

MONTOURSVILLE AREA SCHOOL DISTRICT

C. E. MC CALL MIDDLE SCHOOL
 600 WILLOW STREET
 MONTOURSVILLE, PA 17754
 (570) 368-2441

www.montoursville.k12.pa.us/mccall

2017-2018
 STUDENT HANDBOOK



Mr. Daniel Taormina, Principal

Mr. Curtis J. Myers, Assistant Principal

STUDENT HANDBOOK SIGNATURE SHEET STATEMENT

Dear Parents and Students,

The student handbook is designed and prepared to inform you of the policies and procedures of C. E. McCall Middle School. It will be beneficial to you and to your child to become familiar with its contents. We ask that you review the student handbook with your child on our school website at www.montoursville.k12.pa.us so that you are aware of the policies approved by the Board of Education and the procedures established by the administration and faculty. You are able to view and print the student handbook by going to the District's main webpage. Once you are on the main page, click on the "Parent Tab" to view the student handbook.

On behalf of the entire faculty and staff at McCall, we wish you the best as the new school year begins. We hope that you will find the year filled with new learning experiences not only in the classroom, but also with the many extra-curricular experiences that we offer both during and after school. This is your school and the memories that you have of it will reflect what you do here as a student.

Please complete the release that was sent to you in the mail that indicates that you have read and discussed this handbook, read the HIPPA statement, and understand the Photographic and General Release. If you need another copy you may print it from page 3 of this handbook.

Thank you.

Mr. Daniel Taormina

Principal

Mr. Curtis J. Myers

Assistant Principal



Thank You!

Hippa Acknowledgement

The Montoursville Area School District follows the Federal guidelines for confidentiality as regulated by FERPA and HIPAA. By signing below, you 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 your 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.

PHOTOGRAPHIC, VOICE, and IMAGE

- ❖ The District may publish a student's photograph/videotape and identify him/her while he/she is participating in activities at Montoursville Area School District.
- ❖ Permission to photograph/videotape my child and to identify him/her by name and educational program.
- ❖ Permission to publish my child's/ward's photograph in Montoursville Area School District print publications, including, but not limited to, the high school newspaper and yearbook, athletic programs, and the district newsletter, news stories and news releases.
- ❖ Permission to have photographs and video recordings containing my child's/ward's image and likeness and identifying my child/ward by name posted on the district web site.
- ❖ Parents do not have to grant permission and their child will still be able to fully participate in all school athletics and activities.

GENERAL RELEASE

- ❖ Permission for my son/daughter to participate in school-sponsored field trips which have been approved by the Montoursville Area School Board and Administration for the 2017-2018 school year.

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) _____

I have read through the HIPPA/FERPA Statement (Yes) _____ (No) _____

Student Signature

Date

Parent/Guardian Signature

Date

_____ Please check if you would like a hard copy of the handbook sent home with your child.

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2017 – 2018 PSSA/Keystone Testing Schedule

<i>Tests Being Administered at McCall</i>	<i>Dates of Testing</i>	<i>McCall Grades Tested</i>
PSSA English/Language Arts Assessment PSSA Mathematics	April 9-13 April 16-20	5, 6, 7, 8
PSSA Science Assessment	April 23-27	8
PSSA Make-up Testing English/ Language Arts, Math and Science	April 30-May 4	5, 6, 7, 8
Keystone Exams for Algebra I Students	May 15-26	8

PSSA AND KEYSTONE INFORMATION

The PSSA, Pennsylvania System of School Assessment, measures skills in mathematics, English/Language Arts, and science. All fifth, sixth, seventh and eighth grade students will take the PSSA English/Language Arts and Math Assessment. All eighth grade students are required to take the PSSA Science Test. Every student who attends a public school in Pennsylvania is required by law to take the PSSA. As specified in the Chapter 4 Regulations, the purposes of the PSSA include providing (1) an understanding of the school’s achievement of the academic standards to students, parents, educators, and community citizens, (2) a measure of the degree to which school programs enable students to attain the academic standards, (3) results to school districts for use in their strategic plans, (4) information to the general public and state policymakers regarding school achievement of the academic standards and (5) aggregated results for all students. The assessment includes multiple-choice and open-ended response (essay) questions for all subjects. Classroom instruction, especially in mathematics, reading, language arts, and science is designed to help prepare students throughout their years at McCall to take the PSSA. Students in eighth grade who take algebra are required to take the Pennsylvania Keystone Exam in addition to the PSSA Math Assessment. If you would like more information concerning the PSSA, please feel free

to contact the building principal. **Family educational field trips will not be approved during the PSSA/Keystone Testing Windows. Please refer to the PSSA/Keystone Testing Schedule.**

COMPLETION OF DAILY ASSIGNMENTS, HOMEWORK, PROJECTS, ASSESSMENTS, REPORTS, ETC.

It is each student's responsibility to complete all of his or her school work in a timely manner in order to show mastery of material learned and to be prepared to build upon what has been previously learned. We realize that there are circumstances when a student may not be able to complete assignments due to family emergencies, illness, or other unforeseen circumstances. Teachers will work with students and parents to provide a reasonable amount of time for students to complete assignments based on individual circumstances. **However, when a student is continually late with assignments and there are no legitimate reasons to support it, those students may not be permitted to attend school field trips, field days or other class events. Instead of attending those events, students will stay at school and be required to complete assignments.**

ATTENDANCE

Section 1327 of the Pennsylvania Public School Code of 1949 states, "Every child of compulsory school age (first grade through 16 years of age) having a legal residence in this Commonwealth—is required to attend a day school in which the subject and activities prescribed by the standards of the State Board of Education are taught in the English language." The Montoursville Area School District believes that regular school attendance is essential. There are, however, occasional circumstances which may cause students to be absent from school. By law the following reasons for absence are the only ones which will be considered excused and/or lawful.

1. Illness or injury of student
2. Death in the immediate family
3. Quarantine
4. Reasons of an urgent or emergency nature
5. Educational field trips which have been properly submitted and approved by the administration prior to the trip
6. Out-of-school suspension

All other reasons will be considered unexcused and/or unlawful. Such things as shopping, vacation (without an educational field trip Form), fishing, helping at home, etc., will not be considered excused absences.

