



Montoursville Area High School

2022-2023 Student Handbook

REFER TO THE DISTRICT HEALTH AND SAFETY PLAN FOR FURTHER GUIDANCE ON COVID-19 RELATED PROCEDURES



MONTOURSVILLE AREA HIGH SCHOOL

Award Winning

2013, 2014, 2019, 2020 US News & World Report Best High Schools
2013, 2014 America's Best High Schools: Newsweek
2012 - 2018 Most Challenging High School: The Washington Post
2017 - 2021 NAMM Best Community for Music Education

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. Matthew Johnson

Assistant Principal

Mr. Chris King

Athletic Director

Miss Melissa Balliet

Guidance Counselor

Mrs. Ronda Albert

Guidance Counselor

Mr. Erick Edler

BOARD OF DIRECTORS

President

Mr. Dave Shimmel

Vice-President

Dr. Dottie Mathers

Members

Mr. Daniel Albert

Mr. Todd Badger

Dr. Susan Beery

Dr. Joseph LeCrone

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Mr. Dale Ulmer

Mr. David Young

Welcome

2022-2023

To our students, we welcome you to Montoursville Area High School. Our school has long maintained a tradition of excellence in education and is the pride of our community, staff, and students. As a student at MAHS, you are the critical component of the school and the key to continued success. Montoursville Area High School is your school and it offers you a variety of opportunities for learning, friendship, and activities. We encourage you to become actively involved in your school, participate in its many activities, and become a positive and valuable contributor to its future and yours. The teachers, counselors, administration, and support staff are here to work with you and to help you successfully prepare for your future. Please be sure to get to know us and allow us to assist you during your years at MAHS.

In addition, this handbook has been prepared to help you become more familiar with your school. The faculty, administration, and staff are very interested in student success. This is one tool in helping to understand the expectations of how students should conduct themselves and treat others at Montoursville Area High School. As the school year progresses, there may be some changes to our handbook. If this happens, students will be notified. As stated earlier, this handbook serves as a guide to our rules and procedures for students and parents. It also acts as our guide in helping students find their success. We all look forward to a great school year.

To the parents, we thank you for the privilege of educating your children. There is great pride in everything we do and we encourage you to involve your child not only in their education, but one of the many activities or athletic programs available at MAHS. Your help and guidance are key to your child's success. Here are some things that have been successful for parents:

- Check on homework and provide a quiet place to study.
- See that the homework is done carefully and consistently.
- See that proper rest and attention to school work are encouraged and sustained all school year.

Understand that the members of the faculty, staff, and administration are interested in supporting your children and welcome conferences, suggestions, and sincere efforts to find solutions together. Share with us. Partner with us. Visit our school. Celebrate with us. If your child is having difficulties, a conference can be arranged with the counselor, teachers, or principals by calling (570) 368-2611 during school hours.

Sincerely,

Matthew Johnson, Principal

Chris King, 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.

Graduation Requirements

The graduation requirements of the Montoursville Area High School, which is accredited by the Pennsylvania Department of Education, must meet the graduation requirements of the Pennsylvania Department of Education and the Montoursville Area School District graduation standards as outlined by Board Policy #217.

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.

The Board shall adopt graduation requirements students must achieve, which shall include course completion with defined grade requirements and meeting the requirements on state and/or local assessments.

* **Arts:** Visual Arts, Music, Dance, Theater, Film Studies, Industrial Arts, Crafts, and Agriculture

** **Humanities:** Literature, Foreign Languages, History, or additional courses in English and Social Studies

Minimum Graduation Requirements

Board Policy #217

Effective with the graduating class of 2015, the Board requires that each candidate for graduation shall have earned a minimum of twenty-six (26) credits and passed state requirements. These specific credit requirements will be approved annually by the Board through the published Course Catalog and will also be enumerated in the high school student handbook. The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning and has completed all requirements for graduation.

<i>Units of Credit</i>	<i>Course/Subject</i>
4	English: Must satisfactorily complete four (4) English credits.
3	Math: Must satisfactorily complete three (3) math credits taken while the student is in grades 9-12. All students must take and pass Algebra I and Geometry.
3	Science: Must satisfactorily complete three (3) science credits. All students must take and pass Biology and Chemistry or STEM to graduate.
4	Social Studies: Must satisfactorily complete four(4) Social Studies credits. All students must take and pass Civics & Government. One (1) credit in Social Studies may be waived for LycoCTC students.
2	Health and Physical Education: Must satisfactorily complete 2.00 credits.
2	Arts* or Humanities**: Must satisfactorily complete two (2) credits in any of the options below: <ul style="list-style-type: none"> a. 2 credits in Art b. 2 credits in Humanities c. 2 credits total in Arts & Humanities with part in Arts and part in Humanities
8	Additional Credits: The student elects enough other credits such that at least the seven and a half (7.5) credits are accumulated to total the 26 required by the Montoursville Area School District.
26	Total credits required for graduation.

Credits

Lycó CTC Credits

Each year 36 weeks of Lycó CTC work shall be equated to four (4) credits as part of the six (6) additional credits requirement.

Awarding of Credit

Course credits may not be used to meet more than one (1) graduation requirement. A grade of 70% or higher or P (Pass) must be attained in order to pass the course and receive credit.

Unit of credit

For graduation purposes, a unit of credit shall represent satisfactory completion of a planned course of 120 hours of instruction in grades 9-12. A school district may offer a planned course of less than 120 hours and course credit shall be awarded based on a fraction thereof.

3 periods/cycle/semester=0.25 credits

3 periods/cycle/year=0.5 credits

6 periods/cycle/year=1.0 credits

Courses approved for graduation credit

All courses offered and taken in grades 9-12 are approved for graduation credit. The courses which fulfill required areas, shall be interpreted using information stated in the Montoursville Area School District Graduation Requirements.

Student Transfer

In cases of pupils transferring to Montoursville Area High School after the 9th grade, the administration may make certain exceptions to the previous requirements if they feel, in essence, the pupil has met the requirements or transferring presents a very impractical situation. The intent of this is to prevent a hardship on a pupil as a result of technicalities.

Course/Subject Requirements

Driver Safety Education

This is offered as a summer course now. Please refer to the Course Catalog for more information.

Advanced Placement (AP)

AP can change your life. Through college-level AP courses, you enter a universe of knowledge that might otherwise remain unexplored in high school; through AP Exams, you have the opportunity to earn credit or advanced standing at most of the nation's colleges and universities. These college level courses require students to meet high standards for success. They require reading and writing skills at a superior level as well as abilities to analyze, synthesize, evaluate, and create. Students selecting these courses must be highly motivated, self-directed learners. All students enrolling in AP courses **are highly encouraged** to take the Advanced Placement exam for that course. Students considering college in their plans should enroll and successfully complete a minimum of 2 AP classes before graduation. The experience and preparation required will give you a good idea of what a college class will be like.

