

**Montoursville Area School District
Lyter Elementary School**

**2017 – 2018
The Key to Success
RULES AND REGULATIONS**



**Lyter Elementary School
900 Spruce Street
Montoursville, PA 17754**

www.montoursville.k12.pa.us

570-368-2614

STUDENT RIGHTS

A “right” is something which belongs to you and cannot be taken away by anybody. 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 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 LEARN ABOUT YOURSELF AT SCHOOL:

This means you may talk about your ideas and feelings if it does not take away the rights of others.

YOU HAVE A RIGHT TO BE SAFE AND SECURE AT SCHOOL:

This means 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 BE PROTECTED AGAINST SEXUAL HARASSMENT AT SCHOOL:

The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the Montoursville Area School District to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by school employees, fellow students, and others who come in contact with students during school or through school activities. Students and school employees at Lyter Elementary School should report any suspected violations of this policy to **Mrs. Vanessa Lorson**, our elementary counselor, who has been designated to receive sexual harassment complaints and answer questions concerning sexual harassment.

We must be mindful that with these rights come responsibilities. We must all 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. (Policies #248 & 249)

IMPORTANT RULES

Listed below are some of the important rules everyone needs to know.

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. Quarantine 4. Reasons of urgent or emergency nature.

All other reasons will be considered unlawful unless a “Family Educational Trip Form” has been completed by the parents and approved by the administration **PRIOR TO THE TRIP.**

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.*

The following procedure should be followed in case of absence:

1. Students who have been absent from school must bring in a dated excuse signed by a parent, guardian, or doctor **on the day they return to school.**
2. These excuses are to be delivered to your child’s teacher the morning that he/she returns to school.
3. Excuses not received by the school within three days of the absence may be recorded as unlawful.

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 due to compulsory school attendance laws.

Students will be excused only for those religious holidays now recognized by the Department of Education. Students wishing to be excused for religious holidays and/or instruction should contact the principal beforehand.

An unexcused absence is never approved or condoned by the school staff. After three days of unlawful absence, a letter of warning is issued to the parent or guardian of the offending student. Any additional unlawful absence beyond the warning will result in legal action and/or contact from Children & Youth.

We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you should send a note on the day your child needs to be dismissed. You must report to the office to sign your child out.

TARDY POLICY:

It is important for children to arrive to school on time each morning. Children arriving after 8:20 A.M. 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.

Any student that is to be dismissed prior to 3:05 p.m. needs a written excuse signed by the parent or guardian. Walkers and Car Riders are dismissed at 3:05 p.m. Bus Students are dismissed at 3:12 p.m.

CHRONIC ABSENCES FROM SCHOOL OR ONGOING DISCIPLINE CONCERNS MAY RESULT IN A STUDENT NOT PARTICIPATING IN CLASS FIELD TRIPS AND/OR SPECIAL EVENTS IN SCHOOL.

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).

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.

STUDENT DISCIPLINE (SCHOOL BOARD POLICY #218):

Discipline is a vital part of the educational system. Without control of the students in the school setting, academic growth would be greatly impeded. It is most important for children to develop self-discipline and respect for themselves and others. Hopefully, this will occur through the total educational process. It does not always occur easily.

When a student does not exercise self-discipline, certain measures must be taken. Most situations are worked out by the classroom teacher. Extreme measures such as suspensions and expulsion from school are last resort measures. Discipline is crucial to a successful school, and we appreciate the parent sending clear messages about proper school conduct.

You are expected to:

- a. Say "please", "thank you", "excuse me", and "you're welcome"
- c. Talk politely to everyone.

- d. Walk in the school.
- e. Act responsibly in class and around school.
- f. Keep hands and feet to yourself.
- g. Treat others with respect.

Remember you are responsible for your own language, manners, and behavior as we are all affected by them.