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

Students who have been absent from school must return an excuse signed by the parent, guardian or doctor within three days of his or her return to school. **If an excuse is not returned within the three day grace period, then the absence will be recorded as unlawful.** Please phone the school for any and all routine absences. **Students who have been ill should not attend evening functions at school until after they have returned to school.** Students will be excused only for those holidays now recognized by the Department of Education.

ILLEGAL ABSENCES

- An illegal absence is never approved or condoned by the school staff.
- Truancy is an illegal absence without parental knowledge or consent. The punishment will be prescribed by the administration.
- In-school suspension will not be assigned for unlawful absence, except in a truancy case as defined above.
- After three days of unlawful absence, the administration is bound by State Law to issue a letter of warning to the parents. The District's school outreach worker will also be notified and he/she will make contact with the parent or guardian. Any additional illegal absence is mandated by State Law that the parents be cited, appear before a District Magistrate and are liable for a fine and costs of the legal proceedings.

The Board and administration of the Montoursville Area School District recognize that some students repeatedly disregard the rules designed to insure a quality education. Parents, at times, knowingly or unknowingly reinforce this habit. For this reason, withholding credit or promotion/graduation or exclusion from school is a means of aiding such students in changing their behavior to insure that they receive an appropriate education.

The action steps to be followed in this attendance policy are as follows:

1. When a student has acquired **ten (10) or more cumulative days of absence**, the principal or assistant principal will send a letter of concern to the parent(s) via the U.S. mail.
2. When a student has acquired **fifteen (15) or more cumulative days of absence**, the principal or assistant principal will attempt to make a parental telephone contact to clarify the reason for the absences, and a letter will be sent to the parents via the U. S. mail.
3. When a student acquires **twenty (20) or more cumulative days of absence**, a certified letter will be mailed to the parents acknowledging receipt of the letter. MASD Board Policy # 204 states the following: A certified letter will be mailed to the parents/guardians acknowledging receipt of the letter. A doctor's excuse **will be** required for any further absence.
This policy will be enforced. Any further absences will require the submission of a doctor's excuse. If doctor's excuses are not submitted, then these absences will become unexcused/unlawful and may be referred to the District Magistrate for legal action.

Whether to implement this policy with respect to a student shall be within the discretion of the building principal and/or the superintendent. Each situation shall be addressed individually and shall depend on the factors present in each case. Where the superintendent has determined that there are no mitigating factors, such as valid medical excuse for absence, he may recommend to the Board of School Directors that credit earned during the school year be withdrawn, that promotion or graduation be withheld, expulsion from school (subject to the student's right to a formal hearing), or termination of enrollment if the student is 17

years old or older. When the superintendent determines that there are mitigating factors, he may impose lesser discipline without board approval.

EXCUSED TARDIES

Students are expected to arrive at school and to be in their first period class no later than 8:15 A.M. each morning for the beginning of homeroom. The students must report to the main office and obtain a tardy excuse before reporting to his or her classroom after 8:15 AM.

The following are the only reasons accepted as an excused tardy:

1. Student's own illness or family quarantine
2. Medical and 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 does exceed thirty-six hours per school year as outlined in section 1546 of the Pennsylvania Public School Code
6. A death in the family
7. Urgent personal reasons that are approved by the school administration

UNEXCUSED TARDIES

Students are expected to arrive at school and to be in their first period class no later than 8:15 A.M. each morning for the beginning of class. Chronic tardiness may result in disciplinary action.

3rd tardy : Student conference with administration and parent contact. Warning issued to both.

4th tardy: 1 Detention

5th tardy: 1 Detention

6th tardy: 2 Detentions

7th tardy: 3 Detentions

8th tardy: 3 Detentions

9th tardy: 1 day of In-School suspension

10th tardy: 1 day of In-School Suspension

11th tardy: 2 days of In-School Suspension and/or Saturday school

12th tardy: 2 days of In-School Suspension and/or Saturday school

13th tardy: 2 days of In-School Suspension and/or Saturday school

14th tardy: 2 days of In-School Suspension and/or Saturday school

15th tardy: 2 days of In-School Suspension and/or Saturday School

16th tardy: Out-Of-School Suspension with escalating number of days with each tardy over 20

This policy takes effect on the first day of the school year and continues through the last day of the school year. It does not start over at the beginning of each nine weeks. McCall's average daily attendance does impact our annual yearly progress as a part of our state evaluation.

FAMILY EDUCATIONAL TRIPS

(Board Policy 204)

The school district shall consider a family educational field trip, which requires the absence of children from school, as a lawful absence if the trip meets the following stipulations:

- 1. No family educational field trips will be approved during the PSSA and/or Keystone Testing Windows. (Please See the 2017-2018 Testing Schedule.)**
2. The trip shall be conducted only under the direct supervision and in the company of the parent or guardian or by an adult person acceptable to the administration and the parents of the pupils concerned.
3. **Prior to the trip**, the details of the trip shall be presented in writing to the principal so that she/he shall be aware of the purpose, duration, and destination of the trip.
4. The administration shall decide on the educational value of the trip to the child and shall indicate to the parents whether the absence will be considered lawful.
5. A student's attendance history and/ or academic performance (retention/failure status) will be reviewed.
6. 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.
7. Students are responsible for obtaining all assignments and for completing all work covered during the absence from school within a reasonable time.

VISITORS

In order to provide for minimum class disruption and for maximum safety, all visitors must register with our building police in the front lobby upon arrival. The building principal must approve all student and adult visitors in advance. Parents are welcome to visit anytime during the school year. Please call the middle school office at 368-2441, ext. 4000 or ext. 4001 to make an appointment.

HOMEWORK MAKE-UP FOR ABSENTEES

When a student is absent from school, it is his/her responsibility to make up work missed. The Montoursville Area School District Website should be used to get assignments. Each teacher at McCall has a web page where he/she will post his/her homework assignments and teacher expectations. Our school website is available twenty-four hours a day at www.montoursville.k12.pa.us/mccall. Teachers will update their assignments on a daily basis.