Penn College NOW

Penn College NOW is a program that allows high school students to earn Penn College credits through dual enrollment. Penn College NOW classes are taught by approved high school teachers at the student's home high school or career and technology center. Beginning Fall 2014, the tuition for Penn College NOW is free.

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.

Class Rank

A student's class rank will be included in his/her report card at the conclusion of the school year. Since class rank is an important factor in a student's acceptance into college, it is important that each student is cognizant of the method used in determining its value.

Class Rank Computation

All marks in courses given school credit beginning with ninth grade and ending with the last grade completed by the student are used in the computation. The student's average is the average grade per credit taken with due weight assigned to academic courses. The average is the sum of the individual products of the (1) course grade, (2) credit for the course, and (3) weight for the course; divided by the sum of the credits of the courses.

The general formula is:

$$\text{Average} = \frac{G_1 * C_1 * W_1 + G_2 * C_2 * W_2 + G_3 * C_3 * W_3 \dots}{C_1 + C_2 + C_3 \dots}$$

G₁, G₂, G₃... = Grade for That Course

C₁, C₂, C₃... = Credit Given for That Course

W₁, W₂, W₃... = Weight Factor for That Course

*Weight Factors**

Weight

1.10

Course

Advanced Placement (AP) Calculus

AP Physics, AP Chemistry, AP Biology

Intro to Financial Accounting, Intro to Managerial Accounting

AP English (11th and 12th Grade)

AP US History, AP Economics, AP Government and Politics,

AP World History, AP Psychology, AP Spanish

1.05

All Honors Level Courses and Anatomy and Physiology

1.00

All Other Courses

College Entrance Requirements

Graduation from high school does not necessarily qualify a student for admission to college or a professional school. Each student planning to enter a college must take the subjects required by the institution.

Since the entrance requirements vary with colleges and also within the college (liberal arts, engineering, business, nursing), the serious-minded college prep student is compelled to take the courses which will prepare them to enter almost any college and to compete successfully after they are admitted. As a student approaches their junior or senior year, their college plans may become better defined at which time their high school course selection may be focused accordingly.

Even though it is difficult to ascertain predetermined rules for college preparation, many colleges require three years of English (grades 10, 11, and 12), Algebra I, II, Geometry, and Trigonometry, Biology and Chemistry, social studies, and a foreign language. These requirements are a minimum for entrance, but to successfully compete, a student may have to prepare well beyond these requirements.

Engineering students should take all possible math and science courses. Liberal arts students should have at least three years of one language and possibly four. It is better to have three or four years of one language rather than less time in two different languages. Since college preparation has such flexibility, students (juniors and seniors in particular) should keep in close contact with the counseling department. Your acceptance by a college, although dependent on many factors, is essentially geared to your performance on the SAT or ACT and your high school achievement record as reflected by your class rank. Good hard work and study throughout your school career is the only preparation for those two critical factors.

Vocational Education Opportunities

Students will have an opportunity to decide whether they would like to enroll or continue in vocational education. Most vocational education programs prepare students to obtain entry-level job skills so that they will qualify for a job following high school graduation. Further training at a post-secondary educational institution is also an option. Please take the time to read this important information and to discuss career goals and choices in vocational education. Below is a list of vocational education opportunities at Montoursville Area High School or at the LycoCTC and the requirements for entrance into these programs. For further information, contact guidance counselor Ronda Albert or Eric Edler at (570) 368-2611.

Grades 9-12—

- Vocational Education and Academics
- Business Education
- Agriculture Education (No entrance requirements) at MAHS

Grades 10, 11, and 12—

- Vocational Education at the Lycoming Career & Technology Center (LycoCTC)

This program is primarily intended for sophomores, juniors, and seniors who do not plan to attend college. Pupils in this program may, if they qualify, continue their program beyond high school in the technical field chosen in high school. There are no admission requirements. This program offers an excellent opportunity for our pupils to obtain a salable skill. Our students are encouraged to think seriously about this program. The student, once enrolled in the Lycoming Career & Technology Center (LycoCTC), has standards to meet, in order to remain in the program:

- Attendance**—All students will be expected to be in regular attendance in the LycoCTC program. Each student will be allowed to miss no more than a total of ten (10) days per year without a doctor's excuse. The administration will make parental contact after any student has missed five (5) days. Family vacation and/or excursions that comply with Montoursville Area School District policy will not be counted toward this 120-day standard.
- Performance**—Each student will be expected to maintain a passing grade (70%) in his/her program at LycoCTC. A failing grade (less than 60%) for the first semester or less than 70% for the year may eliminate the student from further participation in the LycoCTC program.
Each student will be expected to pass their course work at Montoursville Area High School to continue eligibility at the L.C.T.C. program. If a student fails 2 or more class at Montoursville Area High School, they will be ineligible to attend the L.C.T.C. program the following school year.
- Attitude**—A negative report from the LycoCTC instructor in regard to any student's effort or deportment in his/her program will be sufficient grounds for withdrawal.

Any student who does not comply with the standards of continuation in the LycoCTC program will be withdrawn from the program by the administration and returned to the regular program in the Montoursville Area High School.

Handicapped or disadvantaged pupils may be dropped from the program only after an MDT has determined the handicap or disadvantage associated with the pupil is not instrumental in the infraction of the standard.

Any student who is withdrawn from the LycoCTC program for failure to meet the standards outlined in this policy will not be permitted to re-enter the program at a later date unless an exception is granted by the Montoursville Area School Board. Furthermore, the Montoursville Area School Board will reserve the right to render other exceptions to this policy on an individual basis due to extenuating circumstances.

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.

High School (Grades 9-12) students are classified and assigned to grade levels according to the minimum standards listed below:

Grade 9 – Satisfactory completion of the program of study in Grade 8.

Grade 10 – Satisfactory completion of 6 credits by the end of 9th grade.

Grade 11 – Satisfactory completion of 12 credits by the end of 10th grade.

Grade 12 – Satisfactory completion of 18 credits by the end of grade 11 and the ability to plan a schedule that will meet requirements for graduation, which includes an additional 8 credits for a cumulative total of 26 credits for graduation.

