

MONTROSE AREA SCHOOL DISTRICT

Choconut Valley Elementary School

4458 Stanley Lake Road
Friendsville, PA 18818-9610

Lathrop Street Elementary School

130 Lathrop Street
Montrose, PA 18801-1197

Administrative Offices

273 Meteor Way
Montrose, PA 18801-9507

Board of Directors

Mr. Richard Jordan, 2159 Valley View Road, Montrose, PA 18801

Miss Taylor Warner, 2615 Babock Road, Montrose, PA 18801

Mrs. Mary Homan, 6434 North Road, Friendsville, PA 18818

Mr. Paul Adams, 587 Hall Road, Friendsville, PA 18818

Mrs. Gloria Smith, 1 Cemetery St., Montrose, PA 18801

Mrs. Jennifer Strickland, 236 Hart Road, Montrose, PA 18801

Mr. Douglas Wilcox, PO Box 232, South Montrose, PA 18843

Mrs. Gretchen Backer, 38 Heart Lake Rd., Montrose, PA 18801

Mr. John Wood, 1380 Donovan Road, Brackney, PA 18812

This handbook belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____ Grade _____

Homeroom Teacher _____

TABLE OF CONTENTS

| | |
|------------------------------|---|
| Welcome | 3 |
| District Telephone Directory | 4 |
| School Calendar | 5 |

THE ABC'S OF OUR ELEMENTARY SCHOOLS

| | |
|---|-------|
| Alcohol and Controlled Substance Use and Abuse Policy | 6 |
| Attendance Guidelines | 6-8 |
| Bullying | 8 |
| Bus Regulations | 9 |
| Cafeteria Breakfast Program | 9 |
| Cafeteria Free/Reduced Price Lunches | 9 |
| Cafeteria Point of Sale | 10 |
| Cafeteria Rules and Regulations | 10 |
| Change of Address | 10 |
| Child Abuse | 10 |
| Chromebooks and District-Assisted Technology | 11-12 |
| Complaint Procedures | 12 |
| COVID-19 Reference | 12 |
| Detention | 13 |
| Discipline Rules and Regulations | 13-14 |
| Dress Code Guidelines | 15 |
| Electronic Devices | 16 |
| Emergency Procedures | 16 |
| Fire Drills | 16 |
| Flexible Instruction Days | 16 |
| Head Lice Guidelines | 17 |
| Homebound Instruction | 17 |
| Homeless Education | 17-18 |
| Homework Assignment Books | 18-19 |
| Homework Guidelines | 19 |
| Homework Requests During Absences | 19 |
| Kindergarten Entrance Requirements | 20 |
| Lost and Found | 20 |
| Medication Guidelines | 20-22 |
| MTSS | 22 |
| Notification of Rights Under FERPA | 22-23 |
| Playground Rules and Regulations | 23-24 |
| Release of Custody of Students | 24 |
| Report Cards and Mid Marking Reports | 24 |
| Safe2Say Something | 25 |
| Safety Plan | 25 |
| School Closings | 25 |
| School Resource Officer | 25 |
| Searches | 26 |
| Sexual Harassment Policy | 26 |
| Smoke Free Schools Policy | 26 |
| Special Education Program | 26-27 |
| Standardized Testing Program | 27 |
| Student Accident Insurance | 27 |
| Student Debt | 27 |
| Technology Acceptable Use Policy | 28 |
| Visitors | 28 |
| Weapons in School | 28 |
| Withdrawal from School | 28 |



Dear Parents/Guardians:

The Montrose Area School District Elementary Handbook has been developed in order to assist students and families in their understanding of the rules, policies and procedures by which the schools operate. Parents/Guardians are asked to review this handbook with their child and discuss the importance of following the rules as established by the school.

We believe that having open communication between the faculty, staff and families will allow the students of the Montrose Area School District to continue along the path of educational excellence.

