

2022-2023

# Montrose Area

## Junior/ Senior High School

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# Student Handbook

# 2022-2023 STUDENT HANDBOOK

## MONTROSE AREA JR/SR HIGH SCHOOL

75 Meteor Way  
Montrose, Susquehanna County, PA 18801

Telephone 570-278-3731 Fax 570-278-9143 Website [www.masd.info](http://www.masd.info)

### ADMINISTRATION

**Mr. Christopher McComb, Superintendent of Schools**

**Mr. Eric Powers, Principal**

**Mr. Terrence Whalen, Assistant Principal**

BOARD OF DIRECTORS	
<p><b>Mrs. Mary Homan, President</b>  <i>PSBA Liaison, Personnel/Professional Committee</i>  <i>Chairperson</i>                      Region 3  <a href="mailto:mhoman@masd.info">mhoman@masd.info</a></p>	<p><b>Mr. Richard Jordan, Vice-President</b>  <i>Curriculum and Finance</i>  <i>Committees Chairperson</i>                      Region 2  <a href="mailto:rjordan@masd.info">rjordan@masd.info</a></p>
<p><b>Mr. Paul Adams</b>  <i>Finance, Legislative and Technology</i>  <i>Committees Chairperson</i>                      Region 3  <a href="mailto:padams3@masd.info">padams3@masd.info</a></p>	<p><b>Mrs. Jennifer Strickland</b>  <i>Extracurricular and Transportation</i>  <i>Committees Chairperson</i>                      Region 1  <a href="mailto:jstrickland@masd.info">jstrickland@masd.info</a></p>
<p><b>Mrs. Gretchen Backer</b>  <i>Extracurricular and Personnel/Professional</i>  <i>Committees Chairperson</i>                      Region 2  <a href="mailto:gbacker@masd.info">gbacker@masd.info</a></p>	<p><b>Mr. Douglas Wilcox</b>  <i>Buildings &amp; Grounds/Safety and Curriculum</i>  <i>Committees Chairperson</i>                      Region 2  <a href="mailto:dwilcox@masd.info">dwilcox@masd.info</a></p>
<p><b>Mrs. Gloria Smith</b>  <i>Finance and Transportation</i>  <i>Committees Chairperson</i>                      Region 1  <a href="mailto:gsmith@masd.info">gsmith@masd.info</a></p>	<p><b>Miss Taylor Warner</b>  <i>Curriculum and Technology</i>  <i>Committees Chairperson</i>                      Region 1 --- Montrose Borough and Jessup                      Township  <a href="mailto:twarner@masd.info">twarner@masd.info</a></p>
<p><b>Mr. John Wood</b>  <i>Buildings &amp; Grounds/Safety and Policy</i>  <i>Committees Chairperson</i>                      Region 3  <a href="mailto:jwood@masd.info">jwood@masd.info</a></p>	

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<b>Montrose High School Staff Directory</b> <b>phone 570-278-3731 fax 570-278-9143 www.masd.info</b>			
Superintendent Administrative Assistant	Mr. Christopher McComb Mrs. Connie Birchard	570-278-6298 570-278-6212	cmccomb@masd.info cbirchard@masd.info
Principal Secretary Office Aide	Mr. Eric Powers Mrs. Anne Gardner Mrs. Corrine Hawley	570-278-6259 570-278-6226 570-278-6224	epowers@masd.info adgardner@masd.info chawley@masd.info
Assistant Principal Secretary	Mr. Terry Whalen Mrs. Nikki Rhinevault	570-278-6223 570-278-6218	twhalen@masd.info nrhinevault@masd.info
Athletic Director	Mr. Joe Gilhool	570-278-6204	jgilhool@masd.info
Business Office Manager	Mrs. Michelle Lusk	570-278-6213	mlusk@masd.info
Director of Curriculum, Instruction and Assessment	Mrs. Christine Kresge	570-278-6215	ckresge@masd.info
Director of Facilities	Mr. Tom Lonzinski	570-278-6241	tlonzinski@masd.info
Elementary Schools Choconut Valley Lathrop Street	Mrs. Madison Moyer Mr. Patrick Mathews	570-278-1601 570-278-2319	mmoyer@masd.info pmathews@masd.info
Food Service Director	Mrs. Codie Keogh	570-278-6240	ckeogh@masd.info
Guidance Counselors Grades 7 & 8  Grades 9 & 10 Grades 11 & 12 Secretary	Mrs. Loriann Matulevich Mrs. Angie Nebzydoski Mrs. Mary Beth Ohmnacht Mrs. Brenda Ognosky	570-278-6235 570-278-6233 570-278-6231 570-278-6253	lmatulevich@masd.info anebzydoski@masd.info mbohmnacht@masd.info bognosky@masd.info
Transportation Director	Mrs. JoAnne McCain	570-278-6227	jmccain@masd.info
School Nurse Practitioner	Ms. Carey Williams	570-278-6254	cmwilliams@masd.info
Special Education Director Psychologist Secretary	Mr. Greg Adams  Mrs. Stacy Cobb	570-278-6219 570-278-6237 570-278-6203	gadams@masd.info  slcobb@masd.info
Student Assistance Program	Mrs. Angie Nebzydoski	570-278-6233	anebzydoski@masd.info
Technology Director Data Specialist	Mr. Craig Owens Mrs. Theresa Evans	570-278-6239 570-278-6230	cowens@masd.info tevens@masd.info

## August 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## September 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October 2022

Sun	Mon	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30






## November 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December 2022

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### Symbol Code

-  Student Early Dismissal
-  No School
-  Teachers Only, No Classes
-  Last Day of Marking Period Grades 4-12
-  Last Day of Marking Period Grades K-3

Student Days	Teacher Days
Aug 1	Aug 4
Sep 21	Sep 21
Oct 19	Oct 20
Nov 18	Nov 19
Dec 15	Dec 15
Jan 20	Jan 20
Feb 18	Feb 19
Mar 22	Mar 23
Apr 17	Apr 17
May 22	May 22
June 7	June 7
180 Days	187 Days

# Montrose Area School District 2022 – 2023 School Calendar

570-278-3731

www.masd.info

AUGUST 26, 29 & 30 NO CLASSES FOR STUDENTS  
Teacher In-Service

AUGUST 31 FIRST DAY FOR STUDENTS

SEPTEMBER 5 NO SCHOOL; Labor Day

OCTOBER 7 NO CLASSES FOR STUDENTS  
Teacher In-Service

OCTOBER 10 NO SCHOOL; Columbus Day

NOVEMBER 10 Evening Parent Conferences

NOVEMBER 11 NO CLASSES FOR STUDENTS  
Parent Conferences

NOVEMBER 23 11:30 DISMISSAL  
NOVEMBER 24 NO SCHOOL  
THRU NOV. 28 Thanksgiving Vacation

DECEMBER 22 NO SCHOOL  
THRU JAN. 2 Christmas Vacation

JANUARY 16 NO SCHOOL; Martin Luther King Day

FEBRUARY 17 NO CLASSES FOR STUDENTS  
Parent Conferences

FEBRUARY 20 NO SCHOOL; Presidents' Day

MARCH 17 NO CLASSES FOR STUDENTS  
Teacher In-Service

APRIL 6 THRU APRIL 10 NO SCHOOL; Easter Vacation

APRIL 24 THRU APRIL 28 PSSA's GRADES 3-8 WINDOW  
ENGLISH LANGUAGE ARTS

MAY 1 THRU MAY 12 PSSA's GRADES 3-8 WINDOW  
MATH & SCIENCE

MAY 15 THRU MAY 26 KEYSTONE EXAM WINDOW

MAY 29 NO SCHOOL; Memorial Day

JUNE 9 ACT 80 STUDENT DISMISSAL 11:30 AM  
Tentative Last Day of School

JUNE 17 TENTATIVE GRADUATION

## January 2023

Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## February 2023

Sun	Mo	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March 2023

Sun	Mon	Tue	We	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April 2023

Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May 2023

Sun	Mo	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June 2023

Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**SPECIAL NOTE:** In the event of inclement weather days, make-up days may be scheduled as follows: February 20, April 6, and April 10, 2023, or at the end of the school year.

Emergency announcements concerning cancellation of classes will be made on the following radio and TV stations:  
WKRZ (98.5 FM & 1340 AM) WAAL (99.1 FM) WNBK (1290 AM) WNEP TV (Channel 16) WBNG TV (Channel 12)  
WPEL (96.5 FM & 1250 AM) WHWK (98.1 FM) WARM (590 AM) WBRE TV (Channel 28) WYOU TV (Channel 22)

Board Approved 03 / 14 / 2022

## **DAILY BELL SCHEDULE**

7:50	First Bell (8:00 warning bell)
8:05 – 8:50	Homeroom/Period 1
8:53 – 9:35	Period 2
9:38 – 10:20	Period 3
10:23 – 11:05	Period 4
11:08 – 11:50	Period 5
11:53 – 12:35	Period 6
12:38 – 1:20	Period 7
1:23 – 2:05	Period 8
2:08 – 2:53	Period 9
2:53 – 3:00	Staggered Dismissal

1<sup>st</sup> and 9<sup>th</sup> periods are 45 minutes to accommodate for homeroom attendance and morning and afternoon announcements. All other periods are 42 minutes each. There are three minutes between classes. Morning SCCTC students should report promptly to the front for 8:53 dismissal with an 11:45 return. Afternoon SCCTC students should report promptly to their bus after eating lunch for a 12:10 dismissal and a 2:45 return. Afternoon announcements will be read at 2:08 and students will be released via announcement in a 2-wave dismissal starting at 2:53.

## **2-HOUR DELAY SCHEDULE**

9:50	First Bell (10:00 warning bell)
10:05 – 10:35	Homeroom/Period 1
10:38 – 11:06	Period 2
11:09 – 11:37	Period 3
11:40 – 12:10	Period 5
12:13 – 12:43	Period 6
12:46 – 1:16	Period 7
1:19 – 1:47	Period 4
1:50 – 2:18	Period 8
2:21 – 2:51	Period 9
2:51 – 3:00	Staggered Dismissal

Periods 1,5,6,7 and 9 are 30 minutes each to accommodate for homeroom attendance, lunches and morning and afternoon announcements. All other class periods are 28 minutes each. There are three minutes between classes. Morning SCCTC students will be assigned locations to report periods 2, 3, 5 and 4. Afternoon SCCTC students are dismissed from their period 5 classes at 11:53 to report to the cafeteria for lunch prior to leaving the building at 12:10. In the event that PM SCCTC is cancelled, those students will remain in their period 5 classes and eat lunch period 6. They will be assigned locations to report periods 7, 8 and 9. Afternoon announcements will be read at 2:21 and students will be released via announcement in a 2-wave dismissal starting at approximately 2:51.

## **AM ACTIVITY / METEOR PERIOD SCHEDULE**

7:50	First Bell (8:00 warning bell)
8:05 – 9:10	HR/Activity Period (65 minutes)
9:13 – 9:48	Period 1
9:51 – 10:26	Period 2
10:29 – 11:04	Period 3
11:07 – 11:42	Period 5
11:45 – 12:20	Period 6
12:23 – 12:58	Period 7
1:01 – 1:36	Period 4
1:39 – 2:14	Period 8
2:17 – 2:53	Period 9
2:53-3:00	Staggered Dismissal

All class periods are 35 minutes. There are three minutes between classes. Morning SCCTC students are dismissed from the activity period at 8:50 to report to the main lobby for dismissal. They should report to their period 6 classes immediately upon their return and will be assigned a location to report during period 4. Afternoon SCCTC students should report promptly to their bus after eating lunch for a 12:10 dismissal and a 2:45 return. Afternoon announcements will be read at 2:17 and students will be released via announcement in a 2-wave dismissal starting at 2:53.

## **PM ACTIVITY / METEOR PERIOD SCHEDULE**

7:50	First Bell (8:00 warning bell)
8:05 – 8:45	Homeroom/Period 1
8:48 – 9:23	Period 2
9:26 – 10:01	Period 3
10:04 – 10:39	Period 4
10:42 – 11:17	Period 5
11:20 – 11:55	Period 6
11:58 – 12:33	Period 7
12:36 – 1:11	Period 8
1:14 – 1:49	Period 9
1:49 – 2:53	Activity Period (64 minutes)
2:53-3:00	Staggered Dismissal

All periods are 35 minutes with the exception of 1<sup>st</sup> period which is 40 minutes. There are three minutes between classes. Morning SCCTC students should report to their period 6 classes immediately upon their return. Afternoon SCCTC students remain in their period 6 lunch and are to report to the main lobby at 12:00 for dismissal with a 2:45 return. Afternoon announcements will be read at 1:50 and students will be released via announcement in a 2-wave dismissal starting at 2:53.



## **AFTERNOON ASSEMBLY SCHEDULE**

7:50	First Bell (8:00 warning bell)
8:05 – 8:40	Homeroom/Period 1
8:43 – 9:13	Period 2
9:16 – 9:46	Period 3
9:49 – 10:19	Period 4
10:22 – 10:52	Period 8
10:55 – 11:25	Period 9
11:28 – 11:58	Period 5
12:01 – 12:31	Period 6
12:34 – 1:04	Period 7
1:04 – 2:53	Assembly (1 hour 44 minutes)
2:53-3:00	Staggered Dismissal

Periods are 30 minutes with the exception of 1<sup>st</sup> period which is 35 minutes. There are three minutes between classes. Morning SCCTC students should report to the auditorium at 8:43 prior to their 8:55 dismissal, and report back to the auditorium upon return to the school before reporting to period 6. Afternoon SCCTC students should report to the auditorium periods 8 and 9 and are dismissed from period 5 for lunch at 11:50 prior to leaving the building at 12:10. Afternoon announcements will be read at 2:50 and students will be released via announcement in a 2-wave dismissal starting at approximately 2:53.

## **EMERGENCY ANNOUNCEMENTS, SCHOOL CLOSINGS, EARLY-DISMISSAL**

590 AM	WARM	WBNG TV – Channel 12
1250 AM	WPEL	
1290 AM	WNBF	WNEP TV – Channel 16
1340 AM	WKRZ	
96.5 FM	WPEL	WYOU TV – Channel 22
98.1 FM	WHWK	
98.5 FM	WKRZ	WBRE TV – Channel 28
99.1 FM	WAAL	

Announcements will also be placed on the website: [www.masd.info](http://www.masd.info)

Montrose Area School District utilizes the OneCallNow system to contact parents/guardians by phone and/or email when there are emergencies or other important announcements including school closings or delays. Your account can be created and edited by selecting One Call Now under the Parents tab on the school website. The Technology Department can also provide assistance at 570-278-6243 or [support@masd.info](mailto:support@masd.info).

## **ACADEMIC INTEGRITY GUIDELINES**

The Montrose Area School District expects its students to demonstrate honest and ethical behavior when submitting all assignments. All grades and credits issued by the Montrose Area School District are based upon the principles of academic integrity and must be a representation of each student's own ability. Any use of another person's words, ideas, or research findings must be formally acknowledged according to acceptable standards of documentation.

### **Definitions**

Collaboration is the act of sharing information. It is allowed only when specified by the instructor. Unauthorized collaboration includes but is not limited to copying homework and sharing project information.

Cheating is the deliberate use of unauthorized notes, calculators, computer programs, or other printed materials expressly forbidden by the instructor during testing. Cheating includes but is not limited to copying answers from another student's answer sheet or providing questions or answers to other students.

Plagiarism is the act of using another person's words, ideas or research without proper credit to that person.

### **Involvement**

Students should understand the definitions of plagiarism, cheating, and collaboration. Furthermore, they should understand that certain procedures will be followed, and appropriate consequences administered when the Academic Integrity Guidelines have been violated.

Parents are encouraged to inquire about student assignments and to check on student progress. Parents should also be familiar with the Academic Integrity Guidelines.

Teachers will instruct students in the proper methods of documentation and clearly define the standards and assessment for each assignment. The Montrose Area School District follows the documentation style set forth by the Modern Language Association (MLA).

**Consequences:** The Administration will review violations of the Academic Integrity Guidelines and take appropriate action.

### **Collaboration/Cheating/Plagiarism**

#### **First offense:**

1. Grade of "0" on assignment
2. Parental notification
3. After-school Detention

#### **Second offense:**

1. Grade of "0" on assignment
2. Parental notification
3. Required meeting with Parent, Classroom Teacher, Guidance Counselor and Administration
4. Three After-school Detentions

#### **Third offense:**

1. Grade of "0" on assignment
2. Parental notification
3. Three days of Supervised Special Studies
4. Suspension from participation in extra-curricular activities.

