



HANDBOOK

Montoursville Area School District
Montoursville, PA

<https://www.montoursville.k12.pa.us/warrior-online-learning/>

Welcome to Warrior Online Learning!

We wish all of our WOL families a successful 2020-2021 school year. We hope this handbook provides you with useful information about our online learning program and our school district. We will communicate with you through our learning management system throughout the school year as well.

WOL students are students of Montoursville Area School District and are expected to abide by all MASD policies. Please consult the handbooks of our various brick-and-mortar schools. Should you have any questions about our program, please do not hesitate to contact us.

Quick Reference List

MASD Website: www.montoursville.k12.pa.us

District Office Phone: 570-368-2491

District Office Fax: 570-368-3501

MASD 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.

Eligibility

The following eligibility and procedures will be followed by the student and/or parent/guardian:

1. The student must be a Montoursville Area School District resident.
2. Parent/Guardian(s) must follow district enrollment procedures, policies, and guidelines.
3. Parent/Guardian(s) and student(s) must meet with Montoursville Area School District designated personnel to enroll in the program and review the student's educational record to develop an online program of study.
4. For any student identified needing special education services, an IEP team meeting will be held prior to registration to make certain that goals can be met in the online program.
5. Parent/Guardian(s) and students must sign the Warrior Online Learning Handbook.

Expectations

Student expectations are as follows:

1. Meet all established course deadlines.
2. Actively participate in coursework by meeting the minimum number of assignments per week (varies by student).
3. Make a good faith effort in all academic areas, and reach out to teachers for help when needed.
4. Maintain regular contact with course teachers and Montoursville Area School District personnel.
5. Take the PSSA or Keystone Exam at the appropriate grade levels.
6. If progress is not being made, the student will be required to check in weekly with the Guidance Counselor.
7. Students who fail to make adequate progress after weekly check-ins will be required to report to their designated brick-and-mortar school, during normal school hours, to complete their online work. If progress is still not made, the student will be removed from Warrior Online Learning.

Parent/Guardian(s) expectations are as follows:

1. Assure compliance with Montoursville Area School District requirements.
2. Provide an appropriate work environment for the student.
3. Make a commitment to assist and monitor their child when they work at home.
4. Assure that their student is actively participating – compulsory attendance laws apply to WOL students.
5. Ensure that the student is checking in, if required, with a WOL Coordinator.

6. Ensure that the student reports to brick-and-mortar school, if required due to inadequate progress.

Montoursville Area School District expectations are as follows:

1. Provide the computer-based program without charge, except in the case of damages or summer school fees.
2. Monitor student progress.
3. Provide students with guidance in regards to credit and course selection.
4. Track credit towards graduation.
5. Assure compliance with special education regulations.
6. Account for the student within child accounting and other state reporting requirements.
7. Provide health, counseling, and other district services.

Calendar

Online students will follow the district calendar for start and end of the program year as well as marking period end dates. Each core course is divided into two semesters. Electives vary, but students will need to carry a full course load in order to stay on track to graduate. Students have access to their work any day or time.

Extra Curricular Sports & Activities

Warrior Online Learning students have access to all athletic and extracurricular activities provided by MASD. All MASD students are required to remain academically eligible, according to PIAA and any other organization that oversees the activities in order to participate. WOL students are welcome to participate in on-site clubs and activities; however, transportation will not be provided by the district. When considering coming on the campus of any school, the student must comply with the Health & Safety Plan of the district fully.

Costs

Warrior Online Learning is a Montoursville Area School District public school program. There are no enrollment fees, tuition, or charges for textbooks to the parent/guardian except for credit recovery programs or summer school programs.

Internet Reimbursement

Full-time WOL families will also be given an Internet reimbursement of \$150 at the end of each semester (2 marking periods) of active online participation and academic progress. Required documentation for Internet reimbursement must be submitted.

Reimbursement requests must be submitted to the District February 5 for the first semester, and by June 15 for the second semester.