Patrick Matthews
Principal, Lathrop Street Elementary School

Madison Moyer
Principal, Choconut Valley Elementary School

— **Montrose Area School District** —

MONTROSE AREA SCHOOL DISTRICT TELEPHONE DIRECTORY

| | |
|--|-----------------|
| Choconut Valley Elementary School | 278-7300 |
| Madison Moyer, Principal | 278-7301 |
| Jacque Meehan, Secretary | 278-7300 |
| Laura Tomeo, Guidance Counselor | 278-7309 |
| Chelsea Lungler, School Nurse | 278-7302 |
| Ellen DiPhillips, Child Study Interventionist | 278-7307 |
| | |
| Lathrop Street Elementary School | 278-0310 |
| Patrick Matthews, Principal | 278-0314 |
| Mary Wager, Secretary | 278-0311 |
| Torilyn Rezykowski, Guidance Counselor | 278-0313 |
| Emily Perkins, School Nurse | 278-0312 |
| Ellen DiPhillips, Child Study Interventionist | 278-2324 |
| | |
| District Office Numbers | |
| Chris McComb, Superintendent | 278-6221 |
| Codie Keogh, Food Service | 278-6240 |
| Thomas Lonzinski, Director of Facilities | 278-6241 |
| Greg Adams, Special Education Director | 278-6219 |
| Craig Owens, Director of Technology | 278-6239 |
| JoAnne McCain, Director of Transportation | 278-6227 |
| Christine Kresge, Director of Curriculum, Instruction and Assessment | 278-6215 |

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.

SCHOOL CALENDAR SCHEDULES
TERM CALENDAR

| | |
|--|--|
| 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 SCHOOL FOR STUDENTS Teacher In-service |
| OCTOBER 10 | NO SCHOOL - Columbus Day |
| NOVEMBER 10 | Evening Parent Conferences |
| NOVEMBER 11 | NO SCHOOL FOR STUDENTS Parent Conferences |
| NOVEMBER 23 NOVEMBER 24 THRU NOV. 28 | 11:30 DISMISSAL NO SCHOOL Thanksgiving Vacation |
| DECEMBER 22 THRU JAN. 2, 2023 | NO SCHOOL Christmas Vacation |
| JANUARY 16 | NO SCHOOL - Martin Luther King Day |
| FEBRUARY 17 | NO SCHOOL FOR STUDENTS Parent Conferences |
| FEBRUARY 20 | NO SCHOOL - Presidents' Day |
| MARCH 17 | NO SCHOOL FOR STUDENTS Teacher In-service |
| APRIL 6 THRU APRIL 10 | NO SCHOOL Easter Vacation |
| MAY 29 | NO SCHOOL - Memorial Day |
| JUNE 9 | ACT 80 STUDENT DISMISSAL 11:30 AM TENTATIVE LAST DAY OF SCHOOL |
| JUNE 17 | TENTATIVE GRADUATION |

ALCOHOL AND CONTROLLED SUBSTANCE USE AND ABUSE POLICY

A copy of the ALCOHOL AND CONTROLLED SUBSTANCE USE AND ABUSE POLICY is available on the school's website, www.masd.info, under school board link. Please contact your building principal or the superintendent of schools if you have any questions.

ATTENDANCE GUIDELINES

I. Absences:

- Any student who is absent from school must, upon their return to school (within 5 days), present to the main office or the homeroom teacher a written excuse for such absence.
- 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. Students are not to write their own excuses.
- Failure to submit an excuse will result in an unlawful absence.
- The parent/guardian may be contacted to verify a student's absence from school.
- The parent/guardian will be contacted for any student who misses 3 consecutive days of school.
- EXCUSED absences are limited 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 operate.
- Examples of UNLAWFUL absences include (but are not limited to) missing the bus, shopping, baby-sitting, visiting relatives, hunting, fishing, personal business, working at home, and remaining home to do school work.
- After Three (3) UNLAWFUL absences, Pennsylvania considers a student to be TRUANT, and HABITUALLY TRUANT after the sixth (6th) UNLAWFUL absence.
- After Three (3) UNLAWFUL absences from school, the parent or guardian will receive, through certified mail, a first offense notice for TRUANCY. A conference may be scheduled and a School Attendance Improvement Plan (SAIP) may be implemented for the student. Parents are encouraged but not required to attend.
- 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.
- 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 and/or community service.
- After 10 combined LEGAL and UNLAWFUL 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 absences and emergencies preapproved on a case-by-case basis by an administrator. Parents will receive notification by mail that such medical excuses are necessary. Any subsequent absences not preapproved by an administrator or validated by a medical professional will be recorded as unlawful.