Students can get their class assignments upon their return to school; however, students are encouraged to obtain assignments before returning. Parents may pick up books from their child's locker any weekday during the school year up to 4:00 P.M. Please do not call the office for books and assignments unless the student has been out of school for three days or more.

WITHDRAWING FROM SCHOOL

Any student who moves from the district or withdraws for any reason must report this to the office. He/she will be issued a withdrawal permit, which each teacher must initial signifying that all books have been returned and all obligations have been fulfilled. The office will make a final check and issue a transfer card.

EARLY DISMISSAL & APPOINTMENTS

No students will be allowed to leave school for any reason without permission from the office. A student wishing to visit a doctor or dentist during school hours must bring to the office a note dated and signed by the parent indicating the date and time of the appointment. This note must be presented **BEFORE** the student reports to morning homeroom. Before leaving and upon returning, the student must sign in and out at the office. No students will be excused for any reason not approved by the principal. **It is the student's responsibility to inform the teacher upon arrival to class when he/she is to be excused. Furthermore, the student should leave at the appropriate time. Students are responsible for all missed work.**

CANCELLATION OF SCHOOL

Sometimes school must be canceled due to inclement weather or other emergencies. This cancellation will be given over the local radio stations. **Please listen to the radio, sign-up for ParentLink, check the television or check the district's website for cancellations.** This is the most efficient source of information available. Principals do not make decisions to cancel school. School is cancelled by order of the District Superintendent.

BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles must be placed in the parking racks provided. It is important that bicycles be locked. Students on bicycles must be particularly careful to follow all traffic regulations and good safety practices. Students who ride bicycles are considered walking students. Skateboards and scooters are not permitted to be ridden on any school property at McCall Middle School including parking lots, sidewalks, curbs, and roadways. During the school day, these items will be stored in student lockers. The District will not be responsible for any theft or damage to bicycles, scooters or skateboards. Anyone not following proper safety procedures will be banned from riding the vehicle in question to school.

THE SCHOOL LIBRARY

The school library is open from 8:30 A.M. to 3:20 P.M. You may use the library during morning flex period and afternoon homeroom, study periods and with scheduled classes. The library may be used for leisure reading and research. No materials should be removed from the library without being properly checked out. Students may have a total of four items checked out at a time. Books and magazines are on loan for two weeks. Items that are returned late have a 5-cent a day fine. Restitution must be made for unnecessary damage and for lost items.

Students coming to the library must have a pass signed by a teacher. They are expected to be quiet and courteous at all times. Passes can be issued by teachers for students working on special projects. No student will be permitted to use the Internet without completing the Acceptable Use Policy form. The library phone is 368-2441 ext. 4040. The library web page includes a link for the catalog and many other useful research tools.

GUIDANCE SERVICES/CONFIDENTIALITY

The chief purpose of guidance is to help the student help himself. Greater self-understanding enables the pupil to make wise choices and provide the means of self-help. The guidance counselors through interviews, test results, classroom contacts and a determination of individual interests assist the student in understanding better his/her own interests, aptitudes and personality.

Students may make appointments for the guidance services by seeing a guidance counselor before school in the morning, between classes or after school. The counselor will issue an appropriate pass. Please see our website for information about guidance services, informed consent, and parent resources.

Student confidentiality is important to us and, as school counselors, we follow all professional standards as well as federal and state laws. All information shared is confidential except in the instances of the suspicion of abuse or neglect, harm or threats to harm self or others, and any court order or other legal proceedings. These exceptions to confidentiality are required by law.

THE McCALL ASSISTANCE PROGRAM (McMAP)

The McCall Assistance Program, McMAP, a state-mandated program, is a referral service concerning suicide prevention and substance abuse for McCall Middle School students.

A team of trained administrators and faculty will be responsible for screening and evaluating students with school-related problems for possible referral to appropriate outside agencies.

The McCall Assistance Team is a separate entity dealing with students who have substance abuse problems, and as such, is not expected to refer students for punishment or sanctions. Please contact the office at 368-2441, ext. 4000, if you need to speak with a McMap member.

HEALTH SERVICES AND PHYSICAL AND DENTAL EXAMINATIONS

Routine physical and dental examinations will be given by physicians and dentists designated by the Board of Education as required in the school code. Physical examinations are given to all 6th grade students; dental examinations and hearing tests to all 7th grade students. Scoliosis screenings are given to 6th and 7th grade students. Rechecks are done by a physical therapist from Lycoming County Crippled Children's Society Development Program. Students in all grades are measured, weighed, Body Mass Index (BMI) is calculated, and have vision tests annually. Students are encouraged to have physical and dental examinations done by their family doctor or dentist, using the proper form sent home. If a student does not return a form, he/she will be included in the school examinations. A school nurse is available or on call to aid injured or ill students. **The telephone number is 368-2441 ext. 4020.**

Students wishing to visit the nurse's office must receive a pass from a teacher in order to do so. Medication, except for Tylenol, is not available to students in the nurse's office. However, a student with a health problem who must take medication through the school day must keep properly labeled medicine in the nurse's office with a written note from the parent and their physician stating when the medication is to be given, as per school board policy. The Prescription/Non-Prescription Medication form may be obtained from the school nurse of the middle school office. A copy of this form can be downloaded from our website. Parent(s)/guardian(s) are required to bring all medications to the school nurse's office.

Students using crutches while in school must bring a written note from a parent. The note should include the expected length of time the physician has prescribed the use of the crutches and that instructions were given concerning the proper usage of crutches.

If the nurse is out, report to the office. In case a student must be sent home because of illness, the parents will be contacted by the school office to take the child home.

WATER BOTTLES

Students may carry water, but it must be contained in a clear bottle.

HEALTH II

McCall schedules a Health II course for each eighth grade student taught by Mrs. Ashton Hackenberg, one of our health and physical education teachers. Your child will be scheduled for the course sometime during the year. If you do not want your child to participate in the course, simply inform us in writing. Be sure that you specify your child's name and that you sign the note and send it to the building principal. If we do not hear from you, we will assume that you approve of your child's participation in the program. If you have any questions, please feel free to contact Mrs. Ashton Hackenberg at 368-2441, ext. 4119.