**Major Academic Integrity Violation** – Severe breaches of integrity that threaten the academic credibility of the Montrose Area School District. Such offenses include, but are not limited to, acts that involve students who do or attempt to do any of the following: steal tests/quizzes, duplicate tests/quizzes

using electronic devices (ex. camera phones), purchase material to be handed in as their own work, hire or pay individuals to produce work for them, or accessing or attempting to access the district's server or a teacher's account to obtain secure information. Inappropriate computer usage will also result in the loss of computer privileges which could affect a student's ability to participate in courses that require computer access.

**First offense:**

1. Grade of "0" on assignment
2. Parental notification
3. Required meeting with Parent, Classroom Teacher, Guidance Counselor and Administration
4. Three days Supervised Special Studies

**Second offense:**

1. Grade of "0" on assignment
2. Parental notification
3. Three Days Out-of-School Suspension and two days of Supervised Special Studies
4. Suspension from participation in extra-curricular activities.

A subsequent offense will result in referral to the Superintendent.

These offenses will be evaluated on a per-year basis and will not accumulate from one academic year to the next although they will become part of a student's permanent discipline record. These high school records are analyzed when students apply for National Honor Society and some scholarships – Academic integrity violations may disqualify candidates from being members of NHS and may negatively impact scholarship opportunities. Some colleges and universities ask students to self-disclose academic integrity and other serious discipline violations as part of the application process.

## **ALCOHOL AND CONTROLLED SUBSTANCE USE AND ABUSE POLICY**

MASD is committed to providing a positive learning environment that contributes to the health, safety and well-being of students. The objective of this policy is to respond effectively to the use and/or distribution of alcohol and drugs or other controlled substances by students within the school environment and/or related school activities.

All staff, students and parents have the obligation to report to district administrators any violations of this policy. The use, abuse and/or possession of alcohol, inhalants, mood-altering substances, look-alike drugs, drug substances, chemicals or paraphernalia is forbidden. Paraphernalia means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, repackaging, storing, containing, concealing, injecting, inhaling or otherwise introducing a controlled substance into the human body. This includes home-made items. Paraphernalia may be characterized solely by intended use and there is no requirement that residue of a controlled substance be present in order to characterize an item as paraphernalia. Intended use is determined by the totality of the circumstances.

This policy prohibits the use or distribution of the above in school buildings, on school grounds, in school-leased or school-owned vehicles and at all school affiliated or sponsored functions. Possession shall be interpreted as knowingly holding an illegal substance for the purpose of using, distributing or keeping for another individual. The holding of a substance for another person will not be considered as defense to the possession of an illegal substance. A student who violates this policy will be subject to disciplinary action(s) as stipulated in the Guidelines enclosed with this policy. The Alcohol/Controlled Substances Policy can be viewed in its entirety in the MASD Policy Manual, policy # 227. The following brief

overview of disciplinary procedures and consequences in no way replaces or changes approved board policy.

Should a student be suspected of possessing, using or distributing any banned or illegal substance, he or she will be afforded due process rights according to district policy and administrative procedures. Students and their possessions may be searched with reasonable suspicion; lockers, as school property, may be searched at any time. The School Resource Officer or other law enforcement personnel will be summoned if a student fails to cooperate fully with school administrators conducting an investigation or attempting to conduct a search.

If it is confirmed that a student has possessed or used any banned or illegal substance, the authorities will be contacted, an informal hearing with student and parents/guardians will be conducted, and the student will be suspended from school for a period of ten school days. During the 10-day suspension, a formal hearing will be held to determine the appropriate disciplinary action. Students found in violation of this policy will be placed in an alternative educational placement for a minimum of 45 school days on the first offense and may face temporary or permanent expulsion from school depending on the circumstances unique to the situation.

Students caught in possession of alcohol or drugs or any banned or illegal substance with the intent to sell or distribute, or students who are found in violation of this policy for an additional time will be reported to the authorities and will be suspended from school indefinitely pending a formal hearing. Students younger than age 18 will be placed in an alternative education placement for a minimum of 45 days. Students age 18 or older may be placed in an alternative educational placement or recommended for permanent expulsion.

All students found in violation of this policy will also be referred to the Student Assistance Team and may be required to complete an assessment that will help to determine their needs and most appropriate placement. Students may also be referred to outside agencies for treatment, counseling or support.

## **ALTERNATIVE EDUCATION PROGRAMS**

### **Montrose Area Alternative Education Program**

The nature of the Montrose Area Alternative Education Program (MAAEP) is that of an evening school. Students enrolled in the program will be governed by the basic rules and regulations of the regular Montrose Area Junior/Senior High School but will be removed from its day-to-day functioning by attending after regular school hours have concluded. Classes may be held Monday through Friday beginning as early as 3:20 PM and extending as late as 8:00 PM; transportation is generally not provided. Instruction follows the regular classroom curriculum and may include online and counseling components. Individualized instruction will be provided by certified teachers, and appropriate accommodations and instruction will be provided for Special Education students. It is the intent of the MAAEP to increase student academic and social performance, to develop a commitment to school, and to assist in the prevention of delinquency and/or truancy. The MAAEP may not currently be utilized in instances that could call for expulsion or state-mandated alternate placement, and its availability is limited due to scheduling and financial restraints.

### **Alternative Education for Disruptive Youth Programs**

MASD currently partners with the Lincoln-Jackson Academy as the primary alternative education option for students who cannot function productively within the traditional school setting or who are prohibited from doing so due to serious violations of school policy and/or state law. This facility is located in Scranton and is approved by the Pennsylvania Department of Education to provide services in accordance with Act 30 of 1997 and Act 48 of 1999. Emotional and behavioral counseling is provided to address

issues including but not limited to controlled substance violations, weapons violations, violence and persistent disregard for rules or authority. The referral process includes an administrative recommendation, parent/guardian conference and an informal hearing. Students may attend from 45-180 days, generally in 45-day increments, and remain enrolled as MASD students during that time. Students may be reintegrated in to MAHS once they illustrate satisfactory behavioral and academic progress at their alternative placement.

MASD reserves the right to recommend additional alternative education programs based on the needs of each student and circumstances surrounding the recommendation for alternate placement. MASD will also honor all court-mandated placements which may involve other service providers in and out of the region.

### **ATHLETIC ELIGIBILITY**

MASD is a member of the Pennsylvania Interscholastic Athletic Association (PIAA) and, as such, is obligated to enforce its eligibility rules. PIAA eligibility regulations can be viewed here: <http://www.piaa.org/schools/eligibility/>. In addition, MASD has adopted its own more rigorous policies related to student-athletes' attendance and academic eligibility.

#### **Attendance**

MASD attendance procedures stipulate that a student-athlete **must arrive at school by 10:00AM** to participate in an athletic event or practice that day. This policy is waived in the event that the student provides medical documentation that the tardy was due to a medical / dental appointment or condition, or when permission has been granted, in advance, by an administrator for an extenuating circumstance such as attending a funeral or due to a family emergency. All student-athletes must be present in the building long enough that they receive credit for attending school at least ½ of the day to be eligible to practice or compete that day, except for preapproved school-related absences.

In addition, PIAA stipulates *“a student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student’s twentieth (20th) day of absence.”* Certain absences, including those for five (5) or more consecutive days due to medically documented illness, contagious illness/quarantine, religious requirements and certain family emergencies can be waived as to not count against the 20-absence total by petitioning the PIAA District 2 committee. A semester is defined as a half-year term. Semester One consists of marking periods/quarters one and two; Semester Two consists of marking periods/quarters three and four. Attendance at summer school or participation in an online or correspondence credit recovery program does not count toward the forty-five (45) days required.

#### **Academics**

While PIAA requires student-athletes to maintain a passing grade in at least four (4) full credit subjects in an approved curriculum, the Montrose Varsity Club Policy determines eligibility by the number of courses being failed. **Any student failing 2 (two) or more full credit subjects, as reported on Friday of each week, will be ineligible to compete from that Sunday through the following Saturday.** Where a school is closed on a Friday for any reason, the Principal may determine whether the student-athlete as of that day meets the academic standards. In addition, students must have passed all or all but one full-credit subjects during the previous marking period, or they will lose their eligibility for 15 school days of the next grading period, beginning on the first day that grades are issued. A student-athlete's eligibility for the first grading period is based on his or her final grades from the preceding school year. This means that student-athletes who do not pass all or all but one full credits for the school year will be ineligible to

compete for the first 15 school days of the fall sports season unless they qualify for, schedule and pass the required number of credits in an MASD-approved summer credit recovery program.

Furthermore, any student-athlete who is failing one (1) full-credit course may practice and compete, but tutoring is recommended. **Any student-athlete failing two (2) full-credit courses during an athletic season may participate in athletic team practices even though competition is not allowed.** Coaches will work diligently with these students to ensure that they are receiving tutoring for these subjects. **Any student-athlete who is failing more than two (2) full-credit courses during the athletic season may not participate in athletic team practices during that time period.** Coaches will work with the student-athletes fellow teammates, teachers, guidance counselors and the administration to ensure that that he/she receives tutoring for the failing subjects.

## **ATHLETIC REGULATIONS**

### **Students may participate on a sports team provided:**

1. The health office has a current medical examination on file.
2. The health questionnaire and PIAA permission form has been completed and signed by the guardian.
3. The *BigTeams* online registration is fully and accurately completed by both student and guardian.
3. They abide by PIAA eligibility rules.
4. They obtain the regular school insurance policy or present evidence through an affidavit that parents have home and family accident health insurance. Be sure the home policy covers athletics.

### **Athletic Physical Procedure**

The MASD Athletic Department now offers the *BigTeams* online registration tool for students and parents/guardians to use to register for all sports. More information and instructions are available by clicking the *Sport Registration Instructions* link located on the Athletics portion of the school website.

The only paperwork that needs to be submitted to the high school is the PIAA CIPPE Form (Section 6), which is the actual physical form completed by a physician. All physicals must be dated after June 1 in order to be valid for the following school year.

MASD may offer athletic physicals through the Health Office, as advertised and by appointment. Otherwise, it is the responsibility of the parent/guardian to obtain the appropriate physical from a private provider who completes all necessary paperwork.

Student-athletes who suffer an injury requiring medical attention, and who are subsequently medically excused from or limited in practice and competition for any period of time must provide follow-up documentation that they are allowed to resume participation without restriction.

Questions should be directed to Athletic Director Joe Gilhool 570-278-6204 or [jgilhool@masd.info](mailto:jgilhool@masd.info).

## **Montrose Area Jr/Sr High School Fields the Following Sports:**

**FALL:** Cross Country – Boys and Girls (junior high, junior varsity, varsity)  
Football – Boys (junior high, junior varsity, varsity)  
Football cheerleaders\*  
Golf - Boys and Girls (junior high\*\*, varsity)  
Soccer – Boys and Girls (co-ed junior high, junior varsity, varsity)  
Tennis – Girls (junior high\*\*, junior varsity, varsity)  
Volleyball – Girls (junior varsity, varsity)

**WINTER:** Basketball – Boys and Girls (junior high, junior varsity, varsity)  
Boys Basketball cheerleaders\*  
Swimming @ Elk Lake (junior varsity, varsity)  
Wrestling – (Junior high, junior varsity, varsity)

**SPRING:** Baseball - Boys (junior high, junior varsity, varsity)  
Softball - Girls (junior high, varsity)  
Tennis – Boys (junior high\*\*, junior varsity, varsity)  
Track - Boys and Girls (junior high, junior varsity, varsity)

Offering each sport at each level is contingent on the number of participating athletes and the availability of local competition. The number of schools fielding Junior Varsity teams and providing JV-level competition has decreased drastically in recent years.

\*Cheerleaders are also subject to PIAA rules for eligibility and participation.

\*\* Junior High participation in practice allowed without competition.



## **ATTENDANCE POLICIES AND PROCEDURES**

The Montrose Area School District is committed to providing a positive learning environment for all students. It is necessary that students attend school in order to receive all the benefits of daily learning opportunities. Achievement depends upon the presence of the pupil in the classroom on a regular basis to maintain continuity of instruction and classroom participation. The school board considers presence and participation in class to be an important indicator of a student's academic achievement.

Attendance is an important factor in the educational process. Regular attendance at school and in classes is of the utmost importance to ensure satisfactory academic progress and the awarding of credit toward promotion and/or graduation. Absence from school and from individual classes during the school day should be kept to an absolute minimum. MASD recognizes that in-class activities are an integral part of a successful academic experience. Excessive absenteeism has an obvious negative impact on student growth and development and can result in legal and disciplinary measures being taken, loss of privileges, the development of an individualized attendance plan, and the involvement of the Children and Youth agency. Students and their parents/guardians have a shared responsibility to ensure that regular attendance is maintained, and the school has a legal responsibility to enforce Compulsory Attendance statutes.

Additionally, properly excusing reasonable and lawful absences in a timely manner is not only a critical part of the state-mandated recordkeeping process, it is a crucial part of minimizing the likelihood that a student be considered truant or habitually truant according to state guidelines.

### **General Guidelines**

1. Any student who is absent from school must present a written excuse for such absence to the Assistant Principal's office within **5** days of his or her return to school.
2. Excuses must be written and signed by the pupil's parent or guardian and must contain the following information: 1. full name of student, 2. student's grade level, 3. date(s) of absence, 4. reason for absence, 5. signature of parent or guardian.
3. Failure to submit an excuse in a timely manner will result in an unlawful absence if the student is 17 years of age or younger or an unexcused absence if the student is 18 years of age or older.
4. EXCUSED absences are limited, by law, to illness, quarantine, death in the immediate family, impassable roads, inclement weather and other emergencies approved on a case-by-case basis by an administrator. Impassable roads and inclement weather are determined by the school buses' inability to complete their planned routes. In special circumstances, a limited number of preapproved absences and early releases can be excused for religious reasons, special academic instruction not offered within the district and farm work.
5. Per state guidelines, absences are to be coded as UNLAWFUL/UNEXCUSED immediately from the date of absence; they will be appropriately re-coded when/if an acceptable excuse is received.
6. Examples of UNLAWFUL or UNEXCUSED absences include (but are not limited to) missing the bus, shopping, baby-sitting, visiting relatives, hunting, fishing, personal business, working at home or for a business, and remaining home to do school work.
7. After 3 unexcused/unlawful absences, Pennsylvania considers a student to be TRUANT, and HABITUALLY TRUANT after the sixth (6<sup>th</sup>) unexcused/unlawful absence.
8. After 10 absences from school in any given school year, students are required by the state to present an excuse from a medical professional for future absences from school, except for preapproved absences and emergencies approved on a case-by-case basis by an administrator.
9. Parents/guardians may be contacted to verify a student's absence from school; the OneCallNow system initiates an automated call home daily for students marked 'absent' in home room.
10. Parents/guardians will be contacted for any student who misses 3 consecutive days of school.
11. Any student caught skipping school will be disciplined according to the number of days skipped.



### **Guidelines for Students 17 Years or Younger**

1. After each of the first two unlawful absences, notice will be sent to the student's parents/guardians notifying them of the infraction(s). After three (3) unlawful absences from school, the student and the parent/guardian will receive a first offense notice for truancy. At this point a conference will be scheduled and a School Attendance Improvement Plan (SAIP) may be implemented for the student. Parents are encouraged but not required to attend.
2. After four (4) unlawful absences, Children and Youth will be notified of the Truancy concern, as required by law, a SAIP will be developed if not already in place, and the consequences of the SAIP will be enforced for this and any additional unlawful absences.
3. After six (6) unlawful absences, the student and/or his or her parent/guardian will be reported to the District Magistrate, as required by law, for being in violation of the Compulsory School Attendance statute, so long as there is not an open case with Children and Youth, who may also be contacted again. Consequences of students, parents and guardians found to be in violation of attendance law are levied at the discretion of the Magistrate. They may include but are not limited to paying fines and court costs, completing truancy education programs, community service, and/or the suspension of the student's driving privileges by the state.
4. After 10 combined legal and unlawful absences (not including school-related absences) a medical excuse (from a practitioner of the healing arts) will be required to excuse additional absences. Parents will receive notification by mail that such medical excuses are necessary moving forward. At that point, any absence not preapproved by an administrator or validated by a medical professional will be recorded as unlawful.
5. Any students who have poor attendance, particularly habitually poor attendance from year to year may be placed on a SAIP at any time, which imposes increasingly severe disciplinary measures including but not limited to detention, Supervised Special Studies and evaluation for placement in an alternative education setting.