- 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.
- District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

II. Tardiness

- A student who arrives at school after 8:10 a.m. and prior to 10:20 is considered tardy to school unless that student arrived via a school bus (10:05AM and 12:20PM on 2-hour delays).
- A student who is late to school must report to the main office for a late slip.
- A written excuse for tardiness must be provided to the attendance office/principal. This excuse must contain the following: (1) student's full name (2) student's grade level (3) date of tardiness (4) reason for tardiness (5) signature of parent of guardian.
- A student who is late to school three (3) times without a written legal excuse will receive an official warning for tardiness.
- Habitual UNLAWFUL 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 Plan, which imposes increasingly severe disciplinary measures for repeated infractions.
- On the next tardy to school (after 3) and every tardy thereafter, the parent may receive notice of a School Attendance Improvement Conference.
- District staff shall notify the person in parental relation in writing and by telephone of the date and time of the School Attendance Improvement Conference.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The following individuals shall be invited to the School Attendance Improvement Conference:

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the School Attendance Improvement Conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.

The outcome of the School Attendance Improvement Conference shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.

The district may take further legal action to address unexcused absences after the date of the scheduled School Attendance Improvement Conference has passed.

- Any student reporting to school between 10:20 a.m. and 1:00 p.m. will be considered absent for one half day. Any student reporting to school after 1:00 p.m. will be considered absent for the entire day.

III. Early Dismissals

- Students who become ill at school must report to the school nurse. If the nurse deems it necessary for the student to leave school, she will make the necessary phone calls to the parent/guardian and arrange for transportation.
- Students may not decide to leave school because of illness without seeing the nurse. In such instances, disciplinary action will be taken.
- A student may obtain permission to leave school early for a medical appointment by bringing in a note from the parent/guardian.
- This request to leave school early will be processed and approved or disapproved by the administration.
- Students will NOT be excused from school during the school day for casual reasons such as attending to business, running errands, repairing cars, etc.
- Students who leave school prior to 1:00 p.m. and do not return will be charged with a one-half day absence.
- Any student who leaves school before the time of dismissal without properly signing out subjects himself to suspension in or out of school.

IV. Excused Time for Religious Instruction

Excused time from regular school attendance for a maximum of one hour weekly for all pupils in the elementary schools is offered. The program is voluntary for pupils to attend religious instruction of their choice, with transportation to be provided by the parents or the church, under regulations developed by the school administration in cooperation with participating churches.

Transportation, instructional staff, location and materials shall be furnished by the church. No part of the cost and expense of such instruction shall be paid out of public-school funds.

BULLYING

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

Bullying means an intentional electronic (cyberbullying), 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. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

BUS REGULATIONS

- Students are to follow directions by the bus driver the first time they are given. If a request seems unreasonable or unfair, the pupil is instructed to obey it, and then report it to the building principal
- The bus driver is authorized to assign seats when needed.
- Pupils are to stay in their seat and keep all parts of their body in the bus and to themselves.
- Students have a responsibility to maintain the interior condition of the bus in a neat, clean manner. Any intentional act committed that results in damage to the interior or exterior of the bus will not be tolerated.
- No pushing, fighting, use of profane, obscene or vulgar language, or loud talk.
- No eating, drinking, gum chewing, or use of any tobacco products is allowed.
- Students may never light matches or lighters while on the bus or in school.
- 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 the note authorized. This note must be approved by the building principal before being given to the bus driver.
- Video cameras may be utilized on the school buses. Disciplinary measures may be taken on incidents which are viewed on the video.
- No student shall possess toy guns, or throw any paper, metal, or other substance in or around the school bus.
- Pupils must be at the bus stop no less than five (5) minutes, nor 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 pupil is expected to wait a reasonable length of time (at least ½ hour in inclement weather) then return to his home and notify the school. Whether the school bus is on time or late, the bus will not stop if there is no indication of pupils coming.

