

MONTOURSVILLE AREA SCHOOL DISTRICT

LOYALSOCK VALLEY ELEMENTARY SCHOOL

STUDENT HANDBOOK

2017-2018



www.montoursville.k12.pa.us/loyalsockvalley

Dear Parents/Guardians and Students:

This “Parent & Student Handbook” is designed to be a resource for you and your child to inform you of the policies and procedures of Loyalsock Valley Elementary School. It is hoped that you will become familiar with its contents and find this information useful. If questions arise upon review of the Handbook, please do not hesitate to contact your teacher, counselor, or principal.

We would like to invite every parent/guardian to become an active participant in your child’s education. We at the “Valley” believe that the most effective education for your child comes from a partnership between the home and the school. Many opportunities exist for you to become involved in your child’s education and we invite you, as parents, to take advantage of these opportunities throughout the school year.

We are very proud of our school, students, staff, parents and community. We strive to provide our youngsters with a well-rounded and meaningful educational experience geared to each child’s learning potential. We are all looking forward to a happy and successful school year!

STUDENT RIGHTS

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

Here are some of your important rights:

- You have a right to be yourself at school. This means that you should not be treated unfairly because you are tall or short, a boy or a girl, have blonde or black hair, or because it takes you a little longer to get the right answer.
- You have a right to be respected and treated with kindness at school. This means that others should not laugh at, make fun of, or intentionally hurt your feelings.
- You have a right to be safe and secure at school. This means that no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.
- You have a right to learn about yourself at school. This means you may talk about your ideas and feelings as long as it does not take away the rights of others.
- You have a right to be protected against sexual harassment. The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the MASD to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by fellow students, school employees, others who come in contact with students during school or through school activities. Students and school employees at the Valley should report any suspected violations of this policy to Mrs. Alice Weiler, our counselor. (School Board Policy 248 and 249)

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

STUDENT RESPONSIBILITIES

- | | |
|------------------------------------|---|
| - Pay attention in class | - Complete your agenda book (for students in grades 2, 3 and 4) |
| - Be on time for school | - Help make the school a positive place |
| - Take care of school property | - Follow directions and show respect for others |
| - Complete your homework/classwork | |

SCHOOL HOURS

8:20 AM	First Bell (all students report to their classroom)
8:30 AM	Start of the Day / Late Bell (all students must be in their homeroom)
11:00-11:30 AM	First Lunch Period - (Grades: KDG, 1 and 2)
11:40-12:10 PM	Second Lunch Period - (Grades: 3 & 4)
3:12 PM	Private Car Dismissal
3:20/3:25 PM	Bus Dismissal

HOMEWORK/ AGENDA BOOKS

The purpose of homework is to reinforce what has been learned in class and to develop a sense of self-discipline, personal responsibility and independent thinking. We encourage all parents to show an interest in your child's work and to see to it that all assignments are completed. Students in grades 2, 3 and 4 will be responsible to complete an agenda book on a daily basis. Parent(s) guardian(s) should check the agenda book EACH night for homework assignments as well as other school information. Your child's teacher will have assignments written on the board or overhead. It is *your child's responsibility* to copy the assignment into his/her agenda book and take it home in his/her backpack. Parents/guardians need to check the agenda book and make certain that your child has completed his/her assignments.

ATTENDANCE GUIDELINES:

ARRIVAL PROCEDURES-

- **Private Car Arrival (AM):** Private cars may drop their child off in the morning in the lower loop of the parking lot near the front of the building. There are two options for AM Private Car Students: (1.) Parents may pull into the DRIVE THROUGH DROP OFF LANE in the lower loop (near the old bell). Children are to exit the car on the passenger side of the car, walk in the lined walkway to the sidewalk near the old bell, and then cross in the lined crosswalk to the main entrance after looking both ways to make sure there is no on-coming traffic. **DO NOT PARK IN THE DROP OFF LANE AT ANY TIME.** We cannot create a traffic back-up into Route 87 due to parked cars in the drop off lane. (2.) Parents may also elect to park in a parking space in the lowest loop (nearest Rt. 87), escort their child to sidewalk near the old bell (or to the front porch), cross in the crosswalk at the flag pole, and then cross in the lined crosswalk to the main entrance after looking both ways to make sure there is no on-coming traffic. School staff will be on duty from 7:30-8:15 AM to help students cross safely.
- **Bus Arrival:** All bus students will exit bus and enter through the main entrance doors to the cafeteria for supervision until 8:20 AM.
- All students who arrive at school prior to 8:20 AM must report to the cafeteria and wait until the staff on duty dismisses the students to their homerooms. At 8:20 AM, all students will be dismissed to their respective classrooms.
 - If weather and/or temperature permit, staff on duty may decide to take the students outside for a brief recess (approx. 10 minutes). When the weather is inclement and/or extremely cold, the children will remain in the cafeteria until 8:20 AM.
- A student who arrives after 8:30 AM should report to the office first, receive a late/tardy slip, and then report to class after being marked tardy.