GRADING, INTERIM PROGRESS REPORTS & REPORT CARDS

A report card will be issued to each student at the end of each nine-week's period. The envelope must be signed by the parent or guardian and returned within three school days. The signature does not necessarily indicate approval of the student's record but only that the parent/guardian has seen the report. The report card should be a medium through which the teacher and the parents work with the student to improve his/her education progress. Teachers and parents are encouraged to arrange conferences to discuss alternatives for helping students attain satisfactory progress whenever necessary.

An "Interim Progress Report" will be issued by teachers every four and one-half weeks to those students meeting one or all of the following criteria: (1) a failing average of 69 or below in a subject (2) a 70-74 average [in danger of failing] (3) a significant drop in grade (ten points or more) in any subject since the last report card. Interim Progress Reports may also be issued for satisfactory, improvement noticed and exemplary performance.

The grading system will be based on the following criteria:

- All number grades will be given to the students for their achievement.
- The report card and the interim progress report have optional comments on each one to reflect effort and conduct.
- The following criteria are used in grading students:

Superior	92-100 is given to those students who exhibit outstanding work.
Commendable	85-91 is given to those students who do very good or commendable work.
Average	75-84 is given to those students who do satisfactory or acceptable work.
Passing	70-74 is given to those students who are not working up to expected standards.
Failing	Below 70 is given to those students who are doing failing work.
Incomplete	An "INC" can be given to those who, because of absence or lack of effort, do not produce enough work to be graded.
- Each teacher will distribute to each student his/her own written grading policy on the first day of school and explain it thoroughly.
- As a general rule, homework will not exceed 15% of the nine-week's grade

STEAM/SPECIAL SERVICES PROGRAM

Every day during sixth and seventh periods a STEAM (Science, Technology, Engineering, Arts, and Mathematics) period has been scheduled for seventh and eighth grade students. The primary purpose of the STEAM program is to provide personal social experiences and to enrich the school program by providing

a wide variety of exploratory experiences for the student. All seventh and eighth grade students have been assigned STEAM courses and will receive a schedule for the year the first day of school. These courses will change every nine weeks. Math and reading support are also scheduled at this time for seventh and eighth grade students not proficient on the PSSA. Students are also scheduled for health and computer classes during this time. Every eighth grade student will be scheduled for a PSSA science preparatory class as well. Students will be assessed by the classroom teacher using a rubric based on a Satisfactory/Unsatisfactory rating system. If a student receives an unsatisfactory for a STEAM course during a nine weeks period, this will prohibit them from making the honor roll.

Fifth and sixth grade students will receive a special services period instead of a STEAM class period. During this time, they will be scheduled for band, chorus, library science, a study period, or a combination of services. In addition to the special services period, students will be scheduled for a yearlong library science course with ongoing instruction in research skills and computer applications. Students will be assessed in this class using a rubric based on a Satisfactory/Unsatisfactory rating system.

If a student receives an unsatisfactory for library science during a nine weeks period, this will prohibit them from making the honor roll.

HONOR ROLL

Students may earn either the Distinguished or Regular Honor Roll according to the following criteria:

1. The distinguished honor roll requires an overall 95.00 average, no grades of 84 or lower and nothing less than satisfactory in discovery or library science classes for that marking period.
2. The regular honor roll requires an overall average of 90.00 - 94.99, no grades of 84 or lower, and nothing less than satisfactory in discovery or library science classes for that marking period.
3. Subjects are weighted according to the number of times they meet per week. For example, a course meeting 5 times per week is worth 1.0, while one meeting 2 times per week is .4. These weightings are figured into the overall average. It is not accurate to average all grades the same.

PROMOTION & RETENTION POLICY

Gifted and Regular Students --

All students are scheduled for a minimum of 30 academic class periods per week. For promotion/retention purposes, classes meeting five or more times per week are worth five points. All other classes are equivalent to one point for each class period met during the week. Students failing 10-14 points have failed for the year and may attend summer school or be tutored. Students failing more than 14 points have failed for the year and may not be tutored or attend summer school. However, in extenuating circumstances, the building administrators in consultation with the teachers and guidance counselors may make exceptions regarding tutoring and summer school.

Resource Room Students --

Criteria which will be considered in the retention of middle school resource room students:

1. Effort put forth by student according to his/her ability.
2. Emotional and social stability of student.

The final decision to retain a middle school resource room student will be made by the building principal in consultation with all of the child's teachers and the guidance counselor.

RESPONSIBILITY FOR EQUIPMENT

When a student accepts his/her textbooks or any other equipment issued by the school, he/she is entrusted with the responsibility of taking care of those books and equipment to the extent that they are not damaged beyond ordinary use by the end of the school year.

If a student loses a book, or other school-issued item, he/she is liable for its costs. If a book is stolen, damaged or misplaced, he/she is responsible.

LOST AND FOUND

Any student who is looking for a lost item should check at the security desk first. Any student who finds lost articles should bring them to the office. Lost eyeglasses, keys, wallets, purses, and jewelry are kept at the office. If a student loses a book, he/she should check with each one of his/her teachers.

LOCKER REGULATIONS

Each student will be assigned a locker and is responsible for all of its contents. Lockers are the property of the Montoursville Area School District and are equipped with combination locks. It will be the student's responsibility to remember his/her combination and to keep it secret. In the event a student forgets his/her combination he/she should report to his/her homeroom teacher. No locker combination will be changed. School issued combination padlocks will be loaned to all students. School issued padlocks are the school's property and must be returned at the end of the school year. Students will be assessed a fee for lost, stolen or damaged locks. Personal student padlocks are not permitted on a locker at any time. **Students are not permitted to decorate the outside of any lockers.**

BACKPACKS

All students are permitted to bring backpacks to school. Due to space and safety concerns, all students will be required to place backpacks in their lockers at the beginning of the day and then pick them up at the end of the day.

Please be aware of the following circumstances in which students will be permitted to carry backpacks.