### **Guidelines for Students 18 Years or Older**

1. After 10 combined legal and unexcused absences (not including school-related absences) a medical excuse (from a practitioner of the healing arts) may be required to excuse additional absences. Parents will receive notification by mail that such a medical excuse is necessary moving forward. At that point, any absence not preapproved by an administrator or validated by a medical professional will be recorded as an unexcused absence.
2. Students who are absent for 10 or more consecutive unexcused days will be dropped from the active membership rolls. Students who provide medical documentation for such absences will not be subjected to dismissal. Students and their parents/guardians must schedule and attend a re-admittance hearing with the Superintendent for reentrance to school to be considered.
3. After three (3) or more total unexcused absences, the parent and student will receive written notification that a Student Attendance Improvement Conference may be scheduled with an administrator to examine the issues surrounding the absences and establish a School Attendance Improvement Plan (SAIP) for the student to follow. This plan may be a short or long-term plan imposing increasingly severe consequences for habitual absenteeism. It may include detention, Supervised Special Studies and eventually placement in an alternative educational setting as well as temporary or permanent restrictions on the student's ability to drive to school, attend school events, participate in co-curricular activities, etc.
4. Students who repeatedly fail to adhere to the SAIP may be required, along with their parents/guardians, to meet with the District Superintendent. Repeated infractions of Board policy and procedures requiring the attendance of enrolled students may constitute misconduct and disobedience to warrant the student's suspension or expulsion from the regular school program.

Please refer to School Board Policy 204 for additional information.

## **Tardiness**

1. A student who arrives in homeroom after 8:05AM and prior to 10:20AM is considered tardy to school unless that student arrives via a school bus (10:05AM and 12:20PM on 2-hour delays).
2. A written excuse for tardiness must be provided to the Assistant Principal's office within five (5) days of the tardy. This excuse must contain the following: a. Student's full name; b. Student's Grade Level; c. Date of Tardiness; d. Reason for Tardiness; and e. Signature of parent/guardian.
3. Students will be warned after their 3<sup>rd</sup> unlawful/unexcused tardy and assigned a lunch or after-school detention on the 4<sup>th</sup> and each subsequent unlawful/unexcused tardy to school. Repeat offenders may be assigned SSS. Students who have parking passes will lose their privilege to drive for five (5) school days on their 5<sup>th</sup> unlawful/unexcused tardy to school and ten (10) days on their 6<sup>th</sup>. Students with driving privileges will have their parking passes suspended indefinitely on their 7<sup>th</sup> unlawful/unexcused tardy to school.
4. Habitual unlawful/unexcused tardiness, particularly when combined with a high rate of excused tardiness and/or a low attendance percentage, may result in students being placed on School Attendance Improvement Plans, which imposes increasingly severe disciplinary measures for repeated infractions.
5. Any student participating in extracurricular activities, practices, competitions, etc. must be in school by 10:00AM to participate in that day's activity. This policy is waived in the event the student provides medical documentation that the tardy was due to a medical / dental appointment or condition, or when permission has been granted, in advance, by an administrator for an extenuating circumstance such as attending a funeral or due to a family emergency. All student-athletes must be present in the building long enough that they receive credit for attending school at least ½ of the day to be eligible to practice or compete that day, except for preapproved school related absences.
6. Any student reporting to school between 10:20AM and 1:00PM will be considered absent for ½ day. Any student reporting to school after 1:00PM will be considered absent for the entire day.

## **Students Leaving School Early**

1. Students who are or who become ill during the school day will report to the health office. The school nurse will call a parent/guardian to pick up the student if necessary. Students are not permitted to text or call to make arrangements to leave school without permission. In such instances, disciplinary action may be taken. It is potentially unsafe and problematic to have the school nurse unaware of a medical issue serious enough to warrant leaving school early.
2. A student may obtain permission to leave school early for a medical appointment by bringing in a note from his or her parent/guardian and submitting it to the Assistant Principal's office in a timely manner. For this to be considered a medical absence, documentation must be provided from the medical/dental office upon the student's return to school.
3. Students will NOT be excused from school during the school day for casual reasons such as running errands, going out to lunch, going to work, hunting, getting a haircut, etc.
4. Students who leave school prior to 1:00PM and do not return will be charged with a ½ day absence.
5. Any student who leaves school before the time of dismissal without receiving administrative permission, documented parent permission, and properly signing out will face disciplinary action.
6. For the safety of all students, a parent/guardian, or a person approved by the parent/guardian must come in to the school to sign out a student leaving school early. Parents/Guardians allowing their children to be signed out by someone NOT listed as an additional contact must provide written permission with their signature for their student to be released into someone else's care. Student drivers will only be allowed to sign out with written permission from a parent/guardian.
7. Students with notes to leave early, and who intend to leave with a student driver, including a sibling, must have written parent permission to do so.

## **Absences for Educational Travel**

1. The Montrose Area School District will approve educational trips, tours, or family vacations at its discretion and in accordance with state guidelines regarding attendance.
2. Pre-approval forms for educational travel are available in the Assistant Principal's office. They should be submitted for review at least two full school days before the trip. Parents are encouraged to reach out to an administrator well in advance if considering a trip during the school year.
3. A student's attendance, academic standing, and the weighted value of the requested experience will be taken into consideration by the Administration when approving or denying travel requests. The administration may approve none, a portion of or all the days requested, depending on the circumstances. Trips scheduled during standardized testing windows and final exams are unlikely to be approved.
4. The Pennsylvania Department of Education allows only ten (10) days of absence during the school year before requiring a medical excuse or administrative preapproval (for extenuating circumstances) for each additional absence. Family trips and vacations are counted toward a student's 10-day allotment, as do all other absences excluding those that are school-related. All work missed while on the trip must be completed by the student within five (5) days of returning to school.
5. Travel related to college visits, recruitment, ASVAB testing, college placement testing and may be pre-approved as school-related on a limited basis, in addition to sanctioned athletic events, field trips, etc.

Attendance-related forms are available on the high school web site: <http://www.masd.info/highschool/> Excuses and early-release notes for students grades 7-12 containing a signature can be emailed or texted to [attendance@masd.info](mailto:attendance@masd.info). Excuses can also be submitted electronically through the Focus Parent Portal.

## **BOOK BAGS**

Students are allowed to utilize book bags (backpacks, shoulder bags, string bags, etc.) to transport books and other materials **to and from school**. In addition, students may utilize book bags to transport clothing, etc. to and from the gym when they have Physical Education or to and from SCCTC as needed. Students **may not** carry book bags from class to class over the course of the day unless medically necessary and with preapproval. Students are asked not to store book bags or other belongings in classrooms. Book bags, backpacks, shoulder bags, as well as handbags and purses may be searched with reasonable suspicion, with or without student or parental consent. Students who are found to be carrying inappropriate items in their book bags will face disciplinary measures. Students whose personal belongings will not fit in their lockers should speak to the Assistant Principal regarding making reasonable accommodations.

## **BULLYING/CYBER-BULLYING**

The MASD community is committed to providing a safe, positive learning environment for district students. The Board of Directors 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 is defined as an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is **severe, persistent or pervasive** and has the effect of doing any of the following: 1. Substantially interfering with a student's education. 2. Creating a threatening environment. 3. Substantially disrupting the orderly operation of the school. Bullying, as defined in this policy, includes cyberbullying.

In addition, the Commonwealth of Pennsylvania has made it a crime to participate in any form of cyber-harassment, in or out of school. Cyber-harassment is defined as the use of electronic technology to convey seriously disparaging statements or opinions about a child's physical characteristics, sexuality, sexual activity or mental or physical health or condition; or to threaten to inflict harm.

A student who violates this school policy shall be subject to appropriate disciplinary action, which may include counseling within the school; parental conference; loss of school privileges; transfer to another school building, classroom or school bus; exclusion from school-sponsored activities; detention; suspension; expulsion; counseling/therapy outside of school; and referral to law enforcement officials.

The policy, in its entirety, may be found in the MASD Policy Manual, policy # 249.

The U.S. Department of Health and Human Services, on its [www.stopbullying.gov](http://www.stopbullying.gov) website, describes bullying as follows:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

To be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Concerns regarding bullying, or other similar inappropriate interactions between students should be reported to an adult in the school right away. Resources and tips for students and parents regarding bullying and cyber-bullying are available on the high school web page, as is an electronic reporting tool: <http://www.masd.info/highschool/bullying/>.

In addition, students can use the Safe2Say Something online reporting tool or app to report bullying and many other issues of concern. More information about this feature is available on page 42 of the handbook, and the link is located on the front page of the District website.

## **BUS REGULATIONS**

The bus driver is responsible for the operation of his/her vehicle and shall have the same authority over pupils on the bus as a teacher in the classroom. Abuse of the student's riding privileges may result in suspension of riding privileges or permanent loss of transportation.

Students who ride the bus are expected to behave as if the bus is an extension of the school building and follow all rules accordingly. Proper respect is always to be displayed toward the driver and peers. Any behavior on a school bus that distracts the driver or jeopardizes the safety of all students will be referred to the office for disciplinary action.

1. The bus driver is required to assign seats. All students shall always remain seated while on the bus and keep the aisle clear.
2. A student must have a note signed by a parent/guardian to ride a different school bus or go home with another student. Bus drivers may not allow any pupil to ride a bus other than his or her own

unless the student has a note authorized by an administrator. Notes should be dropped off in the main office in the morning and will be returned to students in the afternoon. Students will be called to the office to receive their signed notes.

3. Students are required to be at the bus stop at least five (5) minutes but not more than ten (10) minutes before the scheduled bus arrival time. If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the student is expected to wait a reasonable length of time (at least 1/2 hour in inclement weather) then return home and notify the school.
4. Whether the school bus is slightly early, on time or late, the driver may not stop at each destination if there is no indication that students intend to board the bus.
5. Other rules may be established at the discretion of the driver and administration.
6. All buses are equipped with video and audio recording capability. Camera footage can and will be used to monitor student behavior and investigate issues of vandalism, inappropriate behavior, etc.

### **LATE BUS ROUTES & REGULATIONS**

Late bus runs have been established to transport those students who are authorized to stay after school for supervised activities only. All buses will depart from the bus parking lot on the side of the high school at 5:30 PM unless otherwise announced. Students must sign on to the bus each day they ride. Bus drivers then forward these lists to the administration for review. Any students who sign up for and ride the late bus but who were not supervised and/or failed to remain on school grounds will receive disciplinary action and may have their late-bus riding privileges suspended or revoked.

#### **Route A - Lawsville**

Upon leaving the school grounds the bus proceeds to Lake Montrose where it turns right onto Route 29N. The bus follows Route 29N through Franklin Forks, Lawsville Center and Brookdale to the New York state line. The bus turns around and then proceeds south on Route 29S to the Laurel Lake Road. It then turns right and follows this road past Laurel and Quaker Lakes, and straight through Murphy's Corners to Route 267 in Choconut. Here the bus turns right onto Route 267N for approximately 1/4 mile to Hawleyton Turnpike where it turns right and runs the entire length to State Line Road. Here it turns right onto State Line Road and follows it to Route 167. At Route 167 the bus turns right and proceeds south back toward Montrose (Last drop off is along Route 167S no further south than Factory Bridge).

#### **Route B - Birchardville**

Upon leaving the school grounds the bus turns left to access Route 706E toward New Milford. Upon reaching Tiffany Corners the bus turns around and proceeds on Route 706W to downtown Montrose by way of Grow Avenue and Church Street. At the traffic light it turns left and proceeds on Route 29S to South Montrose. At the blinker light the bus turns right onto the Ridge Road and proceeds to Fairdale. At Fairdale the bus crosses Route 706 and continues north to Forest Lake with a drop off at Stone's Corners. It then continues to St. Joseph and turns left on Route 267S to Birchardville (last drop off is at the Birchardville Baptist Church).

#### **Route C - Little Meadows**

Upon leaving the school grounds the bus proceeds toward Montrose by way of Lake Avenue. Upon reaching Prospect Street at the old jail, it turns right and proceeds to Route 167N, then turning right and heading north to the North Road. This route is followed north to St. Joseph and Route 267. The bus takes a left onto Route 267S and proceeds to the Friendsville Road where it turns right and continues to Little Meadows Boro. The bus turns around and backtracks on Route 858S to Bowbridge Road where it turns left and heads toward Choconut on Stanley Lake Road (Last drop off is the Choconut Elementary School).

## CAFETERIA

The Nutrition Group manages all three MASD cafeterias, and utilizes web and app-based menus for breakfast and lunch. They can be accessed from the school website. In addition, parents can access the “*LunchTime*” Cafeteria Data Management System through the Focus parent portal on the school website to make credit card payments, check balances, track usage and set restrictions on the type or amount of items that can be purchased. Students can also drop off payments before school outside the cafeteria office and should do so in a sealed envelope labelled with their names. Menus for each school in the district can be accessed here: <https://montrosearea.nutrislice.com/menu/>

For the 2022-23 school year breakfast costs \$1.25 and lunch costs \$2.55. The reduced price is \$.30 for breakfast and \$.40 for lunch. Extra ½ pints of milk are \$.60 and bottled water is \$.75. A second entrée is \$1.85. As students make purchases, funds are deducted from their accounts. Students who wish to purchase extra meals or a la carte items such as extra milk, other drinks, entrées, snacks or ice cream are expected to have sufficient funds in their accounts on the day they want to make the purchase. It is the students’ responsibility to monitor their account balances. Cafeteria staff will notify students and parents when their child’s account shows a negative balance.

### **Negative Balances**

Students are discouraged from carrying negative balances and are encouraged to communicate with parents/guardians when their accounts are low. Students should not purchase a la carte items such as extra milk, water, entrées or ice cream if they have negative balances. Students with a negative balance at the end of the school year may have report cards, schedules and diplomas withheld until their debts are settled.

### **Free or Reduced-Price Meals**

If you qualify, or suspect you qualify for Free or Reduced-price meals, it is in both your and the school’s best interests to have you complete the USDA application annually. If you suspect you qualify, please complete an application and return it to the school. **A new application must be filed every school year.** Applications may be picked up at the Food Service Director’s office in the high school cafeteria, printed from the school district website under the Parents tab, or accessed directly from the USDA website, which includes income eligibility guidelines, frequently asked questions and more: <https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

Parents are strongly encouraged to apply for free or reduced-price meals if they think they are even close to qualifying. The number of students in the district approved to receive free or reduced-price meals has a direct impact on the funding that our school district receives.

## CELL PHONES - MEDIA DEVICES

Cell phones may be carried with the student during school hours. Students are not allowed to use cell phones at any time during the school day (defined as first bell to last bell) without permission from a faculty or staff member. This includes between classes and in the lavatory or locker room. Students may be allowed to use their cell phones in classrooms **with teacher permission** to assist with school work, text a parent, etc. and are expected to follow each individual teacher’s rules and guidelines governing cell phone use. Students may be asked to leave their cell phones or other personal devices in a storage caddy in a classroom and are expected to comply with those requests. Students may use their phones during breakfast and lunch so long as they do not abuse this privilege. Students who violate this policy will receive a warning on their first offense and will be assigned lunch or after-school detentions for a repeat offense in the same semester. Additional offenses may result in more severe disciplinary actions. Students

who violate this policy may have their cell phone confiscated by an administrator and returned to them at the end of the school day on the first offense. Subsequent offenses may result in the cell phone being confiscated and returned to a parent/guardian.

Personal electronic media devices (iPods, iPads, tablets, laptop computers, etc.) which are brought to school are not allowed to be used during the school day (defined as first bell to last bell) without permission from a faculty or staff member. Students who violate this policy will receive a warning on their first offense and will be assigned after-school detention for a repeat offense in the same semester. Additional offenses may result in more severe disciplinary actions. Students who violate this policy may have the electronic media device taken by an administrator and returned to them at the end of the school day on the first offense. Subsequent offenses will result in the item being confiscated and returned to a parent/guardian.

Students may not take photos or video of other students, faculty or staff members at any time on school grounds without their specific permission. Photos should not be distributed or altered without permission. Using school-owned or personal technology to cyber-bully, harass or intimidate others will not be tolerated, and could result in the authorities being contacted.

Students choosing to carry their phones or media devices to school do so at their own risk. MASD **will not** be held responsible if they are lost, stolen or damaged.

### **CHROMEBOOKS AND DISTRICT-ASSIGNED TECHNOLOGY**

The District's one-to-one initiative has been an indispensable component of managing multiple learning environments and allowing all students equal access to a reliable and supported device. Increased use of web-based learning platforms, online textbooks and resources has quickly become the norm, as has the ability to submit schoolwork electronically, communicate and receive support more efficiently and monitor grades, due dates, etc. For a one-to-one program to work, students must be responsible partners with the District when it comes to taking care of their District-issued device, accessing online resources and communicating with others.