How early may my child arrive to the school each day?:

- Supervision of students begins at 7:30 AM. **DO NOT** drop your child off at school before this time.
 - If at all possible, refrain from dropping off students until after 7:45 AM.

DISMISSAL PROCEDURES

If your child is going home by private car, he/she should submit a note signed by a parent/guardian to their teacher. Please indicate who will be picking up the child. Private car dismissal is at 3:12 PM. We would like all of our private car students to be out of the building by our bus bell at 3:20 PM (prior to the first bus arriving to the school). Parents picking up their children should report to the front porch by 3:05 PM. Staff will match the children with their private car adults on the front porch.

For your child's safety, a note is required anytime your child is being dismissed in a non-routine manner. Notes are required for any early dismissal of your child.

Please *DO NOT TELL* your child to *tell* us that he/she is private car. If you forget to send in a note with your child, the parent must *CALL* the school to inform us of the change.

SCHOOL ATTENDANCE

In order to assure continuous success in class work, regular attendance is very important. The Compulsory Attendance Law of Pennsylvania states that when a child enters Kindergarten he/she is now required to comply with the guidelines and regulations of the compulsory attendance laws. By law, the following reasons for absence are considered excused:

1. Illness of student 2. Death in the immediate family 3. Reasons of emergency nature. 4. Prearranged doctor and dental appointments 5. Authorized school activities 6. Approved family educational trips.

In case of absence, the following procedure should be followed:

- Students who have been absent from school must bring in a dated excuse signed by the parent/guardian or doctor *on the day they return to school*.
- These excuses must be handed in to the classroom teacher on the morning the child returns to school.
- Excuses not received by the Office within three days of the absence may be recorded as unlawful. After three days of unlawful absence, a letter of warning is issued to the parent or guardian. Any additional unlawful absence beyond the warning may result in legal action, contact by the School Outreach Coordinator, and/or contact by Children and Youth Services.

In the case of chronic or irregular absences without a sound reason, the school may require an excuse from a certified physician for any future absence(s) in order to comply with compulsory school attendance laws. Chronic absences or ongoing discipline concerns may also result in the student not participating in school-sponsored field trips/activities.

You may be excused only for those religious holidays now recognized by the Department of Education. Any student wishing to be excused for religious holidays must have his/her parent/guardian contact the principal in writing beforehand.

We encourage you to try to schedule your child's dental and doctor's appointments around school hours. If that is not possible, please send a note on the day your child needs to be dismissed. Then, report to the Office to sign him/her out.

FAMILY EDUCATIONAL TRIPS: PROCEDURE FOR APPROVAL

Families planning a trip during the school year that will require a student to miss school time must complete a Family Educational Trip Form at least three days prior to the trip. In order for the absences to be considered an excused absence, the parent/guardian must provide an educational purpose/value to the trip. This rationale must be stated on the Educational Trip Form. Failure to submit a Family Educational Trip Form and/or providing an educational rationale to the trip will result in the absence to be marked as unlawful. Family Educational Trip forms are available from the school office or can be accessed via the district website (www.montoursville.k12.pa.us). On the website, click on “Parents” along the top menu bar. Next click on “Forms.”

- Please note: Family Educational Trips will not be approved for 3rd and 4th grade students during PSSA testing times.
- A student may only be excused for a maximum of two trips per year and up to a total of 10 days per year for a Family Educational Trips.

TARDINESS

It is important for children to arrive to school on time each morning. Children arriving after 8:30 AM will be marked as tardy. Those with chronic **unexcused** tardies may face disciplinary action by school administrators and/or the attendance officer. Doctor and dentist appointments will be marked as excused legal tardies.