BRINGING ITEMS TO SCHOOL:

THE ONLY TIME YOU BRING TOYS, GAMES, TRADING CARDS, FIDGET SPINNERS, ETC. TO SCHOOL IS WITH YOUR TEACHER’S PERMISSION (for show and tell, for example). You will assume responsibility for any items brought to school. Items specifically not to be brought to school include electronic games, radios, cameras, or other equipment. Sports equipment should also be left at home. We would appreciate your help in keeping toys and equipment at home. **NO CHEWING GUM IN SCHOOL.**

CAFETERIA:

You are to behave in the Cafeteria in a manner that allows others present to have a pleasant atmosphere in which to eat their lunch. You are expected to wait quietly in line, remain until called to line up, and walk quietly back to your room. Food is to be eaten in a polite and proper manner. Any uneaten portion is to be discarded in the proper trash container. When you leave, please be sure the area where you were seated is clean.

BREAKFAST AND LUNCH:

All students can enjoy breakfast and lunch at our school. Breakfast is served from 7:50 a.m. to 8:15 a.m. each morning.

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

POINT OF SALE:

A “Point of Sale” system has been implemented in the Lyter Elementary School cafeteria. 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 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 www.montoursville.k12.pa.us (click on the tab “My Lunch Money”).

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 hazard 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.

RESPONSE TO INSTRUCTION & INTERVENTION (RtII):

RtII is an intervention 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 RtII, please call the school office and ask to speak with Mrs. Metzger or Mr. Feerrar.

IN-CLASS EXPECTATIONS:

- a. We expect you to try your best in all you do.
- b. If your teacher says you are to do your own work on a test or an assignment, copying from other students is not permitted.
- c. When your teacher says an assignment is to be handed in at a certain time, you are expected to meet the deadline unless there is a good reason.
- d. You should arrive each morning by 8:20 a.m. prepared with books, pencils, notebooks, and any homework assignments.

ABUSIVE BEHAVIOR (PHYSICAL AND/OR VERBAL):

Constant or serious fighting, continued use of profanity, or consistent inappropriate language toward others, pushing, throwing objects or any act that can bring physical or emotional harm to another individual will be considered a physical or verbal act of abuse and will not be permitted.

POSSESSION OF POTENTIAL WEAPONS:

As stated in school board policy, you are prohibited from possessing weapons on school buses or on school property without the express permission from the administration to possess and/or use the weapon in conjunction with a lawfully supervised school activity. A weapon is defined as any implement or instrument capable of inflicting serious bodily injury. **Special Note to Parents:** This policy includes **ALL types of knives.** (Policy #218.1)

EXTORTION / VANDALISM / STEALING:

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. You are not allowed to destroy, damage or misuse school property. You are expected to take care of equipment, textbooks and materials the school lets you use. Do not write on desks, walls or textbooks.

CONTROLLED SUBSTANCES:

In order to protect each of you, the school district prohibits the use/possession or distribution of illegal drugs or alcoholic beverages on school property. In addition, students are not permitted to possess or use tobacco products in the school buildings, on school grounds, on school buses or at any school sponsored activity. (Policy #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 #222."

HARASSMENT:

Harassment of any kind is not acceptable. The district's harassment policy and complaint procedures can be found on the district website as Policy #248 under the school board tab.

***Because of their serious nature, these rule infractions may require parental involvement on the first offense.**

SEARCH AND SEIZURE:

Student desks and lockers 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 students and any other persons in the school building. Any illegal/inappropriate material may be seized. Students may also be asked to empty their pockets, backpacks, 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 reasons for the search.

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. You will be notified by the bus driver and/or the principal if this should 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 your child to ride a different bus to or from school. If this is to occur, a note must be sent into your child's teacher.

SCHOOL BUS SURVEILLANCE CAMERA NOTICE:

Students and parents/guardians should be aware that Montoursville Area School District school buses and vans have video cameras monitoring bus passengers. The cameras record both visual and audio images of passengers 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/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.

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.

ENGLISH AS A SECOND LANGUAGE:

The Montoursville Area School District has an 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 an ESL teacher for one to three hours per day. English language learners are encouraged to participate in all academic and extracurricular activities that the Montoursville Area School District offers. Interpreters are available for parent conferences and meetings and may be scheduled by contacting the school office at (570) 368-2614.

DISTRICT SAFETY MEASURES:

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

- Teachers are required to provide School Security Personnel with a list of visitors expected during the day.
- The School Security Personnel will be responsible for signing in/out both adult visitors, and students leaving school and arriving to school from appointments.
- The security officers will issue badges to all visitors.

- 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.