CAFETERIA BREAKFAST PROGRAM

- The breakfast program will begin the first day of school in the elementary schools.
- There will be breakfast served when school is on a two-hour delay.
- Breakfast and lunch will **not** be served on a regularly scheduled early dismissal.

CAFETERIA FREE/REDUCED PRICE LUNCHES

If your family qualifies for income eligibility, your children can get free meals or reduced-price meals. A foster child may get free or reduced-price meals regardless of your income. The reduced price is 40 cents for lunch and 30 cents for breakfast. To get free or reduced-price meals for your child, you must complete an application and return it to the school. Applications may be obtained at the cafeteria director's office or the main office.

CAFETERIA POINT OF SALE

The cafeteria uses a computer-based meal line system called “Point of Sale”. This eliminates meal tickets and money being collected at the register. Parents prepay by check or money order and the money is deposited into their child’s account or parents may pay online using the FOCUS Parent Portal by clicking “LunchTime”. As the student makes meal or beverage purchases, the purchases are deducted from their account.

CAFETERIA RULES AND REGULATIONS

- Walk to and from the cafeteria
- Obey lunchroom supervisors at all times
- Always be courteous and helpful
- Always keep your table and floor area clean
- Never throw food or any other objects
- Never touch someone else’s food
- Talk, do not shout
- Clean table and area around you before leaving
- Remain seated until excused
- Students will be dismissed by table
- Do not take food from the cafeteria

CHANGE OF ADDRESS

Parents are required to notify the elementary office when there is any change of address or telephone number.

CHILD ABUSE

School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies (www.compass.state.pa.us/cwis) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.

A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.

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.

COMPLAINT PROCEDURE

It is the desire of this school district to keep teachers involved in the decision-making process as much as possible. Therefore, any complaint/concern regarding a teacher should be brought first to the attention of the teacher by the party issuing the complaint/concern. If a satisfactory solution of the problem cannot be reached with the teacher, parents and students, you may contact the building principal for a solution. If the building principal is unsuccessful in proposing a satisfactory solution to the student or parent problem, the concern may be taken to the superintendent. (In all instances arrangements for an appointment must be made.)

Whenever the superintendent cannot resolve the matter to the satisfaction of the student or parent, policy matters may be taken to the Board of Education providing that the request to be heard by the Board has been made to the superintendent five days before the next regularly scheduled board meeting. All appeals of administrative procedures and non-policy matters stop at the superintendent level and may not be appealed to the Board of Education.

COVID-19 REFERENCE

Please review the Health and Safety Plan located on the Montrose Area School District Website @ www.masd.info. This will provide procedures and guideline the Montrose Area School District will be following during the pandemic.

DETENTION

- Students may not talk, communicate with each other or make disruptive noises of any kind.
- Students must bring sufficient school work to keep busy for the full detention. They may only have textbooks from school classes.
- Students are permitted to bring a healthy snack/water to the detention.
- Electronic devices are not permitted in detention.
- Students must sit quietly and attentively at their desk and may not lay their head on the desk or sleep.
- There will be no interruption of detention without written permission from an administrator.
- Detention will begin at 3:00 pm and students will be excused at 5:00 pm. Parents are asked to be at the school at 5:00 pm to pick up their child. There will be no breaks.
- Breaking any of the above rules may result in further disciplinary action.

DISCIPLINARY PROCEDURES

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed. (PBIS.org)

Students will abide by the following elementary district wide PBIS expectations:

- Be Respectful
- Be Responsible
- Be Safe

Students will earn badges as deemed appropriate by each grade level based on PBIS expectations. When students are not meeting expectations and display infractions against district-wide expectations, the following procedures will be implemented:

Level 1 infractions:

Level 1 infractions will be handled by the teacher within their own classroom management system.