Early Graduation

Board Policy #217.1

Students may petition the School Board for early graduation consideration. A parental approval form for the student to participate in the program must accompany the student's petition. Early graduation consideration allows the student an opportunity to complete all high school requirements for graduation at an accelerated rate. Options which may be used are doubling up of scheduled courses, tutoring, attendance at a summer school, and course contracting (physical education.)

Students who complete the graduation requirements at an accelerated rate in a given year should consult with the guidance department for written conditions pertaining to yearbook pictures, participation in baccalaureate and commencement ceremonies, issuance of a diploma, listing in the commencement prizes, scholarships and awards. Students must complete the graduation project and meet Chapter 4 requirements for the Pennsylvania State System of Assessments in order to graduate. The responsibility of meeting all requirements for graduation will be solely that of the student. If requirements are met, a diploma will be awarded at the end of 11th grade. A student who is granted approval to participate in this program but who does not meet the necessary requirements will not be eligible for early graduation. The Superintendent must approve courses taken other than in the regular school program. Each case must be reviewed by the School Board.

Senior Grade Deadlines and Graduation

The specific deadline time and date for all final senior grades to be submitted to the office will be set by the administration. No grade may be changed after this deadline and prior to commencement exercises unless an obvious error is in evidence. Students not having enough credits by the set deadline date prior to graduation will not be eligible to participate in the graduation ceremony. The date established will be the Monday before graduation.

Student speakers are chosen as the top 3 students in the class as of the end of the 3rd 9 weeks of the senior year. These rankings will not be published in the graduation program. Students will appear in the order as assigned by the High School Principal.

Scholarships and Awards

The Pennsylvania Higher Education Assistance Agency (PHEAA), the federally funded Pell Grants, Stafford Loans, College Work Study Programs, and direct application to the college of a student's choice for financial aid account for about 98% of the financial aid pupils receive. This aid is plentiful, but students must apply for it and pursue it. If a student can show need, there is a good chance for financial aid. In some cases, a student may be required to submit a CSS Profile Form. These may be obtained in the counseling suite. Applicants should consult the college catalogs for deadline dates. Scholarship and loan information concerning the above programs as well as others will be distributed throughout the year. Keep in contact with the counseling department for details.

The school also has many scholarships and awards available through the Community Foundation and other donors. Seniors will be notified on announcements and in a class meeting about the availability of the applications for these awards and scholarships. Students MUST apply to be considered for these additional awards. A committee of 5-6 composed of faculty and administration review applicants and award these scholarships and awards. They will be presented at an awards ceremony prior to graduation at an evening ceremony and announced at graduation.

If a student does not receive an award, an award cannot be established to provide recognition. For example, once it is learned that the student did not receive an award, the family cannot establish an award to secure an invite to the awards ceremony and be recognized.

Homework Statement

We, at Montoursville Area High School, believe that homework is an integral part of almost every learning activity and work should be assigned to be completed at home for the following reasons:

1. To improve skills in a basic subject.
2. To review important items.
3. To increase knowledge learned in the classroom.
4. To prepare for classroom instruction.
5. To help the student organize and condense knowledge.

Progress Report and Marking System

Students will be issued a **progress report** if they are in academic difficulty at the end of 4 ½ weeks of a reporting period. A report card is issued to each student at the end of each nine-week period. In addition to reporting student achievement, the progress report and report card should become the medium through which the teacher and parent work with the student for his/her educational progress.

Both Progress Reports and Report Cards are published to the parent portal of our student information system. If you would like a paper copy mailed home, please contact the high school office with that request.

Grading is reported by the use of a numerical system, ranging from 1 to 100. No conversion to other systems is provided. Any grade of 70 or above is passing for the nine-week's period, semester, or the term. These are important grades, since a failing grade can eliminate a student from important extra-curricular activities.

Confidentiality and School Counselors

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. Grades are checked each Friday. This is a weekly eligibility. As always, there are times when this needs to be waived. In a case where ineligibility effects the entire group, the high school administration may waive this requirement for the benefit of the whole. **This waiver does not apply to athletics.**

Grading System Equivalent

92-100	A
85-91	B
75-84	C
70-74	D
<70	F

Honor Roll

There will be an honor roll every nine weeks averaged from all subjects.

Requirements:

- ✓ Must maintain an overall 90 average. This average is computed by using all subject grades.
- ✓ Must maintain a minimum grade of 85 in all courses.
- ✓ No incompletes or failing grades are permitted.
- ✓ An incomplete incurred for reasons beyond the student's control (illness, etc.) when completed will make the student eligible for honor roll consideration.
- ✓ Students having an incomplete will have an opportunity to make up their work and receive equal recognition.

Specific Curriculum Notes

- ✓ There are 9 periods per day.
- ✓ There are 6 days per cycle.
- ✓ A subject taken 1 period per day per cycle is 1 credit.
- ✓ A subject taken 3 periods per cycle is 0.5 credits.
- ✓ Students are required to carry 6.5 credits.
- ✓ 4 credits are awarded for LycoCTC.
- ✓ A total of 26 credits is required for graduation.
- ✓ Credit count and GPA calculations begin with 9th Grade.

Pass/Fail Option

Students in grades 10, 11 and 12 may select one elective course per year to be taken pass/fail. An elective course is defined as a course beyond the minimum required for graduation (i.e. once three math or science credits have been passed, then an additional math or science course may be considered elective in nature and taken pass/fail). The following guidelines apply to the pass/fail option:

- ✓ The requirements and standards for the students who select the pass/fail option would be the same as other students in the course.
- ✓ Once the selection of the pass/fail option has been made, this may not be changed.
- ✓ The pass/fail grade will be determined by a number grade (cut off for passing is 70%).
- ✓ The final pass/fail grade will be determined by the average numerical grade from the four marking periods and the final examination.
- ✓ The required courses in English, Social Studies, Health, and P.E. may not be taken pass/fail.
- ✓ Pass/fail courses will **NOT** be computed in class rank.
- ✓ Tutored courses may **NOT** be taken pass/fail.
- ✓ Summer courses taken pass/fail will count as a pass/fail selection for the following school year.
- ✓ Courses not taken at Montoursville High School may **NOT** be considered pass/fail.
- ✓ When any course is dropped after the approved change period, the replacement course may **NOT** be taken pass/fail.
- ✓ Signed parent permission will be required for the pass/fail option.
- ✓ Students may select the pass/fail option the week following the approved course change period. Students do not have to choose this option.
- ✓ Students may **NOT** take weighted courses pass/fail.