WITHDRAWAL

When a **withdrawal** from school is necessary due to a move out of the attendance area/school district, parent(s)/guardian(s) must supply the school with the exact date of withdrawal, their new address, and the name of the school district to be entered. A student withdrawal form must then be completed by the withdrawing parent(s)/guardian(s).

A WORD TO STUDENTS ABOUT RULES

A school is like a big family. If its members are going to be safe and happy, and things are going to get done, there must be some rules. The rules must be fair. They must be the same for everyone.

Rules do three things:

- Rules tell people what they can do;
- Rules tell people what they cannot do;
- Rules make it possible for people to live and work together safely.

SCHOOL - WIDE BUILDING RULES

Keep hands, feet and objects to myself

Walk in the building

Listen and follow directions

Treat people and property with care

Use kind words and quiet voices when speaking

NON-NEGOTIABLE RULES

Because of their serious nature, contact will be made with the parent/guardian on the first offense. Consequences for infractions of these rules will follow school district policy and procedures.

- Bullying will not be tolerated. This means the unwelcome verbal, written, electronic or physical conduct directed at a student by another student or students, or by an adult. Bullying activities that rise to the level of requiring disciplinary action will be resolved in a manner consistent with the policy for student discipline (see Board Policy 218.3).
- You are not allowed to obtain money, lunch items or personal belongings by force or undue pressure from another student. So remember, every student has a right to private property and the right not to be threatened by anyone. Leave people's things alone - hands-off.
- Possession of Potential Weapons – A weapon is defined as any implement or instrument capable of inflicting serious bodily injury. (School Board Policy 218.1)
- Vandalism – You are not allowed to destroy, misuse or damage school property or property belonging to someone else.
- Drugs, Alcohol, Smoking – The school district prohibits the use/possession or distribution of illegal drugs or alcoholic beverages on school property. Students are not permitted to smoke or use tobacco products in school buildings, on school grounds, on school buses or at any school-sponsored activity. (School Board Policy 222 and 227)

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.

- Search and Seizure - Student desks may be inspected from time to time to insure that they are being cared for and that the contents are in no way harmful to the student nor any other persons in the school building. Any illegal/inappropriate material may be seized. Students may also be asked to empty their pockets, book bags, and purses to search for controlled or criminal material if there is reasonable cause to do so. Parents will be contacted and made aware of the reason for the search. (School Board Policy 226)

DISOBEDIENCE:

DISOBEDIENCE MEANS REFUSING TO DO WHAT YOU ARE TOLD:

While you are at school, in the classroom, on the playground, and on a school bus, you are expected to treat with respect the people who work at the school and follow their directions.

BUS ISSUES

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

If you have any specific questions about the bus, please contact the bus driver directly.

- We realize that every now and then you want/need your child to ride a different bus to or from school. If this is to occur, a note must be sent into the school. Your child will then be issued a Bus Pass from the school office to give to the bus driver.

SCHOOL BUS SURVEILLANCE CAMERA NOTICE

Students and parents/guardians should be aware that Montoursville Area School District school buses and vans have cameras monitoring bus passengers. The cameras record both **audio and video** at different locations throughout each bus/van. 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 and 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.

BOOKS AND SUPPLIES

The School District supplies textbooks, technology, and supplementary materials for student use throughout the school year. These supplies are to be treated with respect by the students and each student is responsible for the appropriate care of these supplies when they are issued to them for use. If loss or willful damage occurs to school district supplies, the pupil may be responsible to pay for replacement of the item(s).

SCHOOL DRESS CODE

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 restrictions have been adopted:

- No bare feet (footwear must be worn at all times).
- No clothing, buttons or other insignia if they are intended to mock, ridicule or otherwise deliberately demean or provoke others because of race, religion, individual views or national origin.
- No clothing that presents safety hazards or interferes with the educational process.
- Hats may not be worn in the building.
- Clothing that inappropriately exposes body area may not be worn. Appropriate clothing must cover undergarments.
- Students may not wear clothing that promotes/advertises the use of violence or the use of drugs including alcohol.
- ***Sandals with backs are permissible—(no flip-flops)***

As a matter of general policy, the Montoursville Area School District expects that all students be neat and clean in appearance when in attendance at school. The District believes that the responsibility for seeing that children meet these standards of dress ultimately rests with the parent or guardian.

The principal and teachers of each building are responsible for enforcing the regulations governing the proper dress 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 this policy will be asked to exchange inappropriate clothing for suitable attire.