*Teachers may contact their building principal regarding any infractions they deem necessary. These behaviors include, but are not limited to:

- Minor class disruptions
- Minor physical contact
- Dress code violations
- Lying/dishonesty
- Defiance
- Disrespect towards faculty/staff
- Minor aggressive behavior
- Cell phone violation
- Minor technology violation
- Inappropriate language
- Selling items for profit
- Taunting
- Verbal confrontation

Teachers will complete a written referral in FOCUS and will contact parent(s)/guardian(s) to discuss the infraction. If behavior infractions continue and a student receives three level 1 infractions in a marking period, the last infraction becomes a level 2 infraction.

Level 2 infractions:

Level 2 infractions will be handled by the building principal. When a level 2 infraction occurs, a student will be sent to the office immediately and receive a written referral in FOCUS from the teacher. The teacher and/or building principal will contact the student's parent(s)/guardian(s) to discuss the infraction. These behaviors include, but are not limited to:

- Fighting/physical aggression
- Major disrespect/defiance
- School property damage
- Harassment/bullying
- Cyber bullying
- Vandalism
- Theft
- Major classroom disruption
- Possession of a weapon
- Cheating
- Tobacco/nicotine possession, use or sale
- Making threats
- Major technology violation
- Arson
- Forgery
- Detention misbehavior
- Alcohol/drug possession, use or sale

Level 2 infractions will be dealt with by the building principal and appropriate consequences/interventions will be enforced. Possible consequences/interventions include, but are not limited to:

- Counseling session
- Verbal reprimand
- Lunch/recess detention
- After school detention
- Loss of privilege
- In-school suspension
- Out of school suspension
- Expulsion

If a student continuously receives referrals, a behavior intervention plan will be implemented. Behavior interventions will be utilized as deemed appropriate by the MTSS (Multi-Tiered System of Supports) team.

The previous lists are examples of behaviors which may result in the consequences/interventions listed above. The lists are by no means all-inclusive. It is virtually impossible to anticipate rules for all circumstances and rules will be made and employed for unforeseeable actions if the procedure for carrying the rules out does not violate the concept of reasonableness and the procedure is non-arbitrary.

DRESS CODE POLICY GUIDELINES

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 finger-tip length while standing and are not considered lounge or sleep wear.
- Athletic shorts and athletic pants that securely fasten at the waist, are free from holes above the longest fingertip, are not excessively baggy or made of mesh or another sheer or see-through fabric. Athletic pants with a tapered leg or elastic cuff at the ankle.
- Shorts, skirts and dresses which reach to at least the longest fingertip length while standing.
- Any pants designed to be worn skin-tight must be 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, footwear with wheels, and slippers are not allowed);
- Headwear as required for religious beliefs/purposes.

Students may NOT wear, during school hours:

- Coats or jackets, gloves, arm sleeves, etc. designed as outerwear.
- Headphones/ear buds during the school day.
- Hoods or sunglasses during the school day.
- Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted.

ELECTRONIC DEVICES

Any electronic media devices (walkmans, MP3s, IPODs, personal DVD players, IPADS, Smartphones, Smartwatches, etc.) if brought to school are to remain in that student's locker/bookbag in a turned off state and are not allowed to be used during the school day. Students choosing to carry these items to school do so at their own risk. MASD will not be held responsible if these items are lost, stolen, or damaged.

EMERGENCY PROCEDURE FOR DEALING WITH SERIOUS ACCIDENTS AND ILLNESS

On file in the nurse's office are emergency care procedures for dealing with serious accidents or illness, which should be referred to when necessary. When a serious injury or illness occurs, employees shall adhere to the following procedure:

- If a child seems to be seriously injured, do not attempt to move him or her. Phone or contact the nurse, secretary and principal in that sequence.
- If it is necessary to send for help, be certain that an adult remains with the victim.