The front doors will be open to students at 7:45 a.m. each morning. The doors at the kindergarten entrance (Southeast Doors) will be open from 8:00 a.m. to 8:20 a.m. After 8:20 a.m., all students must enter through the front doors and sign-in with the security officer.

Visitors may only enter through the front doors.

USE OF VIDEO SURVEILLANCE CAMERAS IN THE BUILDING:

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.

“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) 368-3554 or e-mail at mstorms@montoursville.k12.pa.us. If an immediate response is necessary, please call 911. All information will be kept confidential.”

VOLUNTEERS- BACKGROUND CLEARANCES:

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.

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. **The language arts testing window for this school year is April 9 - 13, 2018. The math testing window for this school year is April 16 - 20, 2018. Grade 4: Science assessment testing window is 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. For additional information on the state standards, common core, or the assessments, go to www.pde.state.pa.us. **REMINDER: Family Excursions will not be approved during the days of testing.**

GUIDANCE:

The school counselor is available to all students. In addition to coordinating our 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) 368-2614 to set up an appointment with our counselor, Mrs. Vanessa Lorson.

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.

SPECIAL EDUCATION SERVICES:

The Montoursville Area School District is responsible for educating all children within its jurisdiction and assuring that all students are provided a free, appropriate public education. Each student has particular learning needs that can be met through supplementary aides and services and across multiple educational settings. It is the ultimate goal for all students to be included in the regular education classroom for some portion of the school day. Each child's education is closely monitored, at an individual level through the development and implementation of an Individualized Education Program. (IEP)

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. To meet this educational goal, all IEP teams strive to do this in the least restrictive educational environment. Thus, the Montoursville Area School District provides a continuum of educational settings and services to accommodate each student's educational needs.

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 at your child's school. At the elementary and middle school level, various accommodations and modifications will be made through the RTII approach to best meet each child's needs. If the RTII approach, as determined by each school's Student Support Team) is deemed not sufficient enough to meet the educational needs, the parent and/or principal will then contact the Special Education Supervisor (368-3502) to request a psycho-educational evaluation be done on the child. 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/Documents/K-12/Special%20Education/Special%20Education%20in%20PA%20FAQ.pdf>

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 web site.[\[3\]](#)

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.

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).

SCHOOL CALENDAR– (school is NOT in session on these days)

September 5 -----First Day of School for all Students
October 9 -----Teacher In-Service Day
November 20 & 21 (PM) -----Elementary Parent Conferences
November 22 – 27 -----Thanksgiving Vacation
December 25 – January 1 -----Holiday Vacation
January 15 -----Holiday (or *Snow Make-up #1)
February 5 -----Holiday (or *Snow Make-up #2)
February 19-----Holiday- (No School)
March 27 & 28 (PM) -----Elementary Parent Conferences
March 29 – April 3 ----- Spring/Easter Break (or *Snow Make-Up #3- April 3 {if needed})
May 28 ----- Memorial Day
June 8-----Last Day for Students (4 hour early dismissal – **11:05 A.M.**)

***EMERGENCY SCHOOL CLOSING DAYS WILL BE MADE UP in the following order:
January 15, February 5, April 3, or at the end of the school calendar.**

No. 911 AR
MONTOURSVILLE AREA
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

**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 16 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 16, 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 Lyter 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 Feerrar
Principal

EMERGENCY CONTACT INFORMATION

Teacher _____

Please Print

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

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

Bus # _____ Bus Stop _____ Car Rider / Walker _____

Date of Birth _____ Child resides with _____

Name of Father/Guardian _____ Relationship _____

Place of Employment of Father _____ Work Phone _____

Home Phone _____ Cell Phone _____

Name of Mother/Guardian _____ Relationship _____

Place of Employment of Mother _____ Work Phone _____

Home Phone _____ Cell Phone _____

Other Emergency Contact _____

Phone _____ Cell Phone _____ *Relationship to Student* _____

HANDBOOK RELEASE

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE CONTENTS OF THE PARENT/STUDENT HANDBOOK FOR THE 2017-18 SCHOOL YEAR.

I hereby consent to the General Release Form (pg. 15) - Yes _____ No _____

I hereby consent to the Photography, Voice, & Image Form (pg. 15)- Yes _____ No _____

Student Signature

Date

Parent/Guardian Signature

Date