- A student may carry their backpack if they have an injury or handicap that requires them to do so by their Physician. Examples: Diabetes, broken bones, general bodily injuries, and any other medical condition that a physician deems necessary. (A note from physician is required.)
- Students who have medical conditions that require them to have water bottles and other necessities for their health concerns required by their doctor may carry a backpack. (A note from physician is required.)
- If a student uses a laptop, tablet, Kindle, etc. they may carry that device in a case.
- **Girls may carry purses/handbags that may not exceed 12 inches x 12 inches.**
- Clothes for physical education may be carried in a small gym bag on the days students have class.

IPODS, FIDGET SPINNERS, TOYS, CELL PHONES, ETC.

The Montoursville Area School Board prohibits the use of toys, Ipods, fidget spinners, radios, laser pens, cell phones or any other electronic devices during school hours. Any student using electronic devices during school hours will have the electronic device confiscated and parents/guardians may be asked to come to the school to pick up the confiscated item. **Cell phones must be turned off and placed in the student's locked locker from 8:05 A.M. until 3:07 P.M.**

REMAINING IN THE BUILDING AFTER SCHOOL

There will be many activities held after regular school hours; however, no student is to remain in the building unless he/she is under the direct supervision of a teacher, coach, or advisor. Students staying for activities are to remain in the area designated for their activity. No students or visitors are permitted to roam the building after school. Students waiting for a ride after normal dismissal time are to wait in the lobby or outside. Students are never permitted in the basement of the school without adult supervision.

TRESPASSING

Under no circumstances are students ever permitted on the roof of any school district's buildings at any time. Coming on school property when school is not in session or there is not a school sponsored or board approved activity is considered trespassing. Violators may be prosecuted.

BAND

Membership in the Middle School Band is based on a level of playing ability reached through school or private lessons. The band has regular rehearsals and performs several times yearly. Beginning instrumental students may join the training band. Membership in the band is for the year, and a contract must be signed.

CHORUS

Chorus is open to any interested student. Upon entering into membership of chorus, each student is asked to prove himself/herself musically by having an acceptable singing voice. Membership in chorus is for the year. Due to the concert schedule, students who decide to join chorus must sign a contract to be in all year. Junior musical performances are held every other year at the middle school.

INSTRUMENTAL LESSONS

Instrumental lessons will be assigned on a rotating basis to all band students upon teacher availability. Some school-owned instruments are available. Voice lessons will be given in the school's voice studio to interested students upon teacher availability.

PHYSICAL EDUCATION

Students have two classes of physical education per six day cycle. Proper gym clothing is as follows:

1. Regular shorts and T-shirts are permitted. (Colors are not restricted.)
2. Sweatshirts and jogging pants are permissible over shorts and T-shirts.
3. Some type of sneakers (gym, jogging or tennis) must be worn.
4. Athletic socks are required; the foot portion must be white, but colors and stripes above the foot section are permissible.

5. For sanitary reasons, clothes worn during the school day are not to be worn during gym class.
6. Clothes are to be reasonably clean at the beginning of each gym class.
7. All gym clothes should be marked with the student's name.
8. Certain gym garments may be ruled unsuitable, if in the judgment of the teacher, the garments constitute a health or safety hazard to the student or others or if distracting.
9. Exceptions to the above, on an individual basis, may be made by the teacher for extenuating circumstances.
10. Students should not bring valuables of any kind to gym class. When students leave the locker room and go to gymnasium, there is no one in the locker rooms to monitor students' belongings.
11. **No jewelry shall be worn during any activity where contact with others is possible.**

FAMILY & CONSUMER SCIENCE AND INDUSTRIAL ARTS

Materials for Family & Consumer Science and Industrial Arts projects are provided to each student by the school. Upon completion, these projects become the property of the students, and they may take them home. Parental permission must be granted before a student is permitted to use power equipment in the industrial arts area.

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. Numerous copies are available to students and parents in the library. Please ask the librarian for a copy. All school board policies are available on the district's website.

STUDENT FUNDRAISING

Board policy #229 states that no one is to sell anything without the approval of the administration. Students who are selling for outside organizations must obtain an approved permission form from the principal, Mr. Jeffrey Moore, and are only permitted to sell to staff members. Failure to follow this policy may result in disciplinary action and revocation of future fundraising.

CAFETERIA AND LUNCH PROGRAM

The Montoursville Area School District has a computerized debit or "Point of Sale" system in our schools' cafeterias. You will have an account whether or not you choose to use the cafeteria facilities. The PIN is entered on a 10-Key PIN pad to access your account at the time of purchase. In order for you to access your account, money must be deposited using a special envelope that may be picked up at the cafeteria. Please memorize or have available your PIN. You may also place funds on your child's account through the link on the district website.

Funds can be deposited into your account regardless of meal status (free, reduced, or full pay) and can be used for type "A" meals and/or individual food purchases including milk and snacks. The cafeteria's cashier will notify you when funds need to be replenished. Any funds remaining at the end of the school year will remain in your account and be available the next school year. Graduating seniors with younger siblings remaining in the district will have their balances transferred; otherwise, the district will refund the balance to you after graduation. Additional deposit envelopes will be available in the cafeteria or in the school office when funds need replenished. Deposits cannot be accepted without the student's name, PIN, and the amount of the deposit. Deposits to accounts made after 10:00 AM will not be credited to the student account until the next day. All deposits will be applied to negative balances first.

If a student carries a lunch, he/she will have a place in the dining room to eat. Copies of the monthly menu are available on the website.

BREAKFAST AND LUNCH COSTS

Breakfast - \$1.10

Served from 7:45 AM till 8:10 AM. All students wishing to purchase breakfast must do so immediately upon arrival to school. Students must sit at designated tables.

Lunch - \$2.65

Ala carte items vary in cost.

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).

However, an alternate meal (meeting the National School Lunch Program requirements) shall be provided to the student with a student meal account in arrears for 3 or more meals. The cost of this alternate lunch will be charged to the student meal account.

The district may institute a collection procedure for unpaid balances including, but not limited to, filing a claim with the District Magistrate or delinquent collection agencies. Parents/Guardians will be responsible to pay the amount due to the cafeteria, as well as any and all fees assigned for collection of monies due to the cafeteria.