In addition to our Technology Acceptable Use Policy, the following guidelines are in place to ensure that students and families understand how to request and receive support and are aware of the consequences for misuse of or damage to District-issued devices such as Chromebooks and mobile hotspots.

#### **Chromebook Damage, Repair and Replacement**

- Students and parents will be held responsible for proper use and care of district issued devices, as is the case with all district issued materials.
- Any instance of theft, loss or damage must be reported to the MASD IT Department within two school days of their occurrence. MASD IT staff can be contacted at 570-278-6243.
- Students, parents/guardians are prohibited from having repairs made or altering the machines at a computer repair shop other than the MASD IT Department.
- If the student's equipment is lost or not returned to the district when requested, the student, parent/guardian may be charged the full replacement cost of the equipment.
- In the event of accidental, negligent, malicious, or willful damage to the equipment (as determined by the school administration) the student, parent/guardian may be responsible for the cost of repairing or replacing the equipment. The replacement cost to the district for each Chromebook is \$265.00. The replacement cost of the power supply is \$25.00.

- Any determination of financial responsibility will be made by the MASD administration.
- Negligent, malicious, or willful damage to equipment and/or theft of equipment may also subject the student to prosecution and punishment under law and discipline under the School Code of Conduct.
- In the event that a computer is stolen, a police report of stolen property is required to relieve the student, parent/guardian of replacement costs.
- If equipment is lost, the parent/guardian will be responsible for reimbursement to the school district for the cost of the equipment. If the equipment is stolen and no police report obtained and provided to the district, the parent/guardian will be responsible for the cost of the device as if it were a loss.

The schedule of fees that may be assessed for repair are outlined in the following table. These are the repair/replacement costs for parts if damage is deemed to be the responsibility of the student and will provide a general guideline for administrative assessment of financial liability due to intentional damage, loss or theft.

Broken/scratched screen, cracked LCD display	\$90
Broken keyboard	\$50
Broken plastics, hinge assembly	\$50
System board damage or damage via liquid spill or similar	\$150
Charging port	\$50
Full device replacement	\$265
A/C adapter replacement	\$25
Other damage not listed above	Actual cost

### **No Expectation of Privacy**

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook or other device issued by the District, regardless of whether the usage happens for school related purposes or not. Without prior notice or consent, the District may access, supervise, view, monitor and record student use of Chromebooks at any time for any reason related to the operation of the District. Chromebook browsing history in and out of school is always logged. From time to time the District may conduct random checks of Chromebook to inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring and recording of their use. School administrators, IT staff and teachers may use monitoring software that allows them to view student activity at any time. All images, documents, files and apps downloaded onto the Chromebook or other district provided device or platform become the property of Montrose Area School District as allowed by law.

### **Acknowledgement**

Students and parents or guardians will be required to sign and return an agreement to ensure that everyone is aware of the District's guidelines and expectations related to technology use.

## **CHANGE OF STUDENT INFORMATION**

Students and/or parents are required to notify the District Data Specialist Theresa Evans at 570-278-6230 or [tevans@masd.info](mailto:tevans@masd.info), when there is any change of address, telephone number, email address, custody agreement changes and/or emergency contacts. In addition, update forms are available in the main office. In addition, updates may be made through the FOCUS Parent Portal on the district website.



## **CHILD ABUSE**

The phrase "Abused child" means a child under eighteen (18) years of age who exhibits evidence of physical or mental injury not explained by available medical history. The Commonwealth has recently modified its definition of child abuse to include:

- Lowering the threshold from 'serious physical injury' to 'bodily injury.' "Causing physical impairment or substantial pain (new) rather than severe pain or lasting impairment (old).
- Abuse includes all of the physical actions you would expect (hitting, kicking, biting, burning, etc.) in addition to unreasonably restraining or confining, interfering with breathing, leaving a child unsupervised with a registered sexual offender, etc.
- The new definition lowers the threshold for serious mental injury to include causing or substantially contributing to the injury through any act or failure to act or series of such acts or failures to act.

Individuals who can legally be considered perpetrators of child abuse include:

- Parents of any age.
- Spouse, paramour, or former spouse or former paramour of the child's parent.
- Children 14 years of age or older who are responsible for the child's welfare
- Any person who has direct or regular contact with a child through any program activity or service sponsored by a school, for profit/non-profit, religious also including, camps, athletic programs, enrichment programs, troops, clubs or similar organizations.
- Individuals 18 years of age or older who do not reside in the same home as the child and are related within the third degree of blood, marriage or adoption of the child.
- School employees and independent contractors.

All MASD employees and Independent Contractors are Mandated Reporters. Suspected abuse can be reported to the ChildLine and Abuse Registry Intake Unit any time (800-932-0313).

Student victims of sexual assault are afforded special protections when the perpetrator of the act also attends school in the same building as the victim. A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction. Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student: 1) Recommend that the Board expel the student, in accordance with law and Board policy. 2) Transfer the student to an alternative education program. 3) Reassign the student to another school or educational program within the district. Please refer to Board Policy 218.3 for more information.

## **COOPERATIVE EDUCATION**

1. In order to be eligible, the student must be employed by an employer that is covered under workers' compensation and be on the employer's payroll (not paid "under the table").
2. Students are required to schedule and attend the Co-op class during their Junior and/or Senior years in order to participate in the Co-op work program. Seniors who successfully completed the class as Juniors may not be required to schedule the class as Seniors. This decision will be made on a case-by-case basis by the administration and Co-op Coordinator.
3. The Co-op program is a privilege and is meant to be a learning experience. Selection for the program and continued participation in the program is contingent on satisfactory attendance, self-discipline and academic standing.

4. Students are required to call the Co-op Coordinator by 8:00AM if they are not attending school that day: 570-278-6050. Co-op students **may not work** on days they are absent from school.
5. Any Co-op student who accrues five illegal/unexcused absences prior to the middle of the school year (or ten illegal/unexcused absences before the end of the school year) may face disciplinary measures and/or be dropped from the co-op program. He or she may be reassigned a full class schedule.
6. Co-op students are required to sign out daily in the main office before leaving school.
7. Co-op students may not take another student with them when they leave, without written permission and approval from the office.
8. Driving to school for co-op students is a privilege and students must adhere to the same rules as other student drivers. Co-op students may have their driving passes suspended or revoked.
9. Co-op students are expected to adhere to all attendance and discipline guidelines. Those who receive detention or Supervised Special Studies will be required to serve these in full regardless of their work schedules. A student who is suspended out of school may not work while suspended from school. Students who are suspended from school may be removed from the co-op program; students assigned an alternate educational placement will be removed from the program.
10. Co-op students in good standing may have the opportunity to complete their in-person academic credit requirements by the mid-point of their senior year. These students may have the opportunity to complete their credit requirements online to allow more flexibility with their work schedules. They should discuss this with their counselor the spring of their Junior year if interested.

### **COUNSELING SERVICES**

Montrose Area School District partners with multiple local agencies to provide students, and in some cases families with counseling, behavioral and mental health services. These counseling services are provided through certified, accredited agencies and/or individuals screened by the administration and the Student Assistance Team. Counseling services are available in both group and individual settings and most often take place in the school during regular school hours. Counseling services generally require written permission by parent/guardian although students age 14 and older can make the decision for themselves whether or not they wish to participate in them.

The Montrose Area School District partners with Friendship House to provide in-school and in-home support to families and students through the Community School-Based Behavioral Health (CSBBH) Program. The CSBBH teams provide a “clinical home” by delivering services to the children, adolescents and families in school, home and community settings. In addition, MASD families have access to Penn State’s PROSPER Strengthening Families Program. The Strengthening Families Program for Parents and Youth is an evidence-based, interactive, 7-session family skill building program for parents/caregivers and their youth ages 10-14 that aims to prevent adolescent substance misuse. Please reach out to your child’s School Counselor for more information if interested in either of these programs.

### **CREDIT RECOVERY**

Students who fail core courses for the year may be eligible to complete summer classes that are taken online to earn passing credit for the courses. Financial assistance and in-person support may or may not be available year to year. Specific information is disseminated by the Guidance Department at the close of each school year regarding course offerings, timelines, fees and payment plans (if required). Online courses tend to cost approximately \$120 each. To be eligible for credit recovery, Junior High students should have a final course average of 50-67% and Senior High students should have a final course average

of 60-67%. Each circumstance will be evaluated on a case-by-case basis. Students are generally not allowed to take more than two credit recovery courses in one summer. In certain circumstances, credit recovery may be taken online during the following school year. MAHS reserves the right to change or alter its credit recovery method depending on program cost, quality and availability.

### **DANCE GUESTS**

Junior High students are not permitted to bring outside guests to junior high dances, nor may they attend high school dances. High school students are allowed to invite other school-age students to their high school dances, including Homecoming and the Prom, providing the following guidelines are met:

1. Guests must currently be enrolled in a high school (public, private, charter, cyber-charter), be a high school aged home-school student or be a recent graduate not older than 20 years of age.
2. Guests are expected to be law-abiding citizens in good standing within their school and community.
3. A guest form must be completed and submitted to the Assistant Principal's office by the established deadline. The guest form requires the signature of an administrator from the guest's school, certifying that the individual is currently a student in good standing, or was a student in good standing prior to graduation. A copy of a high school diploma may be accepted in lieu of an administrator signature if one cannot be procured.
4. Guests must be pre-approved by a Montrose Area High School administrator to attend.

Note: Home school students who reside in the Montrose Area School District may attend and participate in all MAHS events as if they are currently enrolled in classes within the building. Cyber students residing within the District may attend and participate in any MAHS events that are not similarly offered by their cyber school.

### **DANGEROUS WEAPONS POLICY**

The District's goals in enacting this policy are:

1. To prevent potential injury to its students, personnel, and visitors.
2. To minimize the threat or fear of violence resulting from the existence of weapons on school property at school sponsored activities or on any public conveyance providing transportation to a school or school sponsored activity.
3. To provide a safe environment in which students can maximize their educational potential.

#### **Dangerous Weapons in the Schools**

Weapons and replicas of weapons are forbidden at school or any school sponsored activity or on any public conveyance providing transportation to a school or school sponsored activity.

Weapons shall include, but not be limited to, any knife, cutting instrument, firearm, firearm component, explosive, ammunition, and any other tool, instrument or implement designed for or capable of inflicting serious bodily injury. Any item used to physically threaten or intimidate a student, staff or faculty member may be considered a weapon.

Any unauthorized loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property at school or any school sponsored activities or public conveyances providing transportation to a school or school sponsored activity is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the local law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. The Administration shall initiate suspension or expulsion from school and may authorize placement in an alternative educational setting.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

### **DIRECTORY INFORMATION NOTICE**

The Montrose Area School District may disclose certain information, known as directory information, at its discretion without consent. Parents or eligible students may refuse to let the School District release any or all of this information. If you do not want this information released, you must send written notice annually to the school's main office before September 15<sup>th</sup>. The following information regarding students is considered directory information: (1) name, (2) photograph, (3) address, (4) telephone number, (5) date and place of birth, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. The district does not share students' personal information with for-profit agencies or businesses.

### **DISCIPLINE**

The ultimate purpose of discipline in the Montrose Area Junior/Senior High School is to promote safety, maintain order, change negative behavior and enable students to recognize the limits within which they must function in order to develop interpersonal relationships. Disciplinary guidelines are based on the foundation of respect - respecting self, others and authority. They should function to enable students to recognize and exercise their rights and the rights of other members of the society in which they live. Whatever discipline measures are used, they will be appropriate in degree to the infraction and applied relative to an evaluation of each individual case. Individual students' discipline history, the circumstances surrounding the issue and other contributing factors will be evaluated in each instance.

Disciplinary consequences include Formal Warnings, Lunch Detention, After School Detention, Supervised Special Studies, Out of School Suspension and Expulsion. Students may be required to complete reading and writing assignments related to the infraction, and an academic focus will be maintained in conjunction with rehabilitative and punitive measures. An accumulation of numerous infractions will result in increasingly severe consequences. Serious discipline infractions or an accumulation of numerous suspensions may result in a referral for placement in an alternative educational setting, temporary or permanent expulsion.

All rules and regulations apply from the time the student either arrives at school or appears at a bus stop preparing to board a school bus and continue to apply throughout the school day until the student leaves the school grounds or arrives from his bus at home. These rules and regulations also apply during all school-sponsored activities and athletic events, school dances and parties, field trips and activity trips.

In addition, illegal behavior including but not limited to threatening behavior, harassment, trespassing, vandalism or damage to school or personal property, alcohol, tobacco, controlled substance or weapons

possession, etc. may result in contacting local authorities and/or taking appropriate legal action. Defamation of or insubordination to any teacher, administrator, or school personnel will result in disciplinary action and may result in contacting local authorities and/or taking appropriate legal action. This will extend to all time outside the normal school day or school year.

### **Rules and Regulations**

MASD will hold all students responsible for having the highest degree of respect for teachers, administrators, peers and school property. Students are expected to comply with all established school rules, local and state laws throughout the school day.

The following are examples of behaviors which may result in a Formal Warning, Detention, Supervised Special Studies (SSS), Out of School suspension, Alternative Educational Placement, or Expulsion from school. The list is by no means all inclusive. It is virtually impossible to anticipate rules for all circumstances; additional rules will be made and enforced for unforeseeable actions if the procedure for carrying the rules out does not violate the concept of reasonableness and is non-arbitrary.

1. Students are expected to be in class on time. Students who are late to class will be warned on the first occasion and will receive one warning per class **per quarter**. Additional unexcused tardies will result in lunch detention and then after school detention or SSS.
2. Students are not permitted to be in the hallways or elsewhere throughout the building during class periods without a signed hall pass from a teacher. Students may not loiter in restrooms, hallways or other areas of the school unsupervised. Students are **not** allowed to go to another teacher's room unless they have a pre-signed pass from that teacher. Students who violate these policies will receive a warning for the first offense. Any additional violations during the same semester will result in after school detention. Repeat offenders will be placed on restricted movement.
3. Students who cut class by failing to report to their assigned class in a timely manner, who leave class and fail to return in a timely manner or who sign out to one location but travel to another will be assigned lunch detention, after school detention or SSS. Repeat offenders will be placed on restricted movement.
4. Students are not permitted to leave school grounds for appointments without written permission from their parents or legal guardian and pre-approval from an administrator. Excusal from school for lunch or personal errands is NOT permitted. Please refer to MAHS attendance guidelines.
5. Students involved in physical altercations/fights will be suspended from school and may be required to complete mediation upon re-entry to school. The authorities may be notified at the discretion of the administration; charges may be filed at the discretion of the responding officer.
6. Students may carry with them water bottles, personal sport bottles and travel mugs. Cans, glass containers, disposable cups without lids or other containers deemed inappropriate by the administration are prohibited in halls and classrooms. Drinks brought in to the school may be inspected at any time. **Energy drinks are strictly prohibited.**
7. Food, drinks, gum and candy may only be consumed in class **with teacher permission**. Food and drinks should not be consumed in the hallways, gym or auditorium, including items purchased in the cafeteria. Students are expected to be tidy, make use of garbage cans around the building and clean up after themselves. The cafeteria is open to students each morning before school.
8. Distasteful public displays of affection are not permitted. Reasonable physical contact such as handholding is allowed, but students may not kiss, cuddle or engage in other inappropriate actions. Refusal to comply with the standards of decent public behavior, once warned, will result in detention and repeated infractions may result in SSS or out of school suspension.
9. Use of playing cards and trading cards is restricted but allowed with teacher permission. Games traditionally associated with gambling, such as poker and craps are prohibited, as is any type of gambling on school grounds, the school bus or at any school sponsored events.

10. Students may not sell items for personal profit. All in-school fundraising must be pre-approved by the Principal. Candy bar, lollipop and other fundraising food sales of individual retail items are generally not allowed during the school day outside of the school store setting; catalogue-sale items may be sold and delivered during the school day.
11. MASD will not tolerate bullying or cyber bullying in or outside of the normal school day. This includes bullying or threatening another student in person, through another student as 'go-between' or using any type of social media, instant messenger, text message, email, or any other avenue of electronic communication. If such an incident is reported, MASD will investigate the matter and, if warranted, impose disciplinary action, require mediation and/or notify the proper authorities if necessary.
12. In certain instances, off-campus misconduct can be investigated and addressed, with school-based discipline as an outcome, particularly if student expression or conduct materially and substantially disrupts the operations of the school, there is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities, or the student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. Please refer to Board Policy 218 for more information.
13. Students are discouraged from leaving school grounds on foot after school, unless they live or work in the immediate vicinity of the school. Students who leave school grounds are not to return to school with the intention of riding the late bus home. The lone exception to this is that students, with written parent/guardian permission, may walk directly to and from the County Library and ride their late bus home. The District will not be held liable for student accidents or actions that occur off school property.