Making Up Failures

1. Repeat the failed course in a regular class during the school year.
2. Make up the failure during a regular summer school program.
3. The failure may be made up on a tutorial basis.
 - a. The tutor and the teacher who failed the student should meet to better coordinate the program to meet the needs of the individual student.
 - b. The instruction must be given at some time other than the normal school hours.
 - c. The teacher/tutor is to be compensated for instruction given at the rate determined by the teacher. The estimate of total time and price will be completed before instruction begins.
 - d. The student may be assigned to Nittany Learning Services for remediation of the failing grade.

All the make-up routes except 1 and 2 above must have prior approval of the administration.

Students may not tutor more than 2 courses per school year.

Students receiving a grade of 50% or higher will have a minimum of 15 tutored hours. Students receiving below a grade of 50%, will require a minimum of 30 tutored hours. The teacher doing the tutoring must be certified in the subject field that is being tutored.

On a transcript, both the failing grade and the new, tutored grade will be listed. The original grade is used in figuring the class rank.

National Honor Society

The Montoursville Chapter of the National Honor Society of Secondary Schools received its charter from the National Honor Society Council of Secondary School Principals on January 2, 1959.

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership in the Montoursville chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

The Faculty Council, which oversees the selection of members, consists of five voting faculty members appointed annually by the principal. The Faculty Council selects students who demonstrate outstanding performance in scholarship, leadership, service, and character. All students who meet the GPA requirement* will be identified and then evaluated, with input from the entire faculty, in the areas of leadership, service, and character. Students chosen by the Faculty Council for membership will be invited to join the Montoursville chapter of the National Honor Society.

Membership in the National Honor Society is open to qualified sophomores, juniors, and seniors attending Montoursville Area High School.

**The GPA requirement for the Montoursville chapter of the National Honor Society is a 92. This cumulative GPA is determined by taking the student's weighted GPA and multiplying by .95. Once selected, students must maintain at least an 89 to continue in membership.*

Midterms and Final Exams

Midterm and Final Exams will be administered by the teacher. Midterms and Finals will be administered during a regular class day with no alteration to the bell schedule. Mid-Terms and Finals count as follows:

1. Mid-Terms and Final Exams will be given in all core courses.
2. Electives will be determined by the teacher of the elective.
3. The exams can be written or project-based, except for the Civics and Government final as directed by the State Department of Education's Act 45. Civics and Government students must complete an end of course exam.
4. AP Exams – The teacher of the AP course will determine how this is used.
5. Mid-Term exam grades will not appear on the report card until the end of the school year. This will give individual teachers flexibility in scheduling mid-term exams at natural breaks in the curriculum.
6. The Mid-Term and Final are averaged together and make up 20% of the final course grade.

Academic Integrity Policy

Your integrity is critical in your learning. All students are expected to produce their own work and cite others work through the Modern Language Association (MLA) format. No student shall knowingly plagiarize, cheat, copy, or work to gain an advantage over others on any school work.

Definitions

Assessment

Any exam, test, quiz, essay, take-home test, lab, homework, assignment, project or any other means of assessing student knowledge and skills.

Cheating

Copying from others

Having or using resources not specifically authorized, reviewed, or approved by the teacher.

Providing OR receiving information about all or part of an assessment, including answers or unauthorized materials (i.e. telling a classmate about what was on an exam)

Altering a graded assessment and resubmitting it for a better grade.

Using or displaying any prohibited or unauthorized information of an assessment obtained through theft or an electronic device (i.e. answers programmed into a calculator, cell phone distribution of an unauthorized photo of an exam)

Seeking unauthorized assistance on a take-home or make-up assessment.

Failing to abide by teacher or school instructions as related to an assessment.

Misrepresenting academic accomplishments (i.e. tampering with computer records, lying on a resume)

Manipulating others for one's own academic benefits.

Forging a signature.

Plagiarism

Getting or giving improper assistance on an assignment meant to be individual work (i.e. using materials or information not based on your own research and writing, knowingly giving a classmate your work for his/her credit)

Submitting substantial portions of the same academic work for credit in more than one course without consulting with, and receiving permission from the current teacher.

Making up data for an experiment or citing non-existing sources in any research.

Failing to cite sources properly:

1. Not using quotation marks when needed.
2. Not acknowledging sources when paraphrasing.
3. Software determines the paper is plagiarized.

Violations of Academic Integrity

When a student violates this policy, the following will take place:

A meeting between the student and teacher will occur.

The student will receive a grade of zero for the assessment.

The teacher will notify the administration of the violation.

The administration will evaluate the level of the infraction and determine if further disciplinary action is necessary.

If the student is a member of the National Honor Society, the infraction will be referred to the Faculty Council.

If the student is a member of any Honor Society, the infraction will be referred to the committee of Honor Society advisors.

I have read, understand, and pledge to commit to the Academic Integrity Policy of Montoursville Area High School. By signing this, I understand I will be held to this standard and accept the consequences of any violation.

Student Name (*Printed*)

Signature

Date



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.

Students who have been absent from school must return an excuse, with a reason for the absence and signed by the parent, guardian or doctor on the day of his or her return to school. This excuse must be turned into the high school office. Please phone the school for any and all routine absences. 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.

Any senior who accumulates 15 or more absences, excused or unexcused, will not be eligible to participate in any extra-curricular activities including walking in graduation.

✓ *Student work cannot be made up if an excuse has not been submitted.*

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.
- ✓ Time in the Motivational Resource Center will not be assigned for unlawful absence, except in a truancy case as defined above.

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.

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 Lycoming 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 Lycoming 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 Lycoming 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.

Whether to implement this policy with respect to a student shall be within the discretion of the building principal and/or the superintendent. Each situation shall be addressed individually and shall depend on the factors present in each case. Where the superintendent has determined that there are no mitigating factors, such as valid medical excuse for absence, they may recommend to the Board of School Directors that credit earned during the school year be withdrawn, that promotion or graduation be withheld, expulsion from school (subject to the student's right to a formal hearing), or termination of enrollment if the student is 17 years old or older. When the superintendent determines that there are mitigating factors, they may impose lesser discipline without board approval.

Bell Schedule*

	<i>Start</i>	<i>End</i>	<i>Length</i>
1st	8:20	9:06	46 min
2nd	9:09	9:52	43 min
3rd	9:55	10:38	43 min
4th	10:41	11:24	43 min
5th	11:27	12:10	43 min
6th	12:13	12:56	43 min
7th	12:59	1:42	43 min
8th	1:45	2:28	43 min
9th	2:31	3:15	46 min

*Subject to change

Doors Open

Doors will unlock at 7:45 am for school. Students should report to their 1st period class or library if they arrive before 8:15 am. 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.

Leaving the Campus

Students shall **NOT** leave the campus at any time without permission from the office.