Questions about the Point of Sale System or Student Charging Policy may be directed to the Supervisor of Food Services, Mr. Jack Fessler at 368-3500 (ext 6810).

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap.

LUNCH GUIDELINES

1. Students are to be seated as directed by the cafeteria monitors.
2. Students will remain in the seats at the table numbers assigned by the lunch monitor each day.
3. Students demonstrating inappropriate conduct may be assigned alternate seating.
4. The lunch monitors from the cafeteria will dismiss students.

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

1. Depositing all lunch litter in the proper receptacles.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place clean for others.
4. Depositing all recyclables in the proper bins.
5. Consuming all food and beverages in the cafeteria. No open beverage containers are to leave the cafeteria.
6. Being mindful of appropriate conversations and action during lunch.
7. Keeping the volume at your table within a reasonable level as determined by the lunch monitors.

RULES FOR THE COMMONS

- +Students will walk into the commons and go directly to their assigned tables.
 - +Students will be dismissed by the lunchroom teachers to enter the food court.
 - +Students will go through the line once, and only once.
 - +Students will take their trays up to the dish room when they are finished. Do not throw trash and food into the garbage cans or food/recycling collection area. Place it there to keep from getting food on the floor or other people.
 - +Students will remain in their seats and quietly talk with the people at their table. This is a great time to get to know the people in your class.
- Students will stand when given the signal by the teachers on duty. They will push in their chairs and make sure that the table and floors are clean.
- +Students will walk out of the commons, using the exit closest to their table.
 - +Throughout the day, students may walk through the commons near the stage. Students may **not** cut through the tables at any time during the day.
- Any violation of cafeteria guidelines may result in alternative lunch assignment, detention, and/or suspension from school.**

Cards, games, or toys are NOT PERMITTED at lunch.

DRUG & ALCOHOL POLICY

You are hereby notified that it is a violation of the policy of the Montoursville Area School District to possess, use or distribute alcohol or an illegal drug or drug paraphernalia on school premises or as part of any school activity.

If you violate this policy, you will be suspended from school, as provided in school board policy on CONTROLLED SUBSTANCES (No. 227). Also, school authorities will turn over all evidence and/or information related to any drug or alcohol related activity to the appropriate police or juvenile court official for them to act upon. If you violate this policy, you will also be referred to the McCall Assistance Program (McMAP) team.

It is also a violation of school policy for you to possess, use or distribute “look alike” or non-controlled drugs. Tylenol, Advil, Motrin and any other over the counter drugs are prohibited at school. If you violate this policy, the same action as indicated above will be taken.

STUDENT USE OR POSSESSION OF TOBACCO PRODUCTS
ON SCHOOL PROPERTY OR SCHOOL BUSES
(BOARD POLICY 222)

The law defines possession or use of tobacco products or smokeless tobacco by a student between the ages of six through twenty-one in a school building, a school bus or on school property owned by, leased by or under the control of a school district as a summary offense.

A student who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00) for the benefit of the school district in which such offending pupil resides, **and to pay court costs.**

Students are not permitted to smoke or use tobacco products in the school buildings, on school grounds or on school buses. 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 tobacco products. Violations of this policy will result in school disciplinary action. This policy is in effect 24 hours a day.

Tobacco use includes smoking and the use of smokeless tobacco in any form. Tobacco products found in the possession of students will be confiscated and discarded.

Students found using tobacco products will face the following consequences:

- 1st offense *3 days in-school suspension
- 2nd offense *3 days out-of-school suspension
- 3rd offense *10 days out-of-school suspension
- 4th offense *expulsion hearing before the school board

Students found possessing tobacco will be prosecuted according to state law.

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.

EMERGENCY DRILLS

Fire and emergency drills will be held periodically throughout the year.

GAMBLING

All forms of gambling are strictly forbidden.

STUDENT COUNCIL

McCall's Student Council is made up of homeroom representatives (elected by each homeroom) and is run by the officers (elected by the whole student body). The student council sponsors activities that benefit the school.

DANCES

At various times during the year dances may be held in the gymnasium or the commons at the middle school. The regulations below must be followed:

1. The dance must be approved by the administration after the proper form is submitted.
2. All dances must have a teacher sponsor.
3. The sponsor will be responsible for providing policemen, chaperones and clean-up service.
4. All dances will be restricted to McCall Middle School students in grades six, seven and eight only.
5. Students will not be permitted to re-enter the school after leaving.
6. Students leaving the dance early will be required to sign out and parents will be notified.
7. Students behaving improperly will be ejected immediately and will be subject to disciplinary action.
8. Only the front entrance/exit is to be used.
9. Other social functions will follow the rules listed above.
10. Dances will last from 7:00-8:30 P.M.
11. Students must be picked up promptly at the conclusion of the dance so staff members may leave to take care of personal responsibilities.
12. Students with ongoing discipline issues may be prohibited from attending dances.
13. Students who refuse to complete their class academic assignments in a timely manner may be prohibited from attending dances until their work is made up.
14. The school dress policy applies at all dances.
- 15.

ASSEMBLY PROCEDURES

Their homeroom or classroom teachers will escort students to assemblies. The following rules should be observed in all assemblies:

1. Whistling, yelling or booing and other impolite verbal comments are signs of disrespect and bad manners. Be courteous.
2. Excessive talking is never allowed.
3. Applause at the proper time is an incentive for performers.

BEHAVIOR AT EXTRACURRICULAR EVENTS

Student behavior at extracurricular activities such as dances, travel club, skiing, sporting events, concerts, and any other school sponsored or board approved event whether it is on or off of school property is expected to be the same as during the regular school day. Misbehavior will be handled through disciplinary action. Students with chronic discipline problems may not be permitted to attend school field trips, field days or other class events.