In cold and inclement weather, provisions should be made so that children are not only outfitted in the proper type of outer clothing, but also the proper articles for in-school wear. Snow boots, heavy insulated slacks and other types of outer clothing should not be worn inside during the school day.

HARASSMENT

Harassment in any form is not acceptable. The district's harassment policy and complaint procedures may be found on the district website under the school board tab. (See MASD School Board Policy #248).

PERSONAL ELECTRONIC DEVICES (PEDs)

In accordance with the School District's Acceptable Use Policy, students are permitted to bring certain electronic devices to school as long as they adhere to school policies for their use. Students are not required to have a personal electronic device, but rather this policy allows for those who choose (with parental permission) to bring a device to school. Personal Electronic Devices (PEDs) may only be used, during the school day, with the permission of the classroom teacher/school personnel, while under the supervision of school personnel, and only for educational purposes at the discretion of school district personnel.

Cell phones are included as part of this PED policy. Cell Phones brought to school must be turned off as students enter the school and remain off until students have exited. Students wishing to use Apps or functions on their cell phones during the school day must adhere to the guidelines stated above pertaining to PEDs.

Students bringing a PED to school, on school grounds, or at a school sanctioned activity assume all responsibility for the security and protection of the personal property from damage, destruction, or loss. Students using their own device must access the internet through the district network to comply with The Child Internet Protection Act. Violations of this school policy may result in confiscation and loss of privileges. The School District Acceptable Use Policy applies to the use of any and all technology (school purchased or personal devices) while on school district property.

BRINGING THINGS TO SCHOOL

Toys, electronic games, trading cards, fidget spinners, and other types of toys SHOULD NOT be brought to school. The only time a toy should come to school is when a teacher asks you to do so or when permitted for special occasions (like for Show and Tell). You will assume responsibility for any item brought to school. However, we do recognize that some students have a long bus ride to and from school and these items help the time pass more quickly. Therefore, if these items are brought to school, they need to remain in your backpack while school is in session. The school will not be held responsible if anything is lost, stolen or broken.

RECESS/PLAYGROUND GUIDELINES

In order to have satisfactory order, and to insure maximum safety, the following playground rules will be observed by all students and enforced by school personnel.

- Dress in appropriate clothing for the weather throughout the year
- No rough playing including wrestling, tackle football, battle ball, karate, carrying other students, etc.
- No toys or play items from home.
- Use all equipment in a safe manner.
- Get the permission of the adult on duty before going back into the school during recess.
- Line up quickly and quietly as soon as the bell rings or when you hear a whistle blown by the adult on duty.
- Play only in/on those areas designated as safe by the adult on duty. Do not play in walkways. Do not run on the blacktop.
- Balls on the blacktop area should be limited to those used for 4-square and basketball.

ACADEMIC PROGRAMS AND RESOURCES

PSSA (Pennsylvania System of School Assessment):

The PSSA measures skills in mathematics, reading, and science for students in grades 3 and 4. Every student who attends public school in PA is required to take the PSSA. Classroom instruction across all grade levels is designed to help prepare the students for these assessments.

Grades 3 & 4: Specific information on the PSSA will be sent home with your child prior to the testing window.

- **PSSA ELA (Reading/Writing)** will be administered **April 9- 13, 2018.**
- **PSSA Mathematics** will be administered **April 16-20, 2018.**
- **PSSA Science (Grade 4 only)** will be administered **April 23-27, 2018.**

It is vital that your child be in school during this testing window. Please feel free to contact me if you would like more information.

REMINDER: Family Educational Trips will not be approved during the days of testing for students in grades 3 and 4.

For more information on the state standards, PA Common Core and PSSA assessments, go to www.pde.state.pa.us.

SPECIAL AREAS

In addition to the core instruction students receive in language arts, reading, mathematics, science, and social studies, all students will be instructed in the following Special Areas at least once every six days (Music will occur twice in a six-day cycle).

- Music (Mrs. Gilbert)
- Art (Mrs. D.Taylor)
- Physical Education (Mr. Cillo)
- Library Technology and Book Exchanges (Mrs. Pulizzi and Mrs. Schafer)

RESPONSE TO INTERVENTION and INSTRUCTION (RtII)

RtII is an intervention and acceleration program that provides students with additional instruction in small groups in their area(s) of difficulty, whether it is academic or behavior. Our school staff provides the research-based interventions during school hours. There is on-going monitoring of the student during this intervention period. By using more efficient and appropriate targeted instructional techniques, we can move all students toward attaining the state standards of achievement.