FIRE DRILLS

Fire drills are very important and necessary for the safety of the students and faculty and may save your life. Fire drill information is posted by the door in each room. Employees shall adhere to these procedures in the event of a fire drill:

- Close the windows.
- Students will follow designated exit instructions: Walk (do not run), refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
- The teacher should be the last one out of the room, should take the emergency folder with student contact information and keys, should close the door, and remain with his/her group.
- The teacher will take attendance once the group has reached its proper distance from the building.
- When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

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 schoolwork 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.

HHEAD LICE GUIDELINES

If a student is found to have head lice, either through a school screening or a parent request, the parent or guardian must remove the child from school. Information on treatment will be provided by the school nurse. The parent must then treat the student with an appropriate treatment, prior to returning to school. The school will screen all known contacts. Upon return to school, the following day, it is recommended that a parent accompany the child for examination by the school nurse for readmission to school. Nits must be removed from the child's head. Parents are to notify the school nurse if they have found lice on their child.

HOMEBOUND INSTRUCTION

Homebound instruction is provided for any student who has a temporary disability which prohibits his/her attendance at school. A pupil may qualify for this type of instruction by providing the school with written verification from a physician. This statement must provide an acceptable reason why the student cannot attend regular classes. The written statement of the medical reason for the 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.

- This program is not to be used in lieu of compulsory school attendance.
- Homebound instruction will be provided only when the absence is of a duration which exceeds ten (10) school days.
- Instruction time shall not exceed five hours per week.
- Instructors used for the program must be certified by the Commonwealth of Pennsylvania.
- The teaching schedule shall be established by agreement between the parents, instructor, and the school district.
- Homebound instruction must have school board approval.
- A student on homebound instruction is not considered to be absent.

It should be understood that homebound instruction is only a stop-gap, temporary program designed to provide educational instruction on a limited basis.

HOMELESS EDUCATION

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ 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.

**DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)):
CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:**

"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.

Migratory children living in above circumstances

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

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.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed

Advocate for and support students and families through school and home visits

Set clear expectations for student behavior, attendance and academic performance

Assist students/families access with community services

Assist students/families with access to tutoring, special education, and English language learner resources

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information contact Greg Adams, Director of Special Education at (570) 278-6219

HOMEWORK ASSIGNMENT BOOK/SHEETS (Grades 4, 5 & 6 only)

The homework book/sheets is/are designed to keep an accurate record of homework assignments and to improve the communication relationship between teachers and parents.

- At the beginning of the school year each teacher will devote time in order to explain the routine for using the homework assignment book/sheets with the class as a whole. This will include the following:
 - where assignments are written, both daily and long term

- when students record them, (as the assignment is given, at the end of the day, etc.)
 - classroom schedule including subject times, recess times, lunch times, and days for specials
- Students take home the assignments each night. Students are responsible for keeping an accurate account of all assignments. In some cases, parents may be required to sign the assignment book/sheets daily, if the teacher feels there is a need with certain students.
 - The teacher checks each student's assignment book/sheets periodically to see that students are using them appropriately.
 - Comments about the student's behavior, messages to the parents, and messages from parents should be written directly to the teacher. Parents should review the assignment book/sheets daily.

HOMEWORK GUIDELINES

A student should not be required to take more than two major tests per day. Term papers, projects, and reports may be assigned to cover a period of days or weeks. Regular daily assignments will continue during long term assignments.

Some general guidelines for homework include:

- Homework should gradually increase from grades Kindergarten through grade six. In the primary grades Kindergarten through grade 3, home assignments are given and should be completed with assistance as needed. In the intermediate grades four through six, the time required for homework depends on how well a student makes use of his/her study time in school, and how he/she concentrates at home.
- Students in grades four through six are encouraged to use an assignment book daily and may be required to do so in some classes. Some students may be required to have their assignment book initialed and checked by teachers and parents daily. Students in grades K-3 will receive some type of written notice, (examples: weekly assignment sheet, homework journal, etc.) Assignments should represent a challenge which can be met with a reasonable amount of effort.
- Homework is to be assigned by teacher to any student going on a family trip. Teachers should be given a weeks' notice to help them prepare required assignments.
- Students experiencing difficulty with homework should speak to their teacher daily. Parents should contact their child's teacher immediately if they have concerns or questions out homework. Good communication is essential in making homework a productive and positive experience.