## **Detention**

Students who are assigned to lunch detention for disciplinary concerns:

1. Students will report directly to the Assistant Principal's office rather than the cafeteria.
2. Students will be escorted to the cafeteria to purchase lunch if needed.
3. Students may be required to complete an assignment or school work after finishing their meals.

Students who are assigned to after school detention for disciplinary concerns:

1. Weekly detentions will be scheduled primarily on Thursdays and begin at 3:05 PM. Students will be excused at 5:25 PM. If school or after-school activities are cancelled, detention will be rescheduled for the following Thursday. Medical documentation may be required to excuse a student from a scheduled detention.
2. Students will be called to the Assistant Principal's office prior to the end of the day to confirm their attendance.
3. There will be no breaks or interruption of detention without permission from an administrator.
4. Students will be given an assignment from an administrator that must be satisfactorily completed before the end of detention. Failure to complete this assignment will result in further disciplinary action.
5. Students are expected to bring ample school work to detention, and teachers may provide assignments as well. No free reading, writing, or drawing is permitted.
6. Students must sit quietly and attentively at the desk assigned to them and may not put their heads down or sleep.
7. Students may not talk, communicate with each other, or make disruptive noises of any kind.
8. Students must raise their hand if they have any questions.
9. Students are not permitted to bring gum, food, beverages, or snacks of any kind to detention.
10. Cell phones or electronic media devices of any kind (iPods, iPads, MP3 players, laptop computers, personal DVD players, etc.) are prohibited in detention. Cell phones will be collected at the start of detention and returned at the end. School laptops may be provided for school work.

11. The detention supervisor may move seats, alter assignments or establish other rules as needed.
12. Students are responsible for making arrangements to ride the late bus or get picked up promptly after detention.
13. Breaking any detention rules, arguing or being disrespectful during detention will result in further disciplinary action.
14. Students who cut detention will be assigned Supervised Special Studies the following day and will be re-scheduled for detention the following week.

### **Supervised Special Studies**

Students who are assigned to Supervised Special Studies (SSS) for disciplinary concerns:

1. SSS will be served period by period, for half or the full school day in the Supervised Special Studies room. When assigned SSS, students should report to their homeroom for attendance purposes and then directly to the Assistant Principal's office with their books and school work, prior to morning announcements.
2. If the student is absent, or if school is closed on the day he or she is assigned to SSS, it will be made up the first day back in school.
3. Students will be given an assignment from an administrator that must be satisfactorily completed before the end of SSS. Failure to complete this assignment will result in further disciplinary action.
4. Should students finish their assignment before the end of SSS, they may work on school work only. Students are expected to bring ample school work to SSS, and teachers are encouraged to provide classwork, remediation or enrichment work, tests, etc. as appropriate, and alternate assignments/requirements will be assigned as needed.
5. Students are required to bring all of their notebooks and other required materials to the supervised special studies room. Teachers may provide assignments, quizzes, tests, make-up or enrichment work for students to complete while in SSS.
6. Students must sit quietly and attentively at the desk assigned to them and may not put their head down or sleep.
7. Students may not talk, communicate with each other, or make disruptive noises of any kind.
8. Students must raise their hands if they have any questions.
9. Students are not permitted to bring gum, food, beverages (with the exception of water), or snacks of any kind to SSS.
10. Restroom breaks are scheduled, as is a trip to the cafeteria to get lunch, which is to be eaten in the SSS room.
11. Cell phones or electronic media devices of any kind (iPods, iPads, MP3 players, laptop computers, personal DVD players, etc.) are prohibited in SSS. Cell phones will be collected at the start of SSS and returned at the end. Students' Chromebooks or other technology may be utilized for school work.
12. The SSS supervisors may move seats, alter assignments or establish other rules as needed.
13. Breaking any SSS rules, arguing or being disrespectful during the day will result in further disciplinary action. Refusal to serve SSS or cooperate fully with the administrator's expectations will result in out-of-school suspension and SSS will be rescheduled for the student's return to school.

### **Suspension Out-Of-School**

Any student suspended out of school is not allowed on any school property and is not allowed to attend any school-sponsored activities during the dates of the suspension, including evenings and weekends. If school should be closed due to an emergency or inclement weather, the suspension will be extended one day for each day that classes are cancelled. Assignments will be provided to students suspended for three or more days and may be provided for students suspended for one or two days. Students are expected to check Focus and their Google Classrooms for homework information and class assignments and should make every effort to return to school caught up and prepared.

***“The only discipline that lasts is self-discipline.”***

**- Bum Phillips**





## **DRESS CODE**

The Montrose Area School District recognizes that a clear and balanced dress code promotes an academic environment, limits disruptions and enhances students' self-images while allowing for a reasonable level of comfort, freedom and self-expression. The following guidelines have been written to promote clarity but are not all-inclusive. Please keep in mind that **how** an item of clothing is worn is as significant as **what** is being worn. The administration reserves the right to determine what is considered safe and appropriate dress during the school day and at all school-sponsored events. Please refer to the MASD Policy Manual, policy number 221 for further information.

### **Students may wear:**

- Clothing that is clean, in good condition and appropriate for the activities engaged in during the school day as well as after-school activities;
- Clothing that fits appropriately, is not excessively baggy, is worn as intended by the manufacturer and is not made of material that is mesh, sheer or see-through;
- Clothing that is free of inappropriate or offensive language or innuendos, references to or images of illegal substances or activities, alcohol, tobacco, sex, violence, hate speech, gang-related or another distracting subject matter;
- Clothing, shoes, jewelry/piercings and accessories free of chains, spikes, sharp edges or other safety hazards.
- Pants which are free from holes above the longest fingertip length while standing and are not considered lounge or sleep wear;
- Athletic shorts and athletic pants that securely fasten at the waist, fit appropriately, are free from holes above the longest fingertip, not made of mesh or another sheer or see-through fabric;
- Shorts, skirts and dresses which reach to at least the longest fingertip length while standing;
- Any pants (tights, leggings, yoga pants, etc.) designed to be worn skin-tight if covered with a top that reaches to the longest finger-tip length on all sides while standing.
- Shirts, tops and dresses that do not expose cleavage, midriff, undergarments or an excessive amount of skin on the chest, back or under the arms, have finished sleeves and cover the top of the shoulders.
- Footwear with a hard sole which is safe and appropriate for each class and activity the student participates in (rubber/foam flip-flops, slides, stilettos, platforms and slippers are not allowed);
- Headwear as required for religious beliefs/purposes or appropriate hair accessories worn as intended.

### **Students may NOT, during the school day (defined as first bell to last bell), wear:**

- Coats, jackets, or other items designed as outerwear; blankets, gloves or arm sleeves;
- Headphones or ear buds (unless being used with permission);
- Hats, hoods, do-rags, bandannas or sunglasses.

**Disciplinary Actions:** Students violating the dress code will be expected to change and may be placed in SSS for failure to do so. One formal warning will be given **per semester** with a letter home to inform parents. The student will be given a copy of the Dress Code, asked to read it and will be responsible for signing a statement of understanding. Detention will be assigned for a second violation. Detention or SSS may be assigned for additional violations.

Students attending or participating in after-school practices or activities, sporting events, school functions, field trips, etc. are expected to dress appropriately and tastefully given the situation and conditions. Students, please keep in mind that you are representing your school and likely serving as role models for younger students. You only have one opportunity to make a favorable first impression. Questionable items should not be worn without receiving permission from the administration first.

## **DUAL ENROLLMENT / DUAL CREDIT**

MAHS offers a Dual Enrollment program that allows high school Juniors and Seniors to earn college credit on-site by successfully completing specified high school courses with at least a 75% average in the course. Students receive both secondary and postsecondary credit for their coursework. Dual Enrollment courses are designed to help academic students build skills and habits that will help them be successful in college in a financially advantageous way. Dual Enrollment C.P. courses may approach college-level rigor at times, in a supportive and collaborative environment, while covering content and standards approved by the partner college but taught in a high school classroom. A.P. courses eligible for Dual Enrollment credit will be taught at a college level in accordance with the College Board's prescribed curriculum and as approved by the partner college.

Currently, MASD has dual enrollment agreements with Keystone and Lackawanna Colleges. Courses currently available through Lackawanna are: Advanced Accounting, Algebra 3, Psychology, and CP Chemistry/Chem. Lab. Courses available through Keystone are: Advanced Accounting, AP Biology, AP Chemistry, AP European History, AP Government, AP Language and Comp, AP Literature and Comp, AP US History, Calculus, Child Development, Digital Photography, Physics, Psychology, Spanish III and IV, Statistics and Probability and Trigonometry/Advanced Math. Course offerings and the participating colleges are subject to change from year to year. A limited number of dual enrollment courses may also be taken on campus. Tuition is currently \$100 per credit, most courses are 3 credits each, with the exception of courses with labs and AP courses that can count for two college courses. Funds may be available year to year through the Community Foundation and MASD to offset or even eliminate student expenses.

## **EARLY ADMISSIONS POLICY**

Students of the Montrose Area Junior/Senior High School may enter post high school institutions (either college or continuing education) prior to graduating from the Montrose Area Junior/Senior High School. This may be done on a full time or a part time basis at the expense of the parent/guardian. Students participating in Early Admissions must meet all graduation requirements before being awarded a high school diploma; high school credit is not awarded for earned post-secondary credits. Contact the high school Principal at 570-278-6226 for further information.

## **EQUAL OPPORTUNITY**

We are proud to be an equal opportunity employer.

The Montrose Area School District affirms that all employment practices, student enrollment practices, and curriculum offerings will be handled without discrimination based on sex, race, color, religion, age, national origin, handicaps, or disabilities in compliance with Title IX of the Educational Amendments of 1972 and Title VI and VII of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990. For information regarding civil rights or grievance procedures, services, activities, programs, and facilities that are accessible to and use by persons with disabilities, contact: Mrs. Michelle Lusk, Title IX Coordinator and Compliance Officer, at the Montrose Area School District, 273 Meteor Way, Montrose, PA 18801 (570) 278-6213.

## **EQUAL OPPORTUNITY AFFIRMATIVE ACTION – DISCRIMINATION PROHIBITED**

## **FIELD TRIPS**

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important component of the instructional program of the schools. Properly planned and executed field trips can:

1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
2. Arouse new interests among students.
3. Help students relate academic learning to the reality of the world outside of school.
4. Introduce community resources, such as natural, cultural, industrial, commercial, governmental, and educational.
5. Afford students the opportunity to study real things and real processes in their actual environment.

Field trips shall be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Permission of the parent/guardian is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. Each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its value.
5. The effectiveness of field trip activities is monitored and evaluated continuously.
6. Teachers are allowed flexibility and innovation in planning field trips.
7. No field trip will be approved unless it contributes to the achievement of specified instructional objectives.

Guidelines regarding forfeiture of the right to attend field trips, the participation of parents as chaperones, the administration of student medication on a field trip, as well as additional restrictions for fundraising, overnight and international trips can be found in the MASD Policy Manual, policy # 121.

## **FLEXIBLE INSTRUCTION DAYS**

The school district reserves the right to, with preapproval from the Pennsylvania Department of Education, utilize up to five (5) Flexible Instruction Days (virtual snow days) once its allotment of rescheduled weather-related make-up days is exhausted and conditions allow for students to complete school work at home with access to their teachers and assignments. Flexible Instruction Days are not to be confused with Remote Instruction Days, which may be utilized when schools in the district are required to shut down for quarantine-related reasons or when otherwise instructed to do so. Flexible Instruction Days will be announced in the same manner as weather-related/emergency closings.

## **GRADING**

The Montrose Area Junior/Senior High School utilizes a straight numerical grading system ranging from 0 to 100 with four marking period grades and a 5<sup>th</sup> grade, each accounting for 20% of students' final averages. The 5<sup>th</sup> grade may consist of a final exam, midterm and final, project grade, or a combination of graded items. Each teacher will clearly delineate how the 5<sup>th</sup> grade is calculated. The passing grade for each course is 68%. It is recommended that at least a 71% be earned to advance to the next sequential level of study.

During the First (1<sup>st</sup>) Marking Period students will receive no grade below 50%.

Numerical grades will be given in all courses and a numerical average will be assigned for each of four 9-week marking periods. All courses will be included in the calculation of the Cumulative Grade Point Average EXCEPT Physical Education and Resource Periods. AP Courses will receive an additional weight of 6% (.06) in calculating GPA. Honors courses will receive an additional weight of 3% (.03) in calculating GPA. The final grade for a course will be determined by averaging the four marking periods and the final exam. This will be divided by five to get an average for the course, but students need to earn 340 raw points to pass a full-credit course.

Cumulative GPA and class rank are calculated quarterly and are used to identify prospective National Honor Society members midyear and senior class Valedictorian and Salutatorian after the end of the third marking period. A student's class rank and GPA appear on all transcripts.

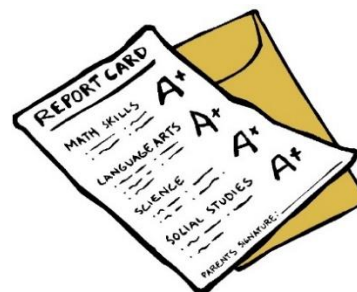
A grade of 92% or higher is designated as an "A"

A grade of 84-91% is a "B"

A grade of 76-83% is a "C"

A grade of 68-75% is a "D"

A grade lower than 68% is an "F"



## **HONOR ROLL**

High Honors: Grade point average 95 - 100 (No grade below 92)

First Honors: Grade point average 91 - 100 (No grade below 84)

Second Honors: Grade point average 85 - 100 (No grade below 76)

## **INCOMPLETES**

An incomplete will be assigned on a report card by a teacher of a pupil who has missed major tests, projects or assignments due to absences or other extenuating circumstances. Incompletes may be assigned in situations where a student is refusing to work to ability and complete required work, particularly larger assignments and projects. Incompletes should be made up within ten school days of the end of the marking period. Grades of zero will be assigned for work not completed at the end of the Incomplete window, although teachers are given the latitude to accept later work for partial credit in certain instances.

## **PROGRESS REPORTS**

By the midpoint of each marking period, and at any point thereafter, notices indicating failure or possible failure in work within the current marking period will be sent to the home. The purpose of this notice is to keep parents informed of students' progress or lack thereof to encourage student accountability and so that guidance counselor conferences may be arranged if necessary. Parents and students are reminded that the FOCUS Parent and Student Portals can be utilized regularly to view homework assignments and due dates, monitor grades and check student progress. Progress reports may also be sent electronically via FOCUS at any time.

## **REPORT CARDS**

1. The school year is divided into four nine-week marking periods.
2. Report cards will be issued to all students in school after the end of the first three nine-week periods.
3. The report card for the last nine-week period will include all grades for the year as well as final averages and will be mailed home.
4. Financial obligations must be met before students may receive report cards.
5. Report card covers are to be signed by a parent or guardian and promptly returned to homeroom teachers or the front office for each of the first three marking periods.

## **GRADUATION REQUIREMENTS**

A student must acquire a minimum of 25.4 credits to graduate. Credits earned prior to 9<sup>th</sup> grade do not count toward the graduation requirements. Required credits include the following:

4 credits of English, 4 credits of Social Studies, 3 credits of Math and 3 credits of Science  
1.2 credits of Physical Education earned over four years (.3 per year)  
1 additional credit of Math or Science, which can be substituted with a course specifically identified as a Science, Technology, Engineering, Arts or Math course\*  
0.5 credit of Advanced Computer Applications (generally scheduled in 9<sup>th</sup> grade)  
0.5 credit of Family and Consumer Science (generally scheduled in 9<sup>th</sup> grade)  
0.5 credit of Health (generally scheduled in 10<sup>th</sup> grade)  
0.2 credit of Driver Education (generally scheduled in 10<sup>th</sup> grade)  
7.5 credits of Electives (including credits earned at the Career and Technical Center)

\* STEAM courses currently include:

- a. One credit earned through any program at the SCCTC
- b. Any Computer Science Elective
- c. Any Accounting Elective
- d. Any Technology Education Elective including PLTW courses with the exceptions of Introduction to Metal Technology and Introduction to Wood Technology
- e. Any Music Elective with the exception of the first Concert Choir or Symphonic Band credits earned
- f. Any Art Elective with the exception of Art 1

Recognizing that there are a variety of extenuating circumstances that may impede a student's ability to meet state or local graduation requirements, as well as clear authority for public schools to adjust requirements on a case-by-case basis, the Montrose Area Jr/Sr High School's graduation requirements may be modified for students in extreme situations and with approval from the Superintendent. In addition, other accommodations and special exceptions may be made in accordance with state law and Pennsylvania Department of Education guidelines, including those relating to Special Education and Individualized Education Programs.