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.

Illness or Accidents

In case of illness or accident, your teacher will issue a corridor pass so that you can see the nurse. If the nurse is not in her office, report to the main office. All accidents must be reported to the teacher in charge at the time of the accident.

College Visits

Seniors may have permission for excused absences not to exceed 2 visits per year. Prior approval must be obtained using the form available in the high school office.

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 8:20 a.m. and 8:27 a.m. on the day of the appointment. These appointments should be made during study periods. 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 high school office at 570.368.2611 and request that homework be sent home or arrange to pick up their child'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 for them 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 8:20 a.m. 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 nine periods of classes for dismissal unless specifically excused.

Tardy

A student is considered tardy if they are not in their 1st period class when the tardy bell (8:20 a.m.) rings; they must obtain a tardy excuse from the attendance office before reporting to their 1st period classroom. The following consequences will be taken with the accumulation of the third and subsequent tardies to school:

3 rd -5 th tardy	=	One detention for each tardy
6 th -8 th tardy	=	½ day in the Motivational Resource Center
9 th -12 th tardy	=	Saturday School
12+ tardies	=	Full day in the Motivational Resource Center and may include a 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. After a student reaches 5 tardies due to illness, a medical excuse will be required.*
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.*



ATHLETICS AND ACTIVITIES

As a member of a Montoursville Area High School athletic team or activity, you will have assumed a great deal of responsibility; you 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; 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 student in competition with other schools if that pupil meets certain eligibility requirements.

Parent Consent

A pupil shall be eligible for practice or participation in any sport only when there is on file with the principal a PIAA certificate of consent which is signed by their parent or guardian.

Physical Examination

No pupil shall be eligible to represent the high school in any interscholastic athletic contest unless they have been examined by a licensed physician of medicine before the first sports season of that academic year. No pupil shall be permitted to practice until they have turned in paperwork stating that they have satisfactorily passed a physical. It is the coach's responsibility to enforce this policy. This includes cheerleaders. No physicals may be administered before June 1st according to PIAA guidelines. Physicals are not to be accepted at practice. Once an athlete has passed a physical they need only to be re-certified for participating in another sports season or re-evaluated if an injury or illness occurs.

The coach will receive a list every day for the first week of practice stating who is eligible for practice. Any student not on the list is not permitted to practice for one or both of the following reasons: no physical on file, no pay to play fee on file.

Scholastic Eligibility

Scholastic eligibility shall be determined by the pupil's progress in each subject of an approved curriculum. In order to be eligible for interscholastic athletic competition, an athlete may not be failing more than 1 class at any given time.

- Pupils who are enrolled for the first time must comply with the requirements of the scholarship rules. The standing required for the preceding semester shall be obtained from the record of the last school which the pupil has attended.
- Students who are scholastically ineligible are not permitted to participate in any PIAA event. However, they are permitted to practice upon the coaches' request.
- Students who are scholastically ineligible are not permitted to ride on the team bus if it involves losing school time. Students may ride the bus upon coaches' request if no loss of school time is involved.
- Students who fail to meet the weekly scholastic eligibility rules shall be ineligible from Sunday thru Saturday of the following week in which eligibility is determined. Students who fail to meet the scholastic eligibility rules at the

end of a marking period shall be ineligible for 15 school days beginning the day the report cards are issued. Students who are ineligible for a consecutive period of time may be dismissed from the team at the coach's discretion.

Attendance at School

In order to be eligible to participate in any interscholastic contest, a pupil must have been regularly enrolled in a secondary school and in full-time attendance thereafter.

Students are required to be in school by 10:41am (4th Period) on the day of an athletic event if they wish to participate in that event. Please note that the student will still be marked tardy and the school tardy policy will be followed in these instances. If it appears that a student will miss part of the academic day, they must get approval from the principal or assistant principal before the start of school (8:25 a.m.). The student must report at the agreed-upon time. Exceptions, for extenuating circumstances such as a doctor's appointment, college visitation, or funeral may be granted by the administration. Students not eligible for practice due to tardiness may not practice or accompany the team on any trips. Students may observe practice upon coaches' request, but may not participate. If there is an athletic event, the student may ride the team bus if they do not miss any school time. If loss of school time is involved, the student is not permitted to ride the bus. The coach will decide whether or not the student can ride the team bus or attend the athletic event if this takes place after school.

Activities

All students have an opportunity to take part in co-curricular activities by joining one of the clubs of the school. Club meeting schedules will be announced monthly. Students not joining clubs will have remain in their flex period room or report for academic work to a teacher.

Sales

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 three lunch periods. Advance notice of sales over the PA system 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. No loud or boisterous disruptions will be tolerated.

Student Government

The Student Council is an organization of students elected by students to serve as their official representatives in matters of concern to the entire student body. It provides a medium through which student opinions may be heard. It also provides a training ground for leaders. The Student Council aims to build school morale and to foster democratic principles in the student body.

The “Sock”

The high school yearbook, the “Sock,” which is issued in November of each year by a staff of representative senior high students, aims to present a complete and comprehensive review in prose and picture of students and faculty, as well as academic and extra-curricular activities during the year.

The work is divided into two fields, the editorial and business. A faculty publications committee composed of the principal and the advisor appoint the editorial and business staffs. In addition to the editor-in-chief and the business manager, the staff is made up of editorial assistants, photography editor, activities editor, sports editor and as many others as will be required on the staff. The requirements for all these appointments are a good scholastic standing, a sincere interest, and ability in the position for which selected. Membership is limited to select senior high students.

Peer Tutors

Any student in the school can volunteer his/her time as a Peer Tutor. These students provide tutoring services to their peers who are experiencing academic difficulties in any subject matter area. Typically, the tutor and tutored student periodically meet in the library either before school, after school, during a study hall or during any mutually agreed upon time. The program is available to any student in grades 9-12, and forms are available in the office.

Other Clubs

The following clubs, organizations, and activities are also open to membership:

Future Farmers of America (FFA)	Key Club
Spanish Clubs	S.A.D.D.
Technology Student Association (TSA)	Math Honor Society
Newspaper Staff	Mock Trial
Theater Arts Club	Industrial Arts Club
Art Club	Science Honor Society
Class Day Program	Art Honor Society
Spring Art Show	Culture Club
Marksmen Club	English Honor Society
Spanish Honor Society	Warrior Ambassadors
Social Studies Honor Society	Academic Decathlon
Social Science Seminar	BattleBots
Future Business Leaders of America (FBLA)	

Flex Periods

1. Activities will meet during flex period. Refer to the monthly schedule for meetings.
2. Students will report to their flex period and pick up passes before reporting to their scheduled activities. Students who are not scheduled for club meetings will remain in their flex periods or report for academic work as requested by the teacher. Passes will not be required in the case of class meetings.
3. Day 6 will be used as an academic period exclusively.