Equipment & Tech Support

Use of Technology Policy #815 - [Please review on our website.](#)

K-1 students will be given an iPad and 2-12 students will be given a Chromebook to use for their coursework. Mice and/or headsets are available by request. Acceptable use of equipment is governed by the Board Policy #815 signed upon issuance of equipment. Tech support will be provided during regular school hours.

Transportation

Transportation to and from the home to school building for educational opportunities, co-curricular, athletic, and social opportunities is the responsibility of the family.

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.

Minimum Pennsylvania Attendance Requirements:

- 1) For K-6 students, 5 hours of online and/or offline coursework is required each day. For 7-12 students, 5.5 hours of online and/or offline coursework is required each day.
- 2) Students are required to attend live lessons with his or her teacher per week. Live lessons will occur through Zoom video conferencing.
- 3) Students must log in for the specified time above. Any time not accounted for whether through the system or offline instructional time may result in truancy issues.
- 4) The students must have the minimum hours logged for their grade level each school week (Monday to Sunday). Failure to adhere to this may result in truancy issues or removal from the program.

5) An excuse will be required if a student misses multiple live lessons, misses a half day of work, or is absent due to illness or appointment. An appropriate excuse must be emailed, faxed, or mailed to the above address. If it is not received within 3 school days, then the absence will be considered unlawful or unexcused. All Pennsylvania truancy laws will be followed.

6) If you have issues with internet access, please call our office immediately so that we are aware and can try to assist if possible.

7) After 10 cumulative days of not working the required hours per day or missing live lessons, a medical excuse will be required.

8) If the program is not working, please call between 8:00am and 3:00pm or submit a tech support ticket so we can help you work through any issues you may be experiencing.

Once a student accumulates 10 absences, a doctor's note will be required.

Once a student accumulates 3 unexcused absences, a letter will be mailed to a parent with the student resides.

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.

Course Expectations

Each course instructor will have his/her own set of course expectations, which will be communicated to students and families.

The Learning Management System (LMS) and course materials are available 24/7; however, it is up to the family to devise a schedule that works best for their needs. K-5 students have additional live lessons, and the teacher will contact the families to set up a schedule which works best. Live sessions are recorded to allow for scheduling flexibility. For 7th-12th grade students, most courses are asynchronous (at the student's own pace), but teachers are available for help. College Prep/Honors courses require conversations with teachers on a regular basis. A weekly To-Do List helps to keep students on track.

K-6 students are expected to work at least 5 hours a day online and/or offline. 7th-12th students are expected to work at least 5.5 hours a day online and/or offline. Teachers will evaluate students' progress and recommend additional rigor or courses if need be.

Late Work

All assignments past due will receive an automatic zero. However, the assignment will still be able to be completed. Any work completed after 30 days will not receive credit. No additional time will be given after the course end date.

Academic Integrity

Plagiarism will not be tolerated in WOL courses. Students will not receive credit for any submissions in question. WOL students should not use Google, or any other search engines, to complete coursework.

Graduation Requirements

Graduation Requirements (Board Policy #217)

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. Courses for credit may be taken at institutions of higher education or area summer schools. **All such courses must have prior approval of the principal.**

The graduation requirements of the Montoursville Area High School require each student to complete at least 26 units of credit in certain specified areas in

grades 9 through 12 in order to be awarded a high school diploma. In addition to completing the 26 credits, students shall meet all requirements of the Pennsylvania Department of Education for high school 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 or Algebra IA and IB.
3	Science: Must satisfactorily complete three (3) science credits. All students must take and pass a Biology course and a Chemistry or STEM or Agriculture Science course to graduate.
4	Social Studies: Must satisfactorily complete four (4) Social Studies credits. All students must take and pass Civics & Government, US History, World History, and CSS. One (1) credit in Social Studies may be waived for LycoCTC students.
2	Health and Physical Education: Must satisfactorily complete 2.0 credits Physical Education. Freshmen will have Intro to Physical Education/Health to fulfill 0.5 credits of this requirement.