SCHOOL DRESS CODE (BOARD POLICY 221)

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

NOT ACCEPTABLE:

1. Hats will not be worn inside the building, as this is not demonstrating proper manners.
2. All shirts/blouses or other “tops” **must cover the top of the shoulder.** Sleeveless shirts WILL be permitted. **Muscle shirts, spaghetti straps, etc. will not be permitted.**
3. Undergarments will be properly covered by appropriate clothing. **Pajamas are not permitted.**
4. **Clothing that inappropriately exposes body area, as with cropped tops that expose midriffs, may not be worn. This includes jeans, shorts, skirts or pants with holes above the knee.**
5. Shorts, dresses and skirts must be worn so they naturally hang below arm’s length.
6. Bike shorts (ex. Spandex) or ripped shorts are not permitted
7. Students wearing transparent blouses MUST wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted.
8. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately slander or provoke others because of race, religion, national origin, or individual views.
9. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
10. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
11. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
12. Clothing containing vulgar or obscene messages may not be worn.
13. Chains (i.e. wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. The principal, assistant principal, and teachers of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school. Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

SEARCH & SEIZURE (BOARD POLICY 226)

The Montoursville Area School District recognizes the Fourth Amendment provides that students have a right “to be secure in their persons, houses, papers and effects, against unreasonable searches and seizures.” However, with recent passage of the Gun Free Schools Act and Act 26 of 1995 that amends the School Code, it is imperative that the schools also recognize their responsibility to protect and maintain the health, welfare and safety of all students.

Consequently, the school district contends that school lockers and desks belong to the school and that students are only given permission to use them. It is with this understanding that students should assume no expectation of privacy and realize that searches may be conducted by school officials with or

without suspicion of wrong doing on the part of the student. Students should be aware that all students' desks and lockers may be searched at any time and for any reason with no qualifications or exceptions.

Students' lockers and 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 students or any other persons in the school building. Any illegal 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. Attempts will be made to contact parents giving the reason for the search.

WEAPONS

(BOARD POLICY 218.1)

Weapon-The term shall include but not be limited to any knife, cutting instrument, cutting tool, non-chuck stick, firearm, shotgun, rifle, replica of a weapon and or any other tool, instrument or implement capable of inflicting serious bodily injury. Any student who brings a weapon onto any school property, to a school-sponsored activity, or into a public conveyance providing transportation to school or a school-sponsored activity shall be expelled by the school district for a period of not less than one year.

Students are prohibited from possessing weapons on school buses or on school property. Students who violate this policy will be subject to school discipline, and the police will be notified of any serious violation. Pocketknives are considered a weapon. This policy is in effect 24 hours a day.

STUDENT DISCIPLINE

It is the student's responsibility to conduct himself/herself properly during school time and school-related activities. No one has the right to disrupt the learning of other students or to jeopardize the safety of other students or themselves. Students are to behave properly in the classrooms, hallways, stairways and lavatories. It is expected that all students will accept the responsibility of proper conduct.

Code of Student Conduct:

- Attending school regularly and being on time for classes and other school functions
- Making a conscientious effort in classroom work
- Conformance to school rules and regulations
- Conducting oneself properly in the commons during lunch by following the posted rules and during A.M. and P.M. bus time
- Treating everyone in the building with respect
- Compliance with Commonwealth and local laws and school board policies and regulations
- Exercising proper care when using school facilities and equipment
- Dressing and grooming to meet fair standards of safety and health
- Not causing disruption to the education process
- Volunteering information in matters relating to the health, safety and welfare of the school community
- Assisting school personnel in operating a safe and efficient program
- Being respectful of others during class changes and walking through the halls in an orderly manner.
- Chewing gum is **not** permitted in the school.

School Exclusions:

Students who willfully defy school rules or who do not fulfill their responsibilities are subject to exclusion from school. The types of offenses that may lead to school exclusion include:

- Constant disruption of school classes or functions
- Failure to report for scheduled classes
- Leaving school grounds at any time during the school day without permission
- Fighting or assaulting another student
- Irresponsibly damaging, defacing or destroying school property
- Assaulting a teacher or other school personnel
- Possession and/or use of alcoholic beverages, controlled drugs and look-alike, non-controlled drugs
- Possession of drug paraphernalia
- Using profanity
- Defiance and/or disrespect of school authorities
- Possession of a weapon or look-alike
- Other offenses, which disrupt the learning, process or endanger the health and/or safety of the school community.
- If a student is suspended he or she may not participate in any school-related activity that day. This includes practice for any activity.

UNLAWFUL 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 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 McCall Middle School should report any suspected violations of this policy to Mrs. Mary Beth Logue, guidance counselor, who has been designated to receive sexual harassment complaints and answer questions concerning sexual harassment.

STUDENT BEHAVIOR CODE

The McCall Middle School has adopted a code for student behavior. It is expected that all students will conduct themselves properly at all times.

Teachers may assign detention and will notify parents for each detention given. Offenses for which detention can be assigned are as follows:

- Classroom disruption and disrespect.
- Failure to place one's cell phone in their locker for the day
- Chronic tardiness
- Any other form of inappropriate behavior or language.
- Defiance. Example: Continuing to chew gum after being directed not to do so is defiance.

Offenses which may lead to immediate suspension:

- Possession of drugs, drug paraphernalia, alcohol or use of tobacco
- Misusing, defacing or destroying school property
- Stealing
- Fighting or assaulting another student
- Bullying
- Extortion
- Cutting classes or activity, lunch or lunch grouping

- Leaving school grounds at any time during the school day without permission
- Misbehavior on a school field trip
- Chronic class disruption or disrespect towards staff or fellow students.
- Possession, distribution, and/or showing of inappropriate materials either in print or electronic form to other students on school property, during school time, on the school buses, and at any school sponsored or board approved event. This is in effect twenty-four hours a day seven days a week.
- Any other form of inappropriate behavior.

DETENTION

Detention is maintained for certain infractions of the rules. Bus students are not excused from detention. The parents or guardian must assume the responsibility of transportation to their home on the specified date(s). Failure to show up for detention will result in additional disciplinary action.

1. Detention will be held Tuesday and Thursday after school.
2. **Students must report to the detention room by 3:15 and will be released at 4:15.**
3. Students must bring school materials to study.
4. Students will complete a series of questions which will require thoughtful reflection.
5. Students will not be permitted to eat or drink during detention.
6. Students will not be allowed to talk, sleep, or study together.
7. **Students will not be rescheduled for a detention due to extracurricular activities.**
8. Any student who does not obey these rules will receive additional disciplinary action, and could result in suspension.

SATURDAY SCHOOL DETENTION

In an effort to better meet the behavioral needs of every student who commits an infraction of the rules and regulations stipulated by school and board policy in the Montoursville Area School District, “Saturday School” has been added as a consequence to those currently used at the middle school and high school.

Saturday School serves a variety of purposes. First, it reduces the situations where students are abusing the consequence of after-school detention and suspension. Second, it applies pressure to those types of students who tend to “test the system” and to the general school population, letting all students know that having detention for three (3) hours on a Saturday morning is a costly consequence. Finally, it sends a message to parents that there is a “middle level” consequence for the behaviors for which students would traditionally be suspended—that their utmost cooperation with getting students to that Saturday School is expected.

Saturday School may be assigned (1) in lieu of accumulated unserved detentions for any infraction, or (2) at the discretion of the middle school and high school administration when an infraction is committed that warrants a Saturday time period and not necessarily an after-school detention or suspension. The following guidelines apply to Saturday School detention:

1. Students must be quiet and working during the entire length of time, and no sleeping or any form of horseplay is permitted. No food or drink is permitted during the three hours.
2. Students are responsible for their own transportation to and from Saturday School.
3. Students are permitted one (1) lavatory break during the three-hour duration at the discretion of the proctor. Special circumstances requiring additional lavatory privileges must be discussed with the proctor prior to the placement.

4. The proctor will keep strict records of any disruptions or various disciplinary issues that may arise during the three-hour duration and will submit these records to the assistant principal the next school day.
5. Students who play sports or who are involved in any kind of activity and who are assigned Saturday School on a given date **MUST** serve that Saturday School and will forfeit their right to play or perform in that Saturday activity if the activity time conflicts with Saturday School hours.
7. After completing the assigned reflection, the student will be expected to work on the assignments given to you. The student is responsible for getting assignments from the teachers and is responsible for bringing books and other necessary materials to Saturday School. **Students will not be permitted to visit their lockers before, during, or after the session.** If a student fails to do any of these assignments or if a student fails to bring any necessary books and materials, he/she will be removed from Saturday School and assigned out-of-school suspension.
8. Students must return the reflection and all completed work to the middle school office on Monday morning.
9. **Saturday School takes place at Montoursville Area High School from 8:30 A.M. until 11:30 A.M. Students arriving after 8:30 A.M. will not be admitted and will face further disciplinary action. Enter the building through the front entrance. You must stay the entire time.**
10. Talking or disruptive behavior will not be tolerated. If you become a disruption, you will be removed from the Saturday School and will be subject to further disciplinary action by the assistant principal. A reasonable attempt will be made to inform the parent/guardian of the student's removal from Saturday detention. If no parental contact can be made, the Montoursville borough police will be notified.
11. If a student is ill, s/he must submit a **doctor's excuse** to the office on the first day the student returns to school following the Saturday School assignment. The excuse must cover the Saturday School date.
12. **Failure to attend Saturday School or a violation of any rule will result in a suspension from school for three (3) days the following week.**
13. **Completion of a Saturday School assigned for un-served detentions will remove up to three previously assigned detentions.**

EQUAL OPPORTUNITY

The Montoursville Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504 and the Americans with Disabilities Act.

For information regarding civil rights or grievance procedures, information regarding services, activities, and facilities that are accessible to and usable by handicapped persons, please contact the District Superintendent, at 50 North Arch Street, Montoursville, Pennsylvania 17754 or by telephone at 570-368-2491.

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 368-2441.

ACCELERATED READER

All students, grades 5-8, will participate in the Accelerated Reader Program. Any students that are involved in cheating, which includes taking a test for another student by using that student's unique password, will be given a "zero" for the test and disciplinary action will be taken. They will also forfeit all Accelerated Reader reward activities. Please refer to the library website for detailed information about the program.

IXL

Students in grades 7 and 8 will be required to complete activities using the IXL computer program. These activities will be completed during a scheduled period once per six day cycle. However, it is possible that some students will need additional time. They can use the computers in the library as well as computers at home or the public library to complete their assignments. The purpose of this program is to review concepts the students have learned in their math classes as well as preparing them for the types of questions they will see on the PSSA.

ACADEMIC DISHONESTY

All teachers provide students and parents with a copy of classroom expectations at the beginning of each school year. These expectations are also posted on each teacher's website. Each teacher's classroom expectations inform students and parents about academic expectations. Every teacher will define his or her classroom policy concerning academic dishonesty.

Academic dishonesty is defined but not limited to cheating and plagiarism.

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 these educational goals, 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 MTSS approach to best meet each child's needs. If the MTSS 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, ext 6410) 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.

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 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.

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.

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. 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.

ACCEPTABLE USE POLICY FOR ELECTRONIC DEVICES
(BOARD POLICY 815)

No student will be permitted to use the Internet or the school network without a signed copy of an Acceptable Use Agreement on file in the district. This form must be signed at the beginning of each school year. The agreement shall be in effect immediately upon return of the signed form. Subsequent requests for signatures may be required.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Personal devices brought into the school by staff and students may be legally accessed by district officials to ensure compliance with this policy and other district policies to protect the district's resources and comply with the law.

The district is not responsible for theft, damage, content, or maintenance of staff or student owned devices.

The digital information available to students and staff does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using technology or for any information that is retrieved via the Internet or other networks.

This policy will be periodically reviewed by the Montoursville Area School District and may be modified or added to as new situations arise or as the technology changes. Determinations may also be made on whether specific uses of the network are consistent with this policy.

As users of this system, students will notify teachers or administrators of any violation of this policy taking place by other students or outside parties. This may be done anonymously.

The Montoursville Area School Board has a policy regarding the use of computers and electronic devices. The complete policy is found on the website.

SCHOOL BUS/VAN SURVEILLANCE CAMERA NOTICE

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

MCCALL MIDDLE SCHOOL VIDEO SURVEILLANCE CAMERA NOTICE

The Montoursville Area School District uses electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be

utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.