## **GRADUATION AND KEYSTONE EXAM REQUIREMENTS**

For a student to graduate from public high school, Pennsylvania Department of Education regulations require each student in Pennsylvania to demonstrate proficiency in a variety of skills and content areas by earning the minimum number of approved credits delineated on the prior page, as well as demonstrating proficiency on each of three Keystone Exams (Algebra, Biology, Literature). Act 158 of 2018 has made changes to state graduation requirements starting with the class of 2023, and Act 6 of 2016 delineates expectations for students attending a Career and Technical Center. Students graduating in 2023 and beyond will be required to meet state graduation requirements related to the Keystone Exams or by one of the other approved “pathways” delineated in the MAHS Course Description Guide. By the start of the senior year, each student will be made aware of the path by which he or she has met the graduation requirement, or the steps that must be taken during the senior year to meet one of the alternate pathway’s requirements. More information is available on the PDE website:

<https://www.education.pa.gov/K12/Assessment%20and%20Accountability/GraduationRequirements/Pages/default.aspx>

## **HALL PASSES**

Hall passes are distributed in homeroom at the beginning of each month. Students are responsible to keep and maintain their own passes. Replacement passes are available in the front office for \$.50 each. Hall passes must be used when students travel from room to room, to the office, lockers or lavatory. Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a faculty or staff member. Tardy students must present a signed pass to have their tardy excused. Failure to have a proper pass may result in detention or restricted movement. Students are **not** allowed to go to another teacher’s room unless they have a pre-signed pass from that teacher.

## **HEALTH CURRICULUM**

The Montrose Area School District offers, as part of its Health Curriculum, HIV/AIDS prevention education. The goals of HIV/AIDS prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV/AIDS. Prevention education shall be taught at both the Junior and Senior High school levels, be appropriate to students’ developmental maturity, and include accurate information about reducing the risk of HIV infection. A student shall be excused from HIV/AIDS education when the instruction conflicts with the religious beliefs or principles of the student or parent/guardian, upon the written request of the parent/guardian. Health curriculum and lesson guides are available to review upon written request to the building principal.

## **HOMEBOUND INSTRUCTION**

Homebound instruction may be provided for any student who has a temporary disability which prohibits or compromises his/her attendance at school. A pupil may qualify for this type of instruction by providing the school with written verification from a physician, psychiatrist or other authorized health care provider. This statement must provide an acceptable reason why the student cannot attend regular classes with specific reference to medical condition. The written request must also contain a starting date for the service as well as an estimate of the length of time the student will be absent, not to exceed three months. It should be understood that homebound instruction is only a stop-gap, temporary program designed to provide educational instruction on a limited basis with the goal of the student’s prompt return to school.

## **General Rules for Homebound Instruction**

1. This program is not to be used in lieu of compulsory school attendance requirements.
2. Homebound instruction will be furnished only when the absence is of a duration which exceeds ten (10) school days.
3. Instruction time should be five or more hours per week.
4. Instructors used for the program must be certified by the Commonwealth of Pennsylvania.
5. The teaching schedule shall be established by agreement between the parents, instructor, and the school district.
6. A parent/guardian must be present during homebound instruction.
7. The home must be safe and suitable for in-person instruction; alternate locations including the school after-hours may be utilized when agreed upon by all parties.
8. A student on homebound instruction is not considered absent from school for the duration of the approved service.
9. Virtual instruction may be utilized in whole or in part for Homebound Instruction through the Zoom or Google Meet platform, as appropriate given the circumstances.

## **HOMELESS EDUCATION PROGRAM (McKinney-Vento Act)**

The Education for Homeless Children and Youth program is authorized under the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq). The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school. Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

Students who are in temporary, inadequate and homeless living situations have the following rights: Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Homeless is defined as lacking “a fixed, regular and adequate nighttime residence” and includes children and/or families who are: "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons; Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations; Living in emergency or transitional shelters; Living in a public or private place not designed for humans to live; Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings. This includes migratory children in the above-mentioned situations and “Unaccompanied Youth” who are defined as children or youth who meet the definition of homeless and are not in the physical custody of a parent or guardian.

For additional information, contact MASD Homeless Liaison Mr. Greg Adams at 570-278-6203.

## **HOMEWORK REQUESTS DURING ABSENCES**

Students should check the FOCUS student portal and their individual teachers' Google Classrooms for homework information and class assignments whenever absent from school. Students are encouraged to reach out to their teachers with questions related to content, assignments, etc. as needed when absent.

Requests for homework collection for students can be made by parents/guardians for absences extending, or expecting to extend three or more school days. As a courtesy to teachers and staff, the request should be made to the main office as soon as possible. Every effort will be made to provide work, reading assignments or other instructions for each class. Work can be sent home with a friend or sibling or can be picked up in the main office between 3:00 and 4:00 PM.

Students who request prearranged excuses for educational trips, school-related absences or medical appointments are responsible for completing the proper paperwork, which includes obtaining assignments from their teachers in advance. All students are responsible for promptly making up class work missed while absent from school and have up to three days to do so after extended absences.

## **LOCKERS**

All lockers are the property of Montrose Area Junior/Senior High School. Lockers may be searched at any time with reasonable suspicion, with or without student or parental consent. The school reserves the right to conduct locker searches as necessary to maintain the health and safety of the student body and to prevent the use of the lockers for unauthorized or illegal purposes. These searches may be conducted with the assistance of law enforcement officials and may involve a K-9 unit.

### **Hallway Lockers**

Each student is assigned a locker which is to be kept neat and clean. No student may enter another student's locker without permission. Locks on lockers are not required but are recommended. Locks are available to rent in the front office. A deposit of \$2.00 per lock will be collected when the lock is issued and refunded when the lock is returned. Students who wish to purchase their own locks must provide a key or the combination to the front office aide. Failure to do this could result in the lock being cut off. If students have trouble with their lockers or locks, they are to report this to the high school office immediately. The school is not responsible for lost or stolen items but students should report missing items to the Assistant Principal's office. Every effort will be made to recover lost or stolen articles.

### **Physical Education Lockers**

A limited number of lockers are available in the locker rooms for physical education students and athletes to secure their personal items. Locks are available to borrow in the Physical Education offices. A deposit of \$2.00 per lock will be collected when the lock is issued and refunded when the lock is returned. Students who wish to use their own locks must give a key or the combination to their PE teacher. Under no circumstances should money or valuables be left in an unlocked PE locker. The teacher in charge of the class or activity will provide a place for the safekeeping of money and other valuables. The school is not responsible for lost or stolen items but students should report missing items to their PE teachers and the Assistant Principal's office.



## **LOST AND FOUND**

The Assistant Principal's office is the area designated for lost and found articles. Found items should be given to a teacher or brought to the office. Students looking for lost possessions should check the lost and found area after retracing steps and checking with their friends and teachers. Items not claimed within a reasonable amount of time will be donated to Interfaith or discarded.

## **MEDICATIONS POLICY**

The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours. For purposes of this policy, medication shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

All medication shall be brought to the nurse's office by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be delivered and stored in the original pharmacy-labeled container and will be kept in a locked cabinet designated for such storage. The district shall not store more than a thirty-day supply of an individual student's medication. Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Before any medication may be administered to or by any student during school hours, a written request of the parent/guardian, giving permission for such administration must be made. All standing medication orders and parental consents shall be renewed at the beginning of each school year. Students may possess and use asthma inhalers and epinephrine auto-injectors in accordance with Board policy.

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following: 1. Assigning school health staff to be available. 2. Utilizing a licensed person from the school district's substitute list. 3. Contracting with a credible agency which provides temporary nursing services. 4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual. 5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose. 6. Asking parent/guardian to accompany the child on the field trip, with proper clearances. 7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

The policy, in its entirety, may be found in the MASD Policy Manual, policy # 210.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is widely considered the nation's premier student recognition program, and MAHS is proud to offer NHS membership to its outstanding high school students. Qualifying Juniors and Seniors are invited to apply for application when announced each spring. Invited students interested in membership must submit a completed application as well as three recommendation forms completed by teachers and other adults.

A specific Grade Point Average requirement is what triggers a student's initial invitation to NHS. For this purpose, GPA's are assessed at the midpoint of the junior and senior year, and a 92% cumulative GPA is

required. In addition to maintaining a minimum GPA, membership requirements are built around the four pillars of excellence - Character, Scholarship, Leadership, and Service. Students must illustrate characteristics from each of the four pillars in order to apply for and maintain membership. NHS members are expected to pursue academic excellence, preserve an excellent record of behavior in and out of school, participate in leadership roles in school and/or community activities and demonstrate volunteer or service hours.

Members are selected by a five-member Faculty Council appointed by the Principal. The council reviews applications, recommendations, discipline and attendance records during the selection process. Juniors who fail to qualify may be invited to apply or reapply as Seniors should they qualify the next year. All membership standards, organizational protocols and administrative procedures will be maintained in accordance with NHS guidelines.

### **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Montrose Area School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **PARENT CONFERENCES**

Communication between and collaboration among home and school is key to the academic success of most students. Parents/guardians, teachers, counselors and administrators may all request conferences as the need arises. Scheduling of conferences will be done according to the following guidelines:

1. All conferences with an academic focus will be scheduled through the guidance department. Other conferences may be scheduled through an administrative office. Most will be scheduled immediately after the close of the school day.
2. Attending adults will determine whether or not the student's presence at the meeting is required.
3. Prior to the conference, the role of the student in that conference will be decided and agreed upon by all professional staff participating in the conference.
4. A guidance counselor or administrator will be present at all parent-teacher conferences.

## **PARENT PORTAL**

Montrose Area School District uses the web-based FOCUS parent portal system so that parents and guardians can access their children's grades, assignments, discipline and attendance records. The portal also provides access to students' lunch account balance and history. In order to create an account, parents/guardians must have an email address on file with the district. Please contact the IT department at 570-278-6230 or [support@masd.info](mailto:support@masd.info) with questions or issues. Students can also access the Student Portal any time using their district-provided user names and passwords. The portals are located under the "Parents" and "Students" tabs on the district and building-level web pages; an app is available as well.

## **RELEASE OF CUSTODY OF STUDENTS**

It is the intent of the Montrose Area School District to remain a neutral party in cases where families are split by divorce or separation. In the absence of a court ordered custody agreement or direct instruction from Children and Youth or law enforcement personnel, the school will presume that both natural parents have custodial rights. Custodial parents are required to provide custody agreements to the school in a timely manner. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court mandated custody arrangements. However, parents must accept the primary responsibility as to which parent should have physical custody of their children on any given day.

A child will not be released to a noncustodial parent, other family member or non-related adult without the written consent of the custodial parent and proof of identification from the other party. Custodial parents are encouraged to provide the school with a list of people who are authorized to pick up/sign out their children and can be listed in each student's record as additional contacts.

## **SAFE2SAY SOMETHING**

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

## **SAFETY INSTRUCTIONS**

Fire drill procedures must be posted in each room and reviewed with each class. Fire drills will be held periodically throughout the year in accordance with the District Safety Plan, as will Safe and Emergency lockdown drills.

### **FIRE DRILLS**

#### **General Rules**

In the event that the fire alarm is sounded, students will:

1. Follow instructions for a SAFE LOCKDOWN, unless there is immediate danger in their vicinity.
2. Wait for instructions from their teachers and/or the main office.
3. Walk quietly when exiting the building.
4. Report, with their class, to the designated exit or the next closest available exit if the designated exit is blocked.
5. Move, as a group, to a designated area approximately 100 feet from the building.
6. Wait, quietly and respectfully, until allowed to re-enter the building.
7. Return quietly and respectfully to their classrooms in an orderly fashion once an announcement is made to do so.

### **SAFE LOCKDOWNS**

#### **General Rules**

An announcement will be made over the intercom that the building is in safe lockdown.

1. Students in hallways or restrooms will move immediately to the closest supervised classroom.
2. Other students will remain in their assigned classrooms.
3. Teachers and students will stay in their classrooms until other instructions are given via intercom; the bell schedule is to be ignored.
4. Teachers and students are to continue normal classroom procedures until notified over the intercom by the lockdown has been lifted.

### **EMERGENCY LOCKDOWNS**

#### **General Rules**

An announcement will be made over the intercom that the building is in an emergency lockdown.

1. Students in hallways or restrooms will move immediately to the closest supervised classroom.
2. Students in the auditorium or cafeteria will wait for instructions from their teacher/monitor.
3. Students are to move to designated areas in their classrooms and remain on the floor and below window level, out of view from anyone outside the room.
4. Students should make every effort to remain quiet and calm.
5. Students should remain out of sight on the floor until the lockdown has been lifted or other instructions have been communicated from the office.
6. Teachers and students will use their best judgment should it become necessary to evacuate the classroom.

### **SEVERE WEATHER EMERGENCY**

#### **General Rules**

An announcement is made over the intercom that the building is experiencing a weather emergency.

1. Students in hallways or restrooms will move immediately to the closest supervised classroom.
2. Students will wait for instructions from their teachers.
3. Students will move to the designated hallway area in a quiet, orderly fashion.
4. Students will sit on the floor, as instructed, quietly facing the wall.
5. Students will remain seated in the designated area until the all-clear announcement is made over the intercom.
6. Students will follow their teachers' instructions to re-enter their classrooms.

**In the event that a fire alarm sounds before the start of the school day, after dismissal or between class periods, students should follow SAFE LOCKDOWN protocol and report to THE CLOSEST SUPERVISED CLASSROOM if it is safe to do so. If it is unsafe to do so, students are instructed to report to the next closest supervised area unless otherwise directed by faculty or staff. Students may exit the building, preferably with adult supervision, if it is prudent to do so.**

### **SCHOOL RESOURCE OFFICERS**

The school resource officer program is a nationally accepted program involving the placement of certified law enforcement officers within the educational environment on several different levels. Locally, School Resource Officers are generally retired Pennsylvania State Police and work with participating school districts in conjunction with the Susquehanna County District Attorney's office. This partnership between the school district and local law enforcement allows SRO's to work closely with the school administration to provide a safe learning environment, law-related education, and the expertise of a trained law enforcement officer on campus. SRO's are not simply security guards, nor are they disciplinarians. They are valuable resources for administrators, teachers, parents and students, and are committed to fostering positive relationships with youth, developing strategies to resolve problems affecting youth and protecting all students so that they can reach their fullest potential. Parents and students with questions about the SRO program should contact their building principal, but students are welcome to meet and talk with the SRO at any time during the school day. The Montrose Area School District reserves the right to hire School Resource Officers at its discretion.

### **SEARCHES**

Students may be searched with reasonable suspicion if deemed appropriate by the administration. Backpacks and book bags may also be searched with reasonable suspicion. This is in adherence to the Supreme Court decision of 1985, *New Jersey v. T.L.O.* School officials may conduct random, periodic or sweeping searches. Students should not expect privacy regarding items placed in lockers because school property is subject to search at any time.

If a student is to be searched due to an administrator's reasonable suspicion that the student possesses something that would warrant suspension or expulsion, and that student flees from the search, he/she will be suspended from school for ten (10) days and potentially placed in an alternative education program for a minimum of 45 days, pending the results of an informal hearing. Fleeing the scene will be considered an admission of guilt. Local authorities will be contacted as appropriate.

Student vehicles may be subject to a search by school personnel, School Resource Officers, Juvenile Probation Officers, and/or any other law enforcement personnel not limited to Pennsylvania State Police and Detectives working for the District Attorney's office. In addition, K-9 searches may be conducted. A dog's reaction to contraband may cause property damage to vehicles and other personal items. The MASD will not be liable for any property damage that may occur to vehicles of students who refuse to unlock their vehicles for search or damage that occurs during a K-9 search. Students initially consent to search by both entering school property and agreeing to the terms of and signing the Student Driving Agreement.

## **SEXUAL HARASSMENT POLICY - PUPILS**

It is the policy of the Montrose Area School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the district who engages in conduct which constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including expulsion. Any student in the district who is subjected to sexual harassment by district employees, agents, or students, or by others in the course of his or her attendance at school, shall have the right to file a complaint with appropriate school district personnel under this policy.