HOMEWORK REQUESTS DURING ABSENCES

Requests for homework must be presented to the office by note or telephone *before 9 am* to secure homework for that day. Students who are out for only one or two days should obtain their homework on the following day. Arrangements should be made to have books and homework picked up in the school office. Students who request prearranged excuses for *educational trips* or *medical appointments* are responsible for obtaining their assignments from their teachers. All students are responsible for making up class work missed while absent from school. It shall be the student's responsibility to secure the work missed when returning to school.

KINDERGARTEN ENTRANCE REQUIREMENTS

Your child must be five years of age before September 1st in the year in which he is to be enrolled in order to be admitted to kindergarten. State law specifies that no child can be admitted until a birth certificate and immunization record are present. In addition, the child should have a good physical examination prior to the first day of school.

Children entering school for the first time must be immunized (vaccinated) in the following manner:

- (4) Diphtheria-Tetanus vaccine (4th dose after age 4)
- (3) Polio vaccine
- (2) Measles vaccine
- (2) Mumps vaccine
- (2) Rubella vaccine
- (3) Hepatitis vaccine
- (2) Varicella vaccine

This means that no child will be admitted to school for the first time until the above listed immunizations have been completed and the birth certificate presented. Exceptions will be made only for valid medical or religious reasons.

LOST AND FOUND

A box is located in the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the main office. Lost and found articles not claimed within a reasonable amount of time will be discarded.

MEDICATION GUIDELINES

Administering medications is a serious matter with legal implications, administrative complications and possible adverse effects. In order to make administration of medication safe for staff and students, the following must be followed.

I. General Guidelines

- Administering medications is the responsibility of the parent or guardian. All medications that can be administered outside of school hours without serious effects must be given before or after school. For example, medication that is to be given three times a day can be given at breakfast, after school and at bedtime unless otherwise indicated by a physician.
- If there is a question as to whether a medication must be given during school hours, please consult with the school nurse.
- If a dose of medication must be given during school hours, it can be administered at school.
- A physician's order and parent permission is required for all prescription and non-prescription medications. If a parent does not give permission for the school nurse to give their child medication at school, the parent will be responsible for coming to school to give the medication.
- All prescription and non-prescription medication is to be turned in to the school nurse.

- A roster of all students on medication is to be maintained in the nurse's office.
- The school nurse is not responsible for giving missed or late home doses of medication.
- The first dose of any medication should be given at home in case there is an allergic reaction.
- No child should take medication without the direct supervision of the school nurse.
- Proper hand washing should occur before and after administration of medication.

II. Prescription medication should only be administered by the nurse if:

- A physician's order and parent/guardian written permission slip is received at school including child's name, name of MEDICATION, amount of medication needed and time of administration.
- Medication is in the original pharmacy container.
- The medication dosage is the same on the prescription container and the permission slip.

III. Non-prescription medication should only be administered by the nurse if:

- A physician's order and parent/guardian written permission slip is received by the school nurse including child's name, name of medication, amount of medication needed and time of administration.
- A medication is in the original container and labeled with the child's name.

IV. The nurse will not administer medication:

- Without written parent/guardian permission.
- Without a written physician's order for prescription and non-prescription medication.
- From unlabeled containers. Aspirin, acetaminophen (Tylenol), cortisone cream, insect bite products, antacids, antibiotic creams, alcohol, peroxide and other first-aid or over-the-counter products are considered medications. These products should never be given or used without specific written permission.
- Do not accept or give medications that are submitted in household containers, envelopes, or baggies.
- No more than a 30-day supply of prescription medication should be kept at school. Additional medication should be sent home with the parent/guardian. A dose of injectable medication (Epi-pen, glucagon) should be kept at school at all times.
- All medications, except those requiring refrigeration, must be kept in a locked cabinet or box accessible only to the school nurse. Students must not have direct access to medication. Permission slips and physician's orders must be kept in one labeled notebook near medications to decrease the risk of error.