For more information on the RtII program, please call the school office and ask to speak with Mrs. Metzger, Mrs. Weiler, or Mr. Feerrar.

ENGLISH AS A SECOND LANGUAGE

The Montoursville Area School District has the English as a Second Language (ESL) Program for students whose primary language is not English. Students identified as needing ESL support may receive assistance from our certified ESL teacher. English language learners are encouraged to participate in all academic and extracurricular activities offered by our District. Interpreters are available for parent conferences and meetings and may be scheduled by contacting the school office at (570) 435-0446.

COUNSELOR

The school counselor is available to all students. In addition to coordinating our 4th grade peer mediation program, our counselor also teaches life skill classes at the first, second and third grade levels and may meet with students individually or in small groups for problem-solving lessons. Call the school at (570) 435-0446 to set up an appointment with our counselor, Mrs. Weiler.

CONFIDENTIALITY & 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.

HEALTH SERVICES AND REGULATIONS (SCHOOL NURSE)

Each elementary school has a Licensed Practical Nurse on staff under the direct supervision of a Registered School Nurse. The school nurses/LPNs will take care of any ill or injured student. In the event a student needs to take **medications at school**, the school nurse must be contacted by the parent/guardian. The Department of Public Welfare and MASD policies specify required guidelines that must be strictly followed which may include medical orders from a licensed physician and medications in their original containers.

SPECIAL EDUCATION SERVICES:

The Montoursville Area School District is responsible for educating all children within its jurisdiction, i.e. each student receives a free, appropriate public education. Each student has particular learning needs that can be met in a variety of settings, for example, a regular education class, a regular education class with supportive services, a special education class, or a special school.

Thus, in order to provide an effective educational program for a student, it is necessary to note each student's strengths and weaknesses. This is done through an identification process that leads to an appropriate educational setting with trained personnel providing a child's program. The goal is to provide each child with an opportunity to achieve his/her learning potential. Thus, the Montoursville Area School District provides a continuum of educational settings to accommodate each student.

The Montoursville Area School District shall provide each protected, handicapped student (as defined below) enrolled in the district, without cost to the student or family, those related aids, services or accommodations which are needed to afford the student equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities without discrimination and to the maximum extent appropriate to the student's abilities.

A protected, handicapped student is one who meets the following conditions:

- Is of an age at which public education is offered in the school district.
- Has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the student's school program.
- Is not eligible for existing special education programs and services or who is eligible but is raising claim of discrimination.

Indicators of a possible Learning Disability for an elementary age child:

Grades K-4:

- Slow to learn the connection between letters and sounds
- Confuses basic words (run, eat, want)
- Makes consistent reading and spelling errors including letter reversals (b/d), inversion (m/w), transposition (felt/left), and substitutions (house/home)
- Transposes number sequences and confuses arithmetic signs (+, -, x, /, =)
- Slow to remember facts

- Slow to learn new skills, relies heavily on memorization
- Impulsive, difficulty planning
- Unstable pencil grip, poor printing, writing
- Trouble learning about the concept of or telling time
- Poor coordination, unaware of physical surroundings, prone to accidents
- Difficulty cutting with scissors, coloring and printing inside lines
- Cannot tie laces, button clothes, or get dressed
- Reads but does not comprehend
- Difficulty playing with more than one child at a time, may prefer to play alone
- Difficulty remembering the names of things: the seasons, the months, streets, etc.
- Does not understand the difference between 'up and down'; 'top and bottom'; 'in and out'; 'front of and behind; etc.

If as a parent, you feel a need for a psycho-educational evaluation of your child for learning problems or possible exceptionalities, contact the principal of your child's school or the office of the Supervisor of Special Education (368-3502). A permission to evaluate form will then be forwarded to you, by the school psychologist, to complete and return. Upon receipt of the permission, an evaluation will be conducted within 60 calendar days. A meeting will be scheduled to review the results and discuss the educational options to meet the needs of your child.

If you disagree with the results of the psycho-educational evaluation, you have the right to access an outside evaluation of your child. The Montoursville Area School District complies with all federal and state regulations and requirements regarding access to and provision of independent evaluations. If you have any questions or concerns, the following website should provide you with answers:

<http://www.education.pa.gov>

PTO

You will receive monthly updates in the school newsletter from our PTO including the date and time of the meetings. Our PTO is comprised of all Valley parents and your support is vital to the programs here at school. The PTO fundraising helps provide assemblies, field trips, special events, and various activities throughout the year.

CAFETERIA

In order to make the lunch period as pleasant as possible, we need your help. As you know, our lunchroom is sometimes noisy. We need everyone's cooperation to make our lunchroom a pleasant place to eat lunch. Please follow these rules:

- If you are waiting in the hall to get your lunch, talk in a low tone of voice with a neighbor as you wait patiently for your turn through the lunch line.
- Get everything you need for your lunch the first time through the line.
- Carry your tray carefully back to your table with two hands.
- Use good table manners while eating and talk quietly with a neighbor.
- Clean up your own area and pick up any food/paper from the floor when you are told to do so.
- Line up quietly when dismissed from the table and deposit all trash in the garbage can.
- Walk quietly in the hallways.

BREAKFAST AND LUNCH:

All students can enjoy breakfast and lunch at our school. Breakfast is served until 8:20 each morning. All students wishing to purchase breakfast must go immediately to the cafeteria for breakfast prior to reporting for AM recess

Breakfast	Regular - \$1.10
Lunch	Regular - \$2.50

POINT OF SALE:

A “Point of Sale” system has been implemented in the Montoursville Area School District’s cafeterias. Funds can be deposited into your child’s account regardless of meal status (free, reduced, or full pay) and can be used for type “A” meals and/or individual food purchases. We encourage you to maintain a positive balance of funds in your child’s account. Confidentiality is maintained regardless of the student’s meal classification (free, reduced or full pay). **Deposits cannot be accepted without the student’s name, PIN, and the amount of the deposit listed on the envelope.** Deposits may also be made electronically via an outside provider. This information can be obtained via the district website <http://www.montoursville.k12.pa.us/parents.cfm> (click on the link for “My Lunch Money” located on the left hand side of the web page).

STUDENT LUNCH ACCOUNTS- BORROWING POLICY

Parents and students will be kept abreast of their child’s student meal account balance as it nears a low balance. Verbal reminders to the student as well as parent contacts will be made by cafeteria staff as necessary to maintain a positive lunch account balance. Parents may request this information from the head cook at any time. From time to time a student may forget to make a deposit into their account. Charging will not be permitted for any a la carte items (snacks, etc.). An elementary student will never be denied a meal due to a low balance in their account. Questions about the Point of Sale System or Student Charging Policy may be directed to the Supervisor of Food Services, Jack Fessler at 368-3500 (ext 6810).

SAFETY AND BUILDING SECURITY

The Montoursville Area School Board approved the placement of security officers at the front doors of each of our elementary school buildings.

- Teachers will be required to provide the School Security with a list of visitors expected during the day.
- Visitors/Parent Volunteers, not on a list, will be brought to the principal’s attention. Any volunteers who help on a regular basis or chaperone a field trip/special event during school hours will be required to provide copies of their Act 34, 114, and 151 clearances. See office for guidelines/procedures.
- The security officers will issue badges to all visitors.
- The School Security personnel will be responsible for the signing in/out all adult/student visitors.
- The Montoursville Area School District and the Montoursville Borough jointly employ a Montoursville Police Officer (Officer Storms) to serve in the capacity of school resource officer at all of its district facilities.
- All of our staff have been informed of the procedures to follow in the event of an emergency. Your child’s safety is our first concern. All of our actions in responding to an emergency are made with that in mind.
- If for any reason we need to evacuate our school for an emergency situation and it is not safe for your child to reenter the building, we will bus them to a safe location. You should listen to the local radio station for specific information. Your child’s teacher will remain with your child until each and every one of them is safely on their way home.

After 8:30 A.M., all students and visitors must enter through the front doors and sign-in at the security officer/main office counter.

SUSPICIOUS ACTIVITY ON SCHOOL GROUNDS

If you wish to anonymously report suspicious or illegal activities on district property or at district events you may call the School Resource Officer, Officer Storms at (570) 368-3554 or e-mail at mstorms@montoursville.k12.pa.us. If an immediate response is necessary, please call 911. All information will be kept confidential.

IMPORTANT DATES

REPORT CARD ISSUE DATES

Report Cards November 14 January 31 April 12 June 8

Parent-Teacher conferences will take place on November 20 & 21 (PM) and again on March 27 & 28 (PM).

REPORT PERIODS:

Report periods for student progress will be issued four times during the school year. Parents will be invited to meet with the teacher following the first and third marking periods. Report cards will be sent home in your child's backpack on the dates above.

SNOW MAKE UP DAYS

IF A SCHOOL DAY IS CANCELLED DUE TO INCELEMENT WEATHER OR EMERGENCY, THE SCHOOL DAYS WILL BE MADE UP IN THE FOLLOWING ORDER:

1. Mon., Jan. 15th
2. Mon., Feb. 5th
3. Tues., April 3rd

Any additional days will be added on at the end of the school calendar (if needed).

MASD School Board Policy- # 218.3 Bullying/Cyberbullying

Legal

1. 24 P.S. 1303.1-A

22 PA Code 12.3

3. Pol. 218

4. 24 P.S. 1302-A

6. Pol. 236

7. Pol. 233

Pol. 000

Pol. 248

Adopted -
May 9, 2006

Last Revised -
June 9, 2015

Purpose

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.

Definition

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 interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

Authority:

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

-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.

Delegation of Responsibility

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

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy as appropriate and recommend necessary revisions to the Board.

District administration shall upon request provide the following information:

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]\[2\]](#)

The policy shall be posted on the district website.[\[3\]](#)

Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[4\]\[1\]\[6\]](#)

Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]\[3\]\[7\]](#)

1. Counseling within the school.
2. Parental conference.
3. Loss of school privileges.
4. Transfer to another school building, classroom or school bus.
5. Exclusion from school-sponsored activities.
6. Detention.
7. Suspension.
8. Expulsion.
9. Counseling/Therapy outside the school.
10. Referral to law enforcement officials.

**STUDENT RELEASE & CONSENT FORM –
PUBLICATION OF PHOTOGRAPHY, VOICE & IMAGE**

This form is requested for students who may be photographed or filmed during one or more activities of the Montoursville Area School District. Appropriate signatures on page 17 will allow the student's photograph, voice, and/or image to be used by the District in connection with its promotional materials, including brochures, video or audio broadcasts or tapes, newsletters, the District website, or other promotional materials. The consent to the use of student images is intended to extend only to the Montoursville Area School District, and not to be assigned to any other entity without the consent of the student or student's parent(s).

GENERAL RELEASE PERMISSION

My son or daughter has permission to participate in school sponsored field trips which have been approved by the Montoursville Area School Board and the Administration for the 2017-2018 school year.

HIPAA ACKNOWLEDGEMENT

I understand that the Montoursville Area School District follows the Federal guidelines for confidentiality as regulated by FERPA and HIPAA. By signing page 17, 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 e-mail 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.

STUDENT HANDBOOK SIGNATURE SHEET

Dear Parents and Students,

This student handbook is designed and prepared to inform you of the policies and procedures of Loyalsock Valley Elementary School. It will be beneficial to you and your child to become familiar with the contents.

We ask that you review the student handbook with your child so that you are aware of the policies approved by the Board of Education and the procedures established by the administration and faculty.

Please sign this page and provide all of the relevant information requested. This indicates you have read and discussed this handbook, have read through the HIPAA/FERPA statement in the handbook, understand the general release, and the photographic release.

PLEASE REMOVE THIS PAGE FROM THE HANDBOOK AND HAVE YOUR CHILD RETURN IT TO HIS/HER CLASSROOM TEACHER.

Thank You:

Darrin L. Feerrar

EMERGENCY CONTACT INFORMATION (PLEASE PRINT)

Student Name _____
Last Name *First Name* *M.I.*

Address _____
Street *City* *State* *Zip*

Home Phone _____ Date of Birth _____

Parent/Guardian Child resides with: _____

Name of Mother _____ Cell Phone _____ E-Mail _____

Place of Employment _____ Work Phone _____

Name of Father _____ Cell Phone _____ E-Mail _____

Place of Employment _____ Work Phone _____

Other Emergency Contact _____ Phone _____ Cell Phone _____

HANDBOOK & RELEASE STATEMENTS

HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE CONTENTS OF THE PARENT/STUDENT HANDBOOK FOR THE 2017-2018 SCHOOL YEAR.

I hereby consent to the General Release Form (Yes) _____ (No) _____

I hereby consent to the Photography, Voice, & Image Form (Yes) _____ (No) _____

Student Signature

Date

Parent/Guardian Signature

Date