### **Definition**

It is illegal and against the policies of this district for any student, male or female, to sexually harass another person by:

- 1) Unwelcome sexual advances; or
- 2) Requests for sexual favors; or
- 3) Other unwelcome verbal or physical conduct of a sexual nature, where
  - a) Submission to such conduct is explicitly required of the recipient; or
  - b) Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
  - c) Such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment.

Any student in this district who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

1. Severity of the misconduct;
2. Pervasiveness or persistence of the misconduct;
3. Effect on the victim or victims;
4. Intent of the perpetrator.

Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent students. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

## **SPECIAL EDUCATION PROGRAM**

The Montrose Area School District uses the following procedures for locating, identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The District, as prescribed by Section 1402 of the School Code routinely conducts screenings of a child's hearing acuity (grade levels or approximate dates), visual acuity (grade levels or approximate dates), and speech and language skills (annually, approximate date). Gross motor and fine motor skills, academic skills and social emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. These school records are always open and available to parents and only to school officials who have legitimate "need to know"

information about the child. Information from the records is released to other persons or agencies only with appropriate authorization which involves written, signed permission by parents. Parents with concerns regarding their student may contact the building principal at any time to request a screening or evaluation of their child. Screening and or evaluations for elementary students will be processed through the District's Instructional Support Team. Communication with parents and exceptional students shall be in English or the native language of the parents.

The Montrose Area School District has direct responsibility for all the special education programs offered in district buildings. These classes include Learning Support, Gifted and Speech/Language.

The District contracts with the NEIU #19 for physical therapy, occupational therapy, hearing therapy, and vision therapy. These programs are also offered in district buildings. Students with more extensive handicaps are provided an educational program in "off campus" schools or agencies. These include life skills, serious emotional disturbance, neurological impairment, itinerant emotional support, autism, deafness-hearing impairment, blindness-visual impairment, and multi-handicapped conditions. Even though these programs are not located in district buildings, the district recognizes its responsibility to assume direct involvement with the program, the children, and their parents.

The Montrose Area School District also contracts with the Intermediate Unit for an Early Intervention Program. This program provides to qualified children a placement which meets their needs in the areas of developmental delays. The program designed for children with developmental delays extends to those who are between the ages of two years and nine months as of September 1 and have not reached five years of age before Sept. 1.

Information about Early Intervention, parent rights, mediation or Due Process Procedures, specific special education services and programs offered by the District and the District's Educational Records Policy are available upon request from the building principal in a child's school. A parent may request that the District initiate a screening or evaluation of their student's specified needs at any time by contacting the building principal in writing. Further information about these procedures may be obtained by calling or emailing Mr. Greg Adams at 570-278-6219; 278-6203; gadams@masd.info.

### **STUDENT ACCIDENT INSURANCE**

The Montrose Area School District makes student accident and dental insurance available for parents to purchase for their children. The current brochure for the AG Administrators K-12 Voluntary Student Accident Insurance (up to \$250,000) is located on the school district website ([www.masd.info](http://www.masd.info)) under the "District/District Information" tabs. The School District will assume no liability for students who do not have accident insurance.

### **STUDENT ASSISTANCE PROGRAM**

This program is composed of a core group of school personnel who have been specially trained to work with students in crisis areas such as alcohol use, drug use, suicide, and mental health issues. The program is designed as one of intervention rather than treatment. Its primary aim is to identify and help students who are having problems in or out of school which interfere with their success in school. The program provides a channel through which members of the school staff help students. The purposes include:

1. Recognizing students in crisis.
2. Providing direction and support for these students.
3. Referring them to appropriate community agencies and support groups.

4. Maintaining communication with teachers, parents, and students.
5. Minimizing the disruptions in school caused by a student's personal crisis.

Parents, teachers, faculty, staff and students are able to make referrals to the SAP team, and should contact a Guidance Counselor, the Crisis Counselor, an Administrator or the School Nurse to do so.

### **STUDENT DEBT**

If a student is delinquent in meeting his/her financial obligations because of a lost or damaged book or equipment, failure to pay back money raised during a class project, refusal to make restitution for damage to school property, failure to return uniforms or other school property, etc., the district may deny the pupil his/her report card, participation in school activities, and/or diploma until the obligation is resolved. Withholding the next year's class schedule and assigning detention or SSS are all actions that can be taken when necessary to recover student debt. Legal action may also be taken to address year-end negative balances over \$20. Please contact the administration regarding acute financial hardship or other extenuating circumstances that impede the student's ability to settle his or her financial obligation. The Montrose Area School District will assess a \$20.00 fee on any check which is made payable to the District, or any of its accounts, that is returned by the writer's bank for non-payment. This fee will be added to the face value of the check.

### **STUDENT DRIVING AGREEMENT AND REGULATIONS**

Juniors and Seniors who have approval to drive to school must abide by the following regulations. The student and his/her parent or guardian must complete and sign the agreement form and return it to the Assistant Principal's office where it will be kept on file. Signing this form indicates agreement by the student to comply with the regulations and agreement by the parent/guardian to support the enforcement of these regulations. Students' attendance and discipline histories are reviewed to determine whether or not parking passes will be issued. The Montrose Area School District recommends that students utilize school bus transportation whenever possible.

1. Any licensed Sophomore, Junior or Senior can apply for a parking pass. Driving to school is a privilege that can be suspended or revoked at any time. Students with a 2019-20 attendance percentage lower than **88%** may not be approved to drive to school for the first 25 days of the 2020-21 school year and must exhibit satisfactory attendance over those 25 days to be approved to drive after that point. Students with habitually poor attendance or recurrent discipline issues will have their driving privileges suspended or revoked.
2. Students must pay a \$10 deposit at the time a parking pass is issued. The \$10 will be refunded if and when the pass is promptly returned. An additional \$10 deposit is required for a replacement pass or a pass for a second vehicle.
3. Student parking passes must be turned in to the Assistant Principal's office if they are suspended or revoked, at the end of the school year or when the pass is no longer needed.
4. Repeated failure to display a pass may result in the suspension of driving privileges.
5. Student drivers who allow someone else to use their pass will have their driving privileges suspended. Students who use a pass not assigned to them will face disciplinary action and may lose future driving privileges.
6. Students are to park in the lower parking lot adjacent to bus parking, not the main parking lot. The parking lot should be filled from back to front, filling in all spaces on both sides. Co-op and high honors students will be allowed to park in the upper lot where instructed by the administration.



7. Once a student driver or passenger enters high school property, he or she may not leave unless authorized to do so. Any student driver cutting school or leaving school early without permission will lose his/her driving privileges indefinitely, as well as a student driver who takes someone else with him/her without written permission from a parent and administrator.
8. Students who are absent from school are not allowed on school property to pick up or drop off other students. Students who do not have permission to drive to school are not allowed to enter the parking lot until the school day has ended. Disciplinary action will be taken against students who fail to comply.
9. Student drivers must get permission from an administrator to access their vehicle during the school day; students should not be in any parking lot during the school day without administrative permission.
10. Student drivers and their parents/guardians assume all responsibility for occupants and contents of vehicles driven to school.
11. Any student driving to school without permission from an administrator may receive disciplinary action and/or forfeit future driving privileges.
12. Proof of insurance, current vehicle registration, valid inspection, and the student's driver's license must be provided for all vehicles driven by student drivers to school. Students are expected to provide this information **before** driving a new or different vehicle to school and must report to the Assistant Principal's office before school when driving a vehicle to school that is not registered with the school.
13. Any student who registers a vehicle with MAHS must be an insured driver on that vehicle's auto insurance policy. Uninsured drivers may not drive to school at any time.
14. Students are required to supply the office with updated vehicle information whenever it becomes available and are reminded to be aware of expiration dates for inspection, registration and insurance. Failure to provide updated information in a timely manner will result in the vehicle being barred from school property.
15. Vehicles that are not legal or roadworthy may not be driven to school. Students will be granted a short grace period to renew registrations and inspections for roadworthy vehicles.
16. Vehicles must be free from obscene, vulgar and other inappropriate stickers and accessories.
17. Trailers that are properly registered and roadworthy may be towed to school providing the vehicle is registered with the school and vehicle and trailer take up no more than two parking spaces. Vehicles with trailers should be parked in the front parking lot and the administration should be informed.
18. Vehicles must be driven slowly and safely while on school grounds. Reckless driving of any kind on school grounds or to and from school or school-related events will result in the suspension or revocation of driving privileges and disciplinary action will be taken. Acts of trespassing and vandalism, after hours in particular, will be reported to the state police. All rules and regulations of the Pennsylvania Department of Transportation Bureau of Motor Vehicles must be observed.
19. School Buses have the right of way over student vehicles on school property. Students need to adhere to all laws regarding yielding to, stopping for and passing school buses on and off school property. Student drivers may not cut through the Lake Montrose Plaza/Across Country Real Estate properties to get ahead of buses or exit the parking lot while the school buses are departing.
20. Students may not park at the County Library during the school day; parking along adjacent roadways or anywhere on school property during the school day is restricted.
21. All student drivers are expected to be on time to school and homeroom. Student drivers will lose their driving privileges for **five** school days on their 5<sup>th</sup> unexcused/unlawful tardy, **ten** school days on the 6<sup>th</sup> unexcused/illegal tardy and passes will be suspended indefinitely on the 7<sup>th</sup> unexcused/illegal tardy.
22. Student drivers who are 16 years of age will have their parking passes suspended indefinitely after their 4<sup>th</sup> unexcused/unlawful absence. Student drivers who are 17 years of age or older may have their driving privileges suspended or revoked due to poor attendance, excessive unexcused absences and/or Student Attendance Improvement Plan violations.
23. The Montrose Area School District is not responsible for any damage to vehicles on school premises but will make a concerted effort to address issues of vandalism and investigate accidents which occur on school property.

24. The administration reserves the right to make additional rules or impose additional restrictions in order to guarantee the safety of the student body and staff.
25. Student vehicles may be subject to a search by school personnel, Juvenile School Based Probation, and/or Pennsylvania State Police. In addition, K-9 searches may be conducted. A dog's reaction to contraband may cause property damage to vehicles and other personal items. The MASD will not be liable for any property damage that may occur to vehicles of students who refuse to unlock their vehicles for search or damage that occurs during a K-9 search. Students initially consent to search by both entering school property and signing the Student Driving Agreement. A student who refuses to unlock his or her vehicle at the time a search is requested will be required to sign the "refusal statement" provided by the school district. Disciplinary and legal action may be taken at that point.

### **STUDENT MEDIATION**

A collaborative mediation program is provided on an as-needed basis to address conflict and troublesome issues between individual students and groups. These adult-supervised sessions utilize a problem-solving approach intended to clarify the nature of disputes. Students are empowered to work through their issues together by listening and trying to understand the other person's perspective. They build self-awareness and interpersonal skills that will help them overcome adversity and find success in all walks of life.

Participation in the mediation process is generally voluntary, although it can be mandated in extreme instances, particularly when there has been physical misconduct, or a physical altercation seems imminent. MAHS's mediation program has a proven track record of minimizing conflict, reducing tension and other distractions and improving the school climate.

Students interested in arranging a mediation session for themselves, or who would like to refer peers for mediation should meet with their Guidance Counselor or the Assistant Principal. Referrals are confidential, as is all the content of the meetings allowed by law.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of district students. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association, in accordance with Board policy and school rules.

Attendant upon the rights established for each student are certain responsibilities, which include regular attendance; conscientious effort in classroom work and homework; conformance to Board policies and school rules and regulations; respect for the rights of teachers, students, administrators and all others who are involved in the educational process; and expression of ideas and opinions in a respectful manner.

#### **It shall be the responsibility of the student to:**

1. Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in maintaining and promoting a safe and welcoming school.

5. Comply with federal, state and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time to all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.

Violations of this policy may result in disciplinary action, consistent with the Code of Student Conduct and Board policy. The policy, in its entirety, may be found in the MASD Policy Manual, policy # 235.

Students do have the right to limited self-expression and the ability to disseminate non-school materials on school grounds. Generally speaking, Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. With administrative pre-approval, students may display non-school materials at the time and place, and in the manner directed by the administrator. Please refer to Board Policy 220 for additional information. Students have the responsibility to act in accordance with Board Policy 220 as well as to obey laws governing libel and obscenity, and to be aware of the full meaning of their expression.

### **STUDY HALLS**

Study halls are to be quiet and orderly with an academic focus. Students assigned to study halls are expected to arrive prepared to complete school work, study, organize or read quietly. Study halls are not “free periods” and the same rules apply to study halls that are in effect for classrooms. Students are expected to adhere to the following guidelines.

1. Students are expected to use their study hall time wisely.
2. Students are expected to be respectful and courteous to the teacher and fellow students.
3. Talking and group work is allowed with permission from the teacher.
4. Students may obtain pre-signed passes to another classroom, the guidance office, the gym to make up a phys. ed. class, etc.
5. Hall passes are to be used for trips to another office, the restroom, etc.
6. Group library passes will be provided by the teacher and may be utilized if the library is available. Pre-signed passes should be obtained ahead of time to visit a computer lab.
7. Students are expected to use the sign-out sheet provided whenever leaving the room.
8. Students are to be quiet in the hall and report directly to and from their destinations.
9. Students who don't use their time wisely may be referred to the Assistant Principal. Students will be assigned detention or SSS for continued failure to adhere to study hall guidelines.
10. Cell phones, laptops and other electronic devices may be used by students at the discretion of the teacher, providing they are used appropriately and not a distraction to other students.

## **TECHNOLOGY ACCEPTABLE USE POLICY OVERVIEW**

The Board supports use of the computers, internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes internet access, whether wired or wireless, or by any other means.

The availability of access to electronic information 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 the network or for any information that is retrieved via the Internet.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with the Technology Acceptable Use Policy and to immediately report any violations or suspicious activities to the Director of Technology or building principal. Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment. Student user agreements shall also be signed by a parent/guardian.

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Job assignment or non-school assignment work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### **Consequences for Inappropriate Use**

1. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.
4. Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.
5. Copyright: The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.
6. District Web Site: The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies. Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal. Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

The full Technology Acceptable Use Policy can be viewed in the MASD Policy Manual, policy # 815.

## **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean, covered, and handled carefully. Students' names and the year of issue should be written in ink inside the front cover in case the book is misplaced. Students will be required to pay for lost or damaged books at a rate determined by the books' initial cost and their depreciation due to age and availability.

## **TOBACCO CONTROL POLICY**

The Montrose Area School District (MASD) works to promote the adoption of healthy lifestyles by students and employees and to provide a healthful environment in which students and staff members may learn and work. The purpose of this policy is to promote achievement of those two goals by prohibiting the use of and distribution of tobacco products and/or tobacco paraphernalia in school buildings, on school grounds, in school-leased or school-owned vehicles, and at all school affiliated functions in order to improve the health of students and school personnel. Students may not possess any tobacco products at any time. No one of any age may use tobacco in any school building or on any school grounds. MASD receives its authority through the state laws of Pennsylvania that prohibit the use of tobacco by anyone under the age of eighteen (18) and the use of tobacco by anyone in a school building or on school grounds/property. The Tobacco Use Policy can be viewed in its entirety in the MASD Policy Manual, policy # 222.

"Tobacco products" include but are not limited to cigarettes, cigars, loose tobacco, smokeless tobacco, snuff, snus, nicotine oil, etc. "Tobacco paraphernalia" includes but is not limited to tobacco product packaging, all ignition sources, pipes, rolling papers, e-cigarettes and vapor pens of all varieties, including those which may not contain nicotine oil.

### **Guidelines for Student Offenders**

Staff members, students, or other adults who observe a student possessing, using or distributing tobacco products in school buildings, on school grounds, in school-leased or school-owned vehicles and/or at any school affiliated function shall report the student to the administrator in charge. The administrator shall follow outlined disciplinary procedures in handling the infraction. The administrator shall record the policy infraction in the student's permanent file to facilitate tracking his/her individual student tobacco-related disciplinary incidents. The school nurse is responsible for keeping a log of tobacco infractions in order to support the necessary data collection for policy and program planning. Tobacco offenses shall accumulate separately for students in junior high (7-8) and then start new in High School (9-12).

### **Disciplinary Procedures for First Time Student Offenders**

1. The Principal shall send a letter to the student's parent(s)/guardian(s) outlining policy and notifying them of the violation(s) committed by their child and the sanctions being imposed.
2. Adhering to due process guidelines, the Principal shall suspend in school the offender for a period of three (3) school days and cause the offender to attend two one-hour educational programs on the harmful effects of tobacco presented by the school nurse.
3. The student who fails to complete the two one-hour educational programs shall serve an additional three-day (3) suspension from school.
4. Adhering to Pennsylvania statutes, the administrator may initiate a referral to the local magistrate documenting the offense by the student.