Queens

A student may only be one queen during any one academic year. Organizations contemplating an election are to check with the office for details.

Dances

Any student bringing another student to a Montoursville Area High School sponsored dance must have a completed permission form, or the student's guest will not be permitted admittance. ***Students must be of high school age or older (9th grade and up). No one 21 years of age or older, will be permitted to attend the dances, this includes the prom. DO NOT ASK for an exemption.*** Permission forms can be picked up in the main office.



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 a counselor or principal.

Bullying/Cyber Bullying

Board Policy #218.3 (revised November 2021)

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:

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.

The Board prohibits all forms of bullying by district students.

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.

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

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

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, vaping, 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 high 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)

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. Violation of classroom procedures established by the teacher

Level II

1. 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. Possession or use of tobacco or vaping products
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

- Verbal reprimand
- Special assignment (relevant to the curriculum)
- Notification of parents or guardians
- Detention
- Saturday School detention

Level II

- Notification of parents or guardian
- Motivational Resource Center referral
- Saturday school detention
- Out-of-school suspension (Administration will call home.)

Level III

- Notification of parents or guardian
- Referral to MAP team for controlled substance abuse offense
- Motivational Resource Center referral
- Saturday school detention
- Notification of law enforcement officials
- Out-of-school suspension (Administration will call home.)
 1. Administration will call parents/guardians to notify them of the Out-of-school suspension.
 2. Students may not attend school functions during the suspension period.
- 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. For students serving morning detention, they must report to the school prior to 7:30am. It is the parent's responsibility to transport the student to school to serve the morning detention.

The following regulations apply to after school detention:

- A. Detention will be held Monday and Wednesday after school.
- B. Students will not be permitted to enter detention after 3:20 p.m. or leave before 4:05 p.m.
- 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 or study together.
- F. All students will be given a one-day advance notice of detention assignment.
- G. **Students are required to sign the detention slip. By signing the detention slip, it does not indicate admission to the offense, rather the student acknowledging they were assigned a detention. If the student disagrees with the assignment of a detention, talk with the teacher assigning the detention.**
- H. 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.
- I. Any student who, during the school year, serves a total of ten or more detentions will be called to the office for additional action and possible suspension.
- J. **Students who fail to take detention within two school weeks of the assigned date will be placed in Saturday school detention.**

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.

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.
7. 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.
8. Saturday School takes place at Montoursville Area High School in Room 317 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.
9. 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.
10. 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.
11. **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.**
12. **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.

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 Improvement 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:

NOT ACCEPTABLE

1. Anything covering the head (hats, hoods, etc.) will not be worn inside the building, 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. **Muscle shirts, spaghetti straps, etc. will not be permitted.**
3. Undergarments will be properly covered by appropriate clothing.
4. **Clothing that inappropriately exposes body area, as with cropped tops that expose midriffs, may not be worn.**
5. Shorts, dresses and skirts must be worn so they naturally fall to mid-thigh or longer.
6. Shorts, pants, dresses and skirts **CANNOT** have holes above mid-thigh.
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.
10. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
11. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
12. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
13. Clothing containing vulgar or obscene messages may not be worn.
14. **Chains (i.e. wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.**
15. Bandanas are not permitted to be worn or publicly displayed

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. Everyone will quickly proceed to his/her seat in the auditorium. Moving a large number of pupils in or out of the auditorium 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.

Student Lockers

Lockers are located in the halls for student use. Lockers will be assigned on an as needed basis. You are not to use any other locker except the one assigned to you. Locker assignments may not be changed without the approval of the appropriate homeroom teacher. Lockers will be assigned to students for the proper storage of school materials and clothing. **Liability for all items, including textbooks, becomes the responsibility of the student.**

School lockers are the property of the Montoursville Area School District. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. **Student lockers may be searched if the administration feels that a locker contains unauthorized materials or substances that may pose a threat to members of the student body or school staff.** If anything illegal is found in a student's locker, it will be confiscated. A student may be disciplined based upon anything found in a locker, or the contents or contraband may be turned over to the police.

Lockers located in the band room area are to be used for musical instruments and band-related materials only. Students are not to loiter in the band room locker area before school, at lunch, or after school. Students are not to be in this area without a permission slip. Students are not to eat in this area.

Use of Tobacco

Students are not permitted to smoke, vape, or chew tobacco in the school building or on school property. The use or possession of tobacco or smoking, including the use of e-cigarettes and/or vaping on school property will result in the following disciplinary action:

First offense—three (3) days of in-school suspension; in lieu of a filing with the local magistrate, the \$50 fine can be paid direct to MAHS; 500- word essay on the negative effects must also be submitted

Second offense—three (3) days of out-of-school suspension; filing with the magistrate

Third offense—ten (10) days of out-of-school suspension; filing with the magistrate

Fourth offense—expulsion hearing before the school board; filing with the magistrate

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

It is a violation of school policy to possess, distribute, or be under the influence of any controlled substances during school hours, on school property, or at any school-sponsored event. Information received from other students, teachers, or citizens of the community may be used to determine the actual presences of controlled substances. With authorization of the superintendent or their 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.

Students choosing to participate in extracurricular activities or school-sponsored events, with regard to the use of alcohol, unlawful controlled substances “drugs,” including anabolic steroids, and criminal activity, still fall into a required set of minimum standards. For specific standards of participation for extracurricular and school-sponsored events, refer to Board Policies #122.1 and #123.1 which outline specific ineligibility for participation as well as referral to the Montoursville Assistance Program (MAP) team.

Posting Advertisements

Advertisements of any kind will only be posted on bulletin boards, upon approval of high school administration.

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.

Cafeteria

Board Policy #808

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered daily at a reasonable price. Students who carry their lunches also will have a place in the cafeteria to eat. Students are not permitted to charge any food to their lunch accounts per Board Policy #808. No food will be taken from the cafeteria. Students must adhere to the following guidelines:

1. Students are to be seated as directed by the cafeteria monitors.
2. Students can be assigned seats by the lunch monitor if the monitor determines there is a behavior problem occurring.
3. The lunch monitors from the cafeteria will dismiss students.

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

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

1. Depositing all lunch litter in the proper receptacles.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place clean for others.
4. Depositing all recyclables in the proper bins.
5. Consuming all food and beverages in the cafeteria. No open beverage containers are to be brought into the school.

Digital Technologies

Digital Technology shall mean all forms of digital technology including hardware, software and digital services of any nature and kind. This includes computers; servers; networks; programs; software; digital files, folders, data and records of any nature; the Internet; cell phones; PDAs; modems; voicemail; email; wikis; blogs; and such similar technologies.

1. The digital technologies must be used for educational purposes only. Personal use of any kind is prohibited.
2. The use of digital technologies within the classroom is at the discretion of each individual classroom teacher.
3. No district data, applications, or software of any kind may be loaded on the digital technology without the permission of the District Technology Coordinator.
4. The district is not responsible for theft, damage, content, or maintenance of student owned devices.
5. **The personal use of cell phones during the day is limited to your lunch period only. The personal use of cell phones at any other time is prohibited. Personal use of the cell phone outside of your lunch period during the school day could result in detention, followed by confiscation of the phone, and 3rd offensives could lead to a suspension. Please keep in mind lunch is the only time cell phones are permitted.**



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.

Security

The high school has a security system complete with video cameras. Alarms are on all exterior doors. The other doors will be locked to provide additional security and monitoring of students, visitors and guests entering the building. **ALL STUDENTS will enter through the front entrance.**

School Resource Officer

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.

Telephone Service

Telephone service is available for students in the office.

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.

Working Papers

"Working papers" are issued in the Main Office located within the high school at 700 Mulberry St, Montoursville, PA 17754. Students 16 years or older may secure working papers through the following process:

1. One parent must present a birth certificate to the Office Secretary.

Dropping Subjects

At the beginning of each school year, a one-week period is allowed for the adjustment of schedules. During this time, desired adjustments may be made through the guidance counselors. **After the one-week's adjustment period, there shall be no more subject changes granted, nor will any subject be dropped, unless approved by the counseling department and administration.** Subjects dropped after the adjustment period are recorded on the transcript as a Withdraw Fail (WF). If it is a disciplinary drop, the recorded entry will be Withdraw Fail (WF) and no credit is awarded.

Withdrawal from School

Any student who moves or leaves school for any reason must obtain a withdrawal slip from the counseling office. This slip must then be completed, signed by the teachers, and returned to the counselor before the student may leave school.

Driving Permits

All pupils who live over the legal walking distance from school are transported by a contracted school bus. Hence, driving to and from school and for regular school functions is a privilege.

Parking Facilities

Parking facilities for students are available in the designated area in the north parking lots. A student wishing to secure a permanent parking space for the year will be required to pay a \$25.00 fee to register the vehicle. Registration will include the make, model and color of the vehicle; the license plate number; the owner's name; and the student's name, address and phone number. Additionally, students will be expected to furnish current driver's licenses and registration information. Student vehicles parked in unauthorized areas will be towed away at the student's expense. Students are not to be in any cars between 8:15 am and 3:15 pm.

Lists to Military Recruiters

In accordance with **Act 10 of 1991** of the General Assembly of Pennsylvania, the Montoursville Area School District will make available, upon request, a list of students to armed forces recruiters. The listing will include the student's name, home address, and, if published, telephone number. A written request from the student to Mr. Daniel Taormina, the high school principal, to exclude a student's name will be honored. This request should be submitted to the high school office within 21 calendar days from the first day of school.

Montoursville Assistance Program (MAP)

The Montoursville Assistance Program is a way to identify teenagers who are having school-related problems because of drug or alcohol use or who are at risk of suicide and other mental health problems. It is a method for intervening and referring students to appropriate community services. For further information, contact the Guidance office.

Dental and Health Exams

Each year the board designates a doctor and a dentist as medical examiner and dental examiner. The school employs a school nurse. The state requires the eleventh-grade students to have a medical examination. Students wishing to visit the health room must receive a pass from the teacher to do so. Emergencies are the exception. Medication is not available to students in the health room. Students who must take medication during the school hours should consult the school nurse and School Board Policy No. 3105. Any student sent home or taken home must sign out at the nurse's office or the main office.

Library Policies and Resources

<u>Access :</u>	The library is open every school day from 8:00 AM to 3:30 PM . Students may access the library from flex period, study hall, lunch, or with a classroom teacher for independent study, computer use, make-up work, or tests. Except when accompanied by a classroom teacher, students are required to have a pass.
<u>Loan Policies:</u>	Regular library materials may be signed out for a three-week loan period. Reference materials are signed out for overnight use. AV materials are signed out for one week.
<u>Overdues:</u>	Students will be charged a \$.05 per school day for overdue library materials. There is a \$.25 per school day charge for overdue Reference materials and AV materials. Overdue notices are sent to students' first period class on a daily basis.
<u>Renewals:</u>	Any library material may be renewed up to four times, unless that material is on reserve for another patron. Students may renew their records without having the materials present .
<u>Reserves:</u>	Students may reserve any library materials at any time. When reserve materials become available, notices will be sent to student's first period class.
<u>References:</u>	MAHS Library offers a wide selection of print and non-print references. Access the library's electronic references and web-based card catalog by selecting the Montoursville Home Page at http://www.montoursville.k12.pa.us and the high school library web page. MLA format for works cited and parenthetical references are also located on the high school library web page. Montoursville is a member of AccessPA and its POWER library, which can also be accessed from the library web page.
<u>Donations:</u>	Montoursville Area High School gladly accepts the donation of new or gently used books. The books must support the school's curriculum. Old encyclopedia sets, textbooks, and National Geographic are not accepted. Memorial books will have a book plate inserted inside the front of the book, as well as a "Memorial Book" label placed on the outside of the book.

Testing

Following are brief test descriptions with which all students should become acquainted:

SAT	SAT Reasoning Test (College Board, Educational Testing Service). Most colleges for admission require this test. This is a verbal and mathematical ability test. The preferred test date is spring of the student's junior year. This date is also essential for prospective Penn State applicants. The test may be taken again in October, November, or December of the senior year, if desired, or in June between the junior and senior year.
SAT Subject Test	Subject Test (College Board, Educational Testing Service). Some colleges require this test. Check the college catalog for requirement and test date. This is a subject matter type test and should be taken at the most opportune time in relation to courses in progress or completed by the student.
ACT	American College Testing Program, (Iowa City, Iowa). This is required by many colleges west of the Mississippi River and in the south for admission; it is accepted by most other colleges in lieu of SAT (check catalog). Students in grades 9 and 10 will take the ACT Explore and Plan exams.
PSAT	Preliminary Scholastic Aptitude Test (College Board, Educational Testing Service). This test is recommended for sophomores and juniors who will be possible college applicants. It is given only in October of a student's sophomore or junior year.
NMSQT	National Merit Scholarship Qualifying Test. This test is combined with the PSAT. It qualifies outstanding academic students for merit scholarships.
Keystones	Pennsylvania's Keystone Exams The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature, and Biology. The Keystone Exams are one component of Pennsylvania's system of high school graduation requirements. Keystone Exams will help school districts guide students toward meeting state standards
Advanced Placement	<i>Students enrolled in AP Courses are strongly encouraged to take the AP examinations.</i>

Counseling Department

The Montoursville Area High School Counseling Department is an integral member of an educational “team” composed of faculty and administration. The department’s basic goals are to facilitate maximum self-awareness, self-direction, and self-development on the part of the student, as well as to promote personal/social adjustment and educational/vocational decision making.

Students will be involved in individual interviews with their counselor during the school year. These interviews are of a personal nature and will be held in the strictest confidence. Any time a student desires to speak with a counselor, it is only necessary to arrange an appointment. Counselors will also be willing to schedule appointments with parents, students, and/or faculty members at a time that is convenient with the parties involved.

As often as possible, interviews will be arranged during a student’s study periods. There will, however, be times when it will be necessary for a student to miss a class. It is the student’s responsibility to make up any work missed and to arrange a more suitable time for the interview, if a test is being given at that time.

In addition to individual interviews, a number of classroom presentations will be given on various topics throughout the school term. Also, a battery of several standardized tests will determine student aptitude and achievement levels. All standardized test results will be interpreted for the students on an individual basis or in small groups in order to ensure student comprehension of the results.

College Entrance Exams are given to interested juniors and seniors at other high schools in the area. Arrangements to take these tests may be made in the counseling offices. Most colleges require the College Board’s SAT Reasoning Test or the ACT Test of the American College Testing Program for admission. Some colleges also require the College Board’s SAT Subject Tests. Students are advised to refer to the catalog of the college of their choice to determine which tests are required for admission. Pertinent and timely information regarding these tests will be distributed and announced periodically by the counseling department.

Student Records

Information contained in the student’s permanent record folder is considered confidential information and is not released to outside agencies (employers, college admission offices, etc.) without the student’s or parent’s written permission. Proper forms are available in the counseling or main office to grant permission to school officials to send transcripts to colleges or release information to a third party. The full text governing students’ records is available in the library.

Social Security Number

If parents or students have not already secured a social security number, students should plan to do this as the beginning of their junior year. The number will be needed for approaching tests and other reasons.

Job Shadowing

Professional job shadowing opportunities are available to all students in the school. This program is designed to expose students to actual work environments. Each interested student will have an opportunity to spend time in a non-paid, realistic portrayal of a “day in the life” of his/her career choice. Students are expected to use the experience to gain insights into the knowledge, skills, and values needed to become a contributing member of a business and in his/her future life in the “real” world. A complete set of the necessary forms and materials is available in the office.

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.

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.

Book Policy Manual
Section 800 Operations
Title Acceptable Use of Digital Technologies
Code 815
Status Active
Legal 1. 47 U.S.C. 254
2. 20 U.S.C. 6777
3. 47 CFR 54.520
17 U.S.C. 101 et seq
18 Pa. C.S.A. 5903
18 Pa. C.S.A. 6312
18 U.S.C. 2256
24 P.S. 1303.1-A
24 P.S. 4601 et seq
24 P.S. 4604
Pol. 103
Pol. 104
Pol. 218
Pol. 218.2
Pol. 218.3
Pol. 220
Pol. 233
Pol. 237
Pol. 248
Pol. 317
Pol. 348
Pol. 417
Pol. 448
Pol. 517
Pol. 548
Pol. 814
Adopted August 10, 2004
Last Revised August 11, 2020

Purpose

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.

Definitions

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.

Delegation of Responsibility

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.[\[1\]](#)[\[2\]](#)

[\[3\]](#)

Guidelines

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.

[815AG Acceptable Use of Technology.pdf \(383 KB\)](#)

[815A Acceptable Use of Technology Employees.pdf \(156 KB\)](#)

[815B Acceptable Use of Technology Students.pdf \(94 KB\)](#)

[815C Acceptable Use of Technology 1to1 Agreement.pdf \(135 KB\)](#)

MONTOURSVILLE AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WEAPONS

ADOPTED: August 10, 2004

REVISED:

	218.1. WEAPONS
1. Purpose	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.
2. Definitions SC 1317.2	<p>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.</p> <p>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.</p>
3. Authority SC 1317.2 218.1 AR	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.
SC 1317.2 Pol. 233	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.
4. Delegation of Responsibility 20 U.S.C. Sec. 1400 et seq	In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.
SC 1317.2	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.

218.1. WEAPONS - Pg. 2

SC 1317.2	The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.
SC 1303-A	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.
SC 1303-A	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.
5. Guidelines	<p>Students, staff and parents/guardians shall be informed at least annually concerning this policy.</p> <p>Exceptions to these provisions shall be made for:</p> <ol style="list-style-type: none"> 1. A weapon being used as part of a school approved program by the individual participating in the program. <p><u>Transfer Students</u></p>
SC 1317.2	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.
20 U.S.C. Sec. 7151	
20 U.S.C. Sec. 7114	

MONTOURSVILLE AREA SCHOOL DISTRICT

SECTION: PROGRAMS

 TITLE: INELIGIBILITY BASED ON
 USE OF CONTROLLED
 SUBSTANCES OR CRIMINAL
 ACTIVITY

ADOPTED: August 10, 2004

REVISED: August 10, 2010

	123.1. INELIGIBILITY BASED ON USE OF CONTROLLED SUBSTANCES OR CRIMINAL ACTIVITY
1. Purpose	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.
2. Authority Pol. 227	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.
3. Definition	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.
4. Guidelines	<p>Any student, who, on the first offense:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> the date of the infraction/conviction. the date on which the high school administration learns of the infraction/conviction.

123.1. INELIGIBILITY BASED ON USE OF CONTROLLED
SUBSTANCE OR CRIMINAL ACTIVITY - Pg. 2

5. Delegation of Responsibility	<p>2. The student may participate in extracurricular activities outside of the school day if s/he completes the following:</p> <ol style="list-style-type: none">The 30-calendar days suspension is completed.The student will undergo a student assistance referral to the MAP team.The student will follow through with the recommendations of the counselor.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. <p>Subsequent violations will result in exclusions from participating in any event or extracurricular activities for the remainder of the school year.</p> <p>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.</p> <p>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.</p> <p>References:</p> <p>Board Policy – 227</p>
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