treats are not permitted.**

Parents are encouraged to provide nutritious snacks such as popcorn, vegetables, fruit, or granola. Additionally, parents/guardians must supply any necessary paper goods, as teachers do not have these items available for classroom celebrations. **Please note that providing a birthday treat for the class is entirely optional.**

Invitations for birthday parties or other gatherings may only be distributed at school if every child in the class receives one. **Deliveries of gifts such as balloons or flowers will be held in the office until the end of the school day, as these items cannot be transported home on the school bus.**

We appreciate your cooperation in helping us maintain a safe, inclusive, and well-organized learning environment.

Telephone Service

Telephone service is available for students in the office at the discretion of the office staff.

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.

Please talk with your child about proper bus behavior. It is imperative for the safety of all the children on the bus, that the driver not be distracted by the poor behavior of any student. If this should occur, your child may have his/her bus riding privileges suspended. The bus driver or principal will notify you if this must happen.

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.

Backpacks

All students are permitted to bring backpacks to school.

Toys and Electronic Devices

The Montoursville Area School Board prohibits the use of toys, fidget spinners, trading card (i.e., *Pokemon*), 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.

Breakfast and Lunch

- Students will go directly to their assigned tables.
- Students will be dismissed by the lunchroom staff to enter the food service lines.
- Students will go through the line once, and only once.
- Students will take their trays up to the dish room when instructed at the end of the lunch period.
- 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 be dismissed when given the signal by the adults on duty. Students are asked to make sure that the table and floors are clean.

Any violation of cafeteria guidelines may result in alternative lunch assignment, loss of recess time, and/or suspension from school.

Cards, games, or toys are NOT PERMITTED at lunch. Use of electronic devices is also NOT PERMITTED at lunch.

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

BREAKFAST AND LUNCH:

Beginning with the 2025-2026 school year, one breakfast and one lunch will be available daily FREE for ALL STUDENTS. Students may elect to purchase a second breakfast (or lunch), a la carte items, milk, or snacks for an additional cost.

All students wishing to purchase breakfast will be able to do so in the school cafeteria starting at 7:50 A.M. until 8:10 A.M.

Second Breakfast/Lunch Prices:

Breakfast	Regular - \$1.10
Lunch	Regular - \$2.60

STUDENT LUNCH ACCOUNTS- BORROWING POLICY

The Montoursville Area School District has a computerized debit or “Point of Sale” system in our schools’ cafeterias. Students will have an account whether or not they 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. Students must memorize or have available their PIN. Money can be deposited into the student’s account using a special envelope that may be picked up at the cafeteria. Parents may also place funds on their child’s account through the link on the district website.

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.

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. Charging/borrowing will not be permitted for any second breakfast or lunch and a la carte items (snacks, etc.). Questions about the Point of Sale System or Student Borrowing Policy may be directed to the Food Services Director at 368-2491 (ext. 4801).

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.

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.

Depositing funds into student accounts: Make checks payable to “MASD Cafeteria”.

LUNCH GUIDELINES

- Students are to be seated as directed by the cafeteria monitors.
- 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.

PTO (Parent-Teacher Organization)

Families will receive monthly updates from the school PTO in the school newsletter, including meeting dates and times. Composed of several dedicated parents from each school, the PTO plays a vital role in supporting programs that enrich our students' educational experience.

Fundraising efforts help provide assemblies, field trips, special events, and a variety of activities throughout the year. Volunteers are always needed and greatly appreciated! Please note that all volunteers must submit copies of their appropriate clearances in compliance with state guidelines.

Your involvement makes a positive impact, and we encourage all families to participate in PTO activities.

Water Bottles

Students may carry water bottles with them and use them. Water bottle filler stations are provided at various locations within the building for use. Metal water bottles are discouraged.

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 security 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.

Responsibility for Equipment

When a student accepts his/her textbooks, iPad/Chromebooks, 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 iPad/Chromebooks.**

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 including parking lots, sidewalks, curbs, and roadways. 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 [Board Policy #216](#) 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, [Board Policy #235](#). All school board policies are available on the district's website.

Confidentiality and School Counselors

The chief purpose of school counseling is to help the student help himself. Greater self-understanding enables the student 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.

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. Students in all grades are measured, weighed, Body Mass Index (BMI) is calculated, and have hearing/vision tests annually. 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.

Students wishing to visit the nurse's office must receive permission from a teacher/staff in order to do so. Medications (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 an 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 acknowledging on the Parent Portal, 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- # 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.

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