### **Disciplinary Procedures for Second Time Student Offenders**

1. The Principal shall send a letter to the student's parent(s)/guardian(s) outlining policy and notifying them of the violation(s) committed by their child and the sanctions being imposed.
2. Adhering to due process guidelines, the Principal shall suspend the offender from school for two (2) days and suspend in school for three (3) days.
3. The school nurse shall conduct a conference with the student and the student's parents/guardians concerning the student's use of tobacco. The student will also attend two one-hour educational programs on the harmful effects of tobacco presented by the school nurse.
4. Adhering to Pennsylvania statutes, the administrator shall initiate a referral to the local magistrate documenting the offense by the student and may initiate a referral to the school's Student Assistance Program (SAP) for review.

### **Disciplinary Procedures for Third Time Student Offenders**

1. The Principal shall send a letter to the student's parent(s)/guardian(s) outlining policy and notifying them of the violation(s) committed by their child and the sanctions being imposed.
2. Adhering to due process guidelines, the Principal shall suspend the student from school for a period of eight (8) days. Suspension could be a combination of in and out of school.
3. The school nurse shall conference with the student to develop an action plan for tobacco cessation.
4. Adhering to Pennsylvania statutes, the administrator shall initiate a referral to the local magistrate documenting the offense by the student.
5. The student shall be referred to the school's Student Assistance Program (SAP) for review.

## **TRUANCY POLICY**

Act 138 of 2016 of the Pennsylvania Public School Code made noteworthy changes to the law regarding compulsory school attendance (that is mandatory attendance for students up to 17 years of age then and 18 now). The goal of the law is to “improve school attendance and deter truancy through a comprehensive approach to consistently identify and address attendance issues as early as possible with credible intervention techniques in order to preserve the unity of the family whenever possible as the underlying issues of truancy are addressed; avoid the loss of housing, the possible entry of a child to foster care and other unintended consequences of disruption of an intact family unit; and confine a person in parental relation to a child who is habitually truant only as a last resort and for a minimum amount of time.”

Under this Act, school districts are required to implement Student Attendance Improvement Plans, contact Children and Youth and eventually file a citation with the local magistrate against parents/guardians or students at least 15 years of age. Parents or students who fail to comply with the provisions of the Code can be convicted of a summary offense, ordered to pay a fine not exceeding \$300.00 and to pay court costs, be sentenced to complete an education program, or serve up to six months community service. Parents will not be convicted if they show that they took every reasonable step to ensure attendance of the child at school. If this is proven to be the case, Act 138 provides that a child who is 15 years old and fails to comply with the Act, can also be subject to a 90-day suspension of his or her current or future automobile operating privileges by the Department of Transportation and at the discretion of the Magistrate. A second conviction can result in a six-month driving suspension.

In addition, Act 16 of 2019 amends the Public School Code to redefine the definition of compulsory school age as “the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches **18** years of age.

An overview of truancy law and guidelines can be found here: <https://www.elc-pa.org/wp-content/uploads/2019/08/Truancy-Fact-Sheet-Compulsory-School-Age-Updated-August-2019-final.pdf>

## **TUTORING PROGRAM**

Peer tutoring is available on request through the Guidance Office. Students requesting tutoring will be paired with an upperclassman tutor pending scheduling and availability. In addition, after-school tutoring is available for students on an as-needed basis several days each week in the Learning Center (Library) from 3:10 to 5:25 PM. Students are required to sign outside the front office prior to attending. Students may be recommended to attend tutoring by teachers, counselors, parents and the administration on a case-by-case basis, but all students are invited to attend. A variety of different certified teachers will participate in the afterschool tutoring program. On occasion, teachers may be available for in-school tutoring and remediation, and students will be made aware of those opportunities when available.

## **Varsity Club Policy**

A primary objective of the Montrose Area School District is to provide the best education possible for all students. Extracurricular programs are an important part of this education. Students involved in athletics (including cheerleading) and the marching band program in grades 7-12 (henceforth referred to as Varsity Club programs) are enrolled in the Varsity Club and agree to adhere to this extracurricular policy in order to participate in those programs. The Varsity Club Policy is intended to inform students and parents of state and local regulations governing interscholastic athletics, as well as extracurricular rules and regulations. It is hoped that by being aware of rules, regulations and expectations that unfortunate situations can be avoided.

A primary purpose of the extracurricular program is to promote the physical, mental, social, emotional and moral well-being of each participant during his entire high school career. While any student gives time, energy and loyalty to the program, he/she must also accept the rules, regulations, and responsibilities which are unique to that particular program. Involvement in any Varsity Club program is not a right but a privilege. As a representative of the Montrose Area School District, all participants in these activities are governed by the Montrose Junior-Senior High School Varsity Club Policy in addition to the rules and standards established by policies of the Montrose Area School Board and the by-laws of the PIAA.

Individual head coaches/directors may also establish additional standards. All additions will be in writing and presented to the student prior to beginning participation.

Students who wish to participate in the Varsity Club programs at the Montrose Area Junior-Senior High School must abide by the following conduct code.

## **Varsity Club Code of Conduct**

All rules apply for grades 7-12. This code is intended to be in effect for the entire career of any student. It will be a two-tiered policy in that any first offense accrued in 7th or 8th grade will be purged as a student enters grade 9. Students will be under the rules and regulations of the extracurricular code upon enrollment in a Varsity Club program and will remain under the policy for the remainder of their school career. The following rules will apply to all activities, practices or competitions on or off school property:

### **Tobacco**

Any student using and/or possessing tobacco products or paraphernalia:

- 1) First offense: The participant will be suspended for the period of five (5) school days from any Varsity Club program and awards ceremonies associated with those programs.
- 2) Second offense: The participant will be suspended for the period of forty-five (45) school days from any Varsity Club program and awards ceremonies associated with those programs.



- 3) Third offense: The participant will be suspended for the period of one hundred eighty school days (180) from any Varsity Club program and awards ceremonies associated with those programs.
- 4) Fourth offense: The participant will be suspended for the remainder of his/her high school career from any Varsity Club program and awards ceremonies associated with those programs.

### **Drugs or Alcohol**

In consideration of the health, safety and welfare of all students, particularly those exposed to stressful activity such as extracurricular sports, any conduct involving actual use or voluntary exposure to drugs/paraphernalia/alcohol/foreign substances during any in-school related activities, practices or competitions off premises, shall be subject to disciplinary action, including suspension or dismissal from the team. All Drug and Alcohol incidents will be referred to the Student Assistance Program. If an assessment is required, the student must abide by the recommendations of the assessment before returning to a Varsity Club program.

- 1) First offense: the participant will be suspended for the period of forty-five (45) school days from any Varsity Club program and awards ceremonies associated with those programs.
- 2) Second offense: the participant will be suspended for the period of one hundred eighty school days (180) from any Varsity Club program and awards ceremonies associated with those programs.
- 3) Third offense: the participant will be suspended for the remainder of his/her high school career from any Varsity Club program and awards ceremonies associated with those programs.

### **Sportsmanship**

Members of Varsity Club programs must abide by the PIAA rules and regulations regarding ejection from a contest.

### **Academics**

All participants will abide by the Montrose Area School District standard for athletic eligibility. Any student who is failing two full credit courses will be ineligible for competition the following week. Any student failing three or more full credit courses will be ineligible for practice or competition the following week. The determination of academic eligibility will be made each Thursday, and the period of ineligibility will extend from Sunday through the following Saturday. The coaching staff will work to establish appropriate remediation for any failing grades.

## **VIDEO AND/OR AUDIO SURVEILLANCE**

Video cameras are placed throughout the building and elsewhere on school grounds. All students are subject to being videotaped on school property at any time. In addition, school buses are equipped with video and audio recording technology which is in use at all times. In the event that inappropriate behavior is recorded, the incident will be referred to the respective building administrator for disciplinary action; similarly, audio/visual recordings will be reviewed as necessary and when available to assist building administrators with the investigation of misconduct. Any student willfully attempting to block the view of a camera or attempting to vandalize a camera will be subject to disciplinary and/or legal consequences.

## **VISITORS**

The school district welcomes and encourages interest in district educational programs and other school-related activities. The district recognizes that such interest may result in visits to school by parents/guardians, adult residents, and interested educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the district to establish policy governing school visits.

The Superintendent and building administrators have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations. Persons wishing to visit a school or teacher should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must enter the front doors and remain in the foyer until they sign in at the front office. Visitors will receive a pass or a badge, which must be displayed while in the building. Passes/badges must be returned to the front office, and visitors must sign out before exiting the building. Visitors may be required to show photo ID, and their ID may be held in the office for the duration of their visit. No visitor may confer with a student in school without the approval of an administrator. Should an emergency require that a student be called to the school office to meet a visitor, an administrator or designee shall be present during the meeting.

### **Trespassing**

District personnel shall be granted the authority to prosecute trespassers on school property and to make the violators financially responsible for any damages. School administrators have the authority to demand that unauthorized visitors leave school property immediately, and to notify the authorities of trespassers or other disturbances.

### **Classroom Visitations**

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations. The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit. Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy. The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges. Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

### **Military Personnel**

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

## **VOLUNTEERS / CHAPERONES**

Parents/grandparents and other adults may volunteer at school, in classrooms or travel with students on school-sponsored educational trips providing that the following guidelines are followed: People who volunteer on an occasional (not routine) basis are not required to submit clearances providing they are not in direct solitary supervision of students. For example, parents volunteering to assist with an elementary workstation or holiday event are not required to provide clearances so long as they are under the direct supervision of the classroom teacher who is in the immediate vicinity. Parents who are invited to assist with the chaperoning of a field trip are not required to provide clearances so long as they are not solely responsible for a group of students outside of the immediate vicinity of an instructor.

Volunteers need to obtain certifications if they have "direct volunteer contact", meaning they are responsible for the care, supervision, guidance or control of children AND have routine interaction with children. School employees have the final word when determining when clearances are required. Volunteers in a supervisory role must obtain renewed certifications every 60 months; it is the volunteer's responsibility to maintain updated clearances with the school district.

Pennsylvania has waived the fees for child abuse clearances and state criminal background checks for volunteers, and permits these free certifications to be provided only once every 57 months. Volunteers who have been continuous residents of the Commonwealth for the last 10 years are not required to obtain the FBI fingerprinting as part of their background check.

### **WITHDRAWAL FROM SCHOOL/TRANSFERRING SCHOOLS**

Any student moving to another school or otherwise withdrawing from school during the school year must complete a "student withdrawal form" which is available in the Guidance office. This form will verify that all student obligations have been met regarding returning school property, outstanding accounts and academic expectations, as indicated by the student's teachers, the school nurse, the librarian, the Career and Technical Center (if appropriate) and the main office. The guidance office will arrange for the transfer of all student records and/or transcripts to the student's next school.

Students transferring schools mid-year are hereby notified that they are expected to attend MAHS daily until such time as their transfer is complete, with the goal of creating a seamless transition included no recorded school absences. Parents with students transferring schools over the summer, particularly those moving out of state, are respectfully asked to complete the registration process at the new school well prior to the start of the school year to help avoid unlawful or unexcused absences and academic down-time.

Students intending to withdraw from school, with no intention of enrolling elsewhere, are required to attend a meeting with the Principal before completing withdrawal paperwork, and it is recommended that the students' parents/guardians schedule an appointment to discuss the situation.

### **WORK PERMITS**

All students ages 14-17 are required to obtain work permits, often called "working papers," as a condition of most types of employment. Children employed on farms, or in domestic service in private homes need not apply for a work permit, although there are restrictions. The application process is governed by the state and child labor law, and there are work restrictions based on age and the time of year that the student is employed. Refer to this web site for more information regarding restrictions:

<http://www.dli.pa.gov/Individuals/Labor-Management-Relations/lrc/Documents/lrc-5.pdf>

Students can apply for employment, interview and accept a job offer prior to obtaining work permits but must receive a work permit prior to starting work. It is important to note that school districts can refuse to provide and can revoke work permits during the school year if students cannot maintain adequate academic achievement. Additional information is available here:

<http://www.education.pa.gov/Pages/Codes%20and%20Regulations/Child-Labor-Law.aspx#tab-1>

In accordance with law, a student must be 16 years of age and have parental consent and proof of full-time employment in order to secure permanent working papers and drop out of school to work regularly

during school hours. Prior to the preparation of permanent working papers, a conference will be held to ensure that the parents agree and fully understand the ramifications of such a decision. The student is required to return to school should be or she not be regularly and legally employed during school hours.

Applications for working papers can be obtained in the High School Main Office during regular office hours. Students must be present to receive work permits; they cannot be mailed. A parent/guardian signature is required, and proof of age such as a birth certificate or passport must be provided.

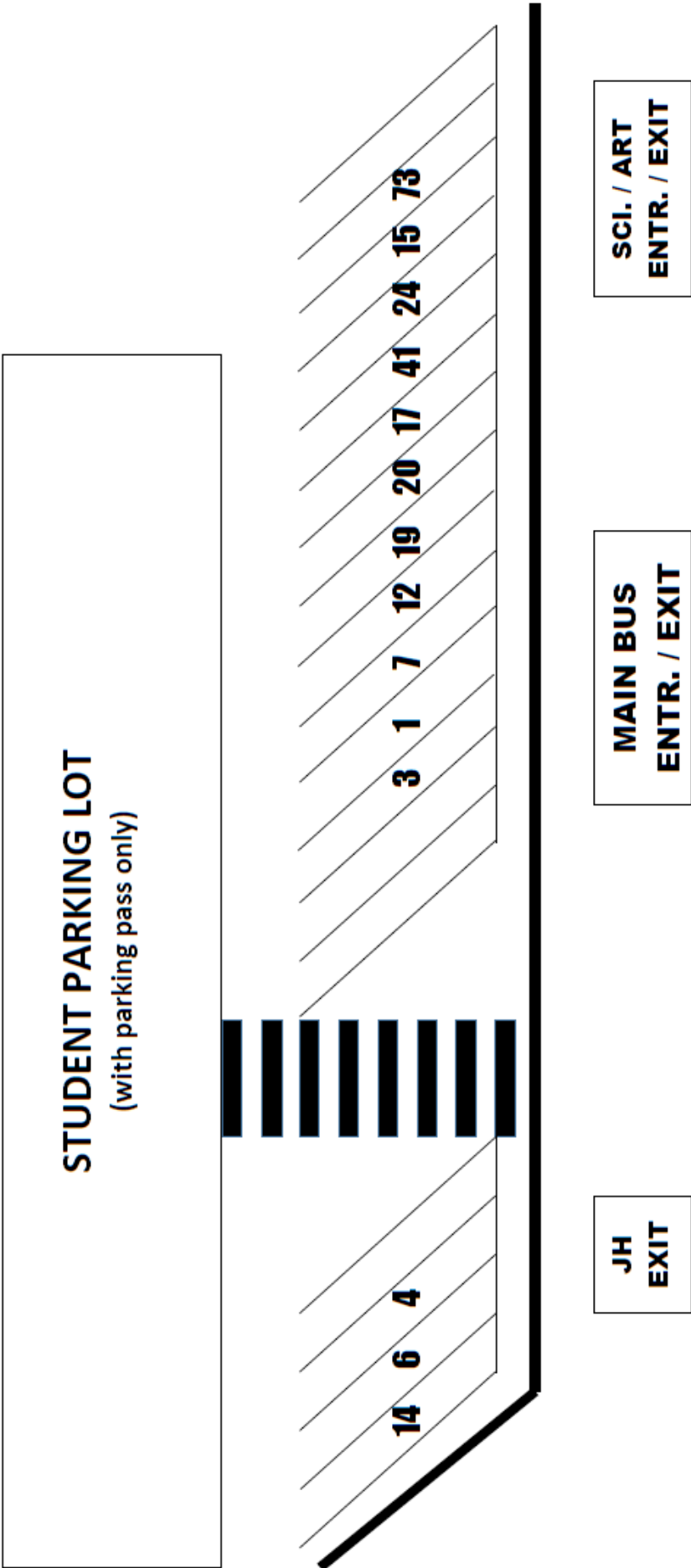
Pennsylvania students working in other states must obtain work permits from the school district in which their employers are located. Similarly, out-of-state students must apply for work permits at the Junior/Senior High School if employed within the boundaries of the Montrose Area School District.

**- Learn More -**

**- Do More -**

**- Be More -**

**Montrose Area Jr/Sr High School**  
**Bus Parking at Dismissal**



**Note: buses are parking at the high school in the order they arrive.**  
**This lineup represents the normal bus order. Please note that the actual order may vary on occasion, as well as some bus numbers.**