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
8.0	Additional Credits: The student elects enough other credits such that at least the eight (8) credits are accumulated to total the 26.0 required by the Montoursville Area School District. Financial Literacy must be 0.5 credits of the 8.0.
26.0	Total credits required for graduation.

Course credit is earned starting in 9th grade. Students must meet a minimum of 26 credits to graduate (approximately 6.5 credits per year). Specific course requirements include Algebra I, Biology, Health, and a Physical Education course. Students must take at least 4 credits of English, 4 credits of Social Studies, 4 credits of Math, and 3 credits of Science. The remaining credit requirements can be fulfilled through elective courses. The Class of 2020 and 2021 will also be required to demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams. These exams will be administered at the high school in the Winter and Spring at dates to be determined.

Other local and state requirements include ensuring students are well-prepared for any post-secondary options. This may involve taking a career-based online course for credit towards graduation. See our district handbook for more information about our updated graduation policies.

Online learning is not intended to be a short-term placement; it is a path in which students continue through to graduation. Transfers between school settings and the online setting may impact a student's ability to graduate on time.

State Graduation Requirements

1. Scoring proficient or advanced on each Keystone Exam – Algebra I, Literature, and Biology.

or

2. Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score will be available in August 2019.

or

3. Earning a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.

or

4. Earning a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.

or

5. Earning a passing grade on the courses associated with each Keystone Exam, and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT Subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employment.

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.

Drop/Add/Withdraw

Students who decide to withdraw from an online course must decide within five days of the start of the course.

Special Education

If a special education student wishes to enroll in Warrior Online Learning an IEP team meeting will occur first. If WOL is selected by the family, the student's IEP will be altered to reflect this change in placement if the team agrees the student's needs can be met in this setting. In addition, the student will have a case manager (MASD Special Education teacher) assigned upon enrollment. The case manager monitors the student's progress toward meeting the goals of the IEP. The case manager, along with the online teacher, support the student while enrolled in WOL to ensure the WOL program is meeting the academic needs of the student.

Course Completion/Summer School

Unless otherwise stated, online students are to be finished with all course assignments by the last day of the school year as noted on the district calendar.

If a student fails to complete their course assignments by the last day of school, they are responsible for paying the summer school rate of \$250 per course to continue. Students must return the laptop after coursework is finished as per the "Technology Loan Agreement."

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.

Withdrawal

When a withdrawal from school is necessary due to a move out of the Montoursville Area School District parent(s)/guardian(s) must supply the district with the exact date of withdrawal, their new address, and the name of the school district to be entered. If you move out of the district, please report this to Diana McElwee, dmcelwee@montoursville.k12.pa.us, or call 570-368-2491 ext 6100.

Change of Address

The school laws of Pennsylvania require that accurate records be kept of all pupils in each school. This is possible only with the full cooperation of parents. Parents must report any change of address within Montoursville Area School District. If you have a change of address within Montoursville School District, please contact Diana McElwee, dmcelwee@montoursville.k12.pa.us, or call 570-368-2491 ext 6100.

Athletic Participants Students in grades 7 - 12

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 his/her parent or guardian.

Physical Examination

No pupil shall be eligible to represent the high school in any interscholastic athletic contest unless he/she has 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 he/she has 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 he/she needs 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 everyday 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.

Bullying/Cyber Bullying

Board Policy #218.3

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

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

1. Substantial disruption of the orderly operation of the school.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

The Board prohibits all forms of bullying by district students.

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

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

Discipline

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

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

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.

3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

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. If you wish to anonymously report suspicious or illegal activities on district property or at district events, you may call the School Resource Officer at 570-368-2611, ext. 5013 or email mstorms@montoursville.k12.pa.us. If an immediate response is necessary, please call 911. All information will be kept confidential.

Student Records

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

Student Rights/Surveys

The Montoursville Area School Board has adopted a document on student rights/surveys, POLICY # 235. All school board policies are available on the district's website.

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.

Parent Name (print)

Date

Parent Signature