V. Medication on field trips:

- Medication can be given ½ hour early or ½ hour late to meet the needs of the half-day field trip.
- Parents of students taking medication will be notified two days in advance by the school nurse of an all day or overnight field trip. The child will have to miss that dose of medication unless the parent accompanies the child, or a school nurse is available.
- If a school nurse is present on the field trip, he/she will carry the original container and all medication forms in a closed backpack designated for medication.

VI. General Directions

- If a student must carry their medication (Inhaler, Epi-pen), a physician's order must be written stating this need. (Please refer to Board Policy 210.1 – Available in school office or district website)

- Every dose of medication administered to a student must be recorded on the Medication Record Form.
- The school nurse or the Principal's designee must follow-up on all students who do not show-up for their medication.
- Appropriate notes should be made to inform substitutes of a child's medication needs.
- All medication errors must be reported and documented.
- The school nurse must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued or obsolete medication. Medicine, which is not repossessed by the parent/guardian within seven (7) days of notification by the school nurse, is to be destroyed by the nurse in the presence of a witness.

MULTI-TIER SYSTEM OF SUPPORTS (MTSS)

The Multi-Tiered System of Supports (MTSS) is a program available to students needing assistance. The MTSS team assists students who have demonstrated special needs socially, behaviorally or academically.

Parents may get more information about MTSS by talking to a classroom teacher, guidance counselor, school nurse, child study interventionist, school psychologist or the principal.

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.

Directory Information Notice

The School District may disclose certain information, known as directory information, in 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 15th. 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.

Schools across the country with similar programs report significant decreases in suspensions and expulsions, reduced tensions, and an improved school climate overall. In addition to making the school a safer place in which to learn, the skills gained in the training can be applied throughout a student's life contributing to a more peaceful community at large.

PLAYGROUND RULES AND REGULATIONS

The following list of rules is not intended to be inclusive, rather a general list of guidelines for encouraging good student behavior. The supervisor should be prepared to deal with any situation while on duty.

- Remember safety first. Follow the playground rules so that **no one** will get hurt.
- Show respect for others
- Stay away from puddles and mud
- Leave rocks, woodchips, sticks, and other dangerous objects alone
- Stay on the playground unless given permission by the supervisor to leave
- Report all accidents to the playground supervisor.
- When the whistle blows, children must **immediately stop** all games and report to their designated class areas.
- Take turns and play safe on playground structures.
- All balls and other equipment brought to school must have your name on it.

The following are examples of behaviors that are not allowed on the playground. This list is by no means all-inclusive.

- Tackle football, “rumble”, hat snatching, tag, chicken fighting, king of the mountain, dodge ball, or any rough push, shove or tripping activities.
- Stone throwing.
- Hanging onto and physically touching the supervisors.
- Climbing on top of (monkey) ladder bars.
- Snowball throwing.
- Swearing and spitting.
- Standing on swings, twisting around or swinging sideways.
- Riding double on swings.
- Standing when coming down slides.
- Coming down slide head first.
- Grass throwing or mud throwing
- Hardball games.
- Playing on the lawn in the front of the school.
- Walking around the outside or in the building during recess.
- Playing close to windows or under roofed area.
- Ball bouncing against the school.
- Toy trucks and cars on the slides.
- Ball playing on roadway.

RELLEASE OF CUSTODY OF STUDENTS

In all cases of child custody problems, the school district will make it a practice to return the student each day to the custody of the person from whom the school received custody. In situations of divorce or separation, the school will release the custody of the child on any given day to the parent or guardian on record at the time of enrollment.

It is not the function of the school district to determine which of the parents who are separated or divorced is entitled to legal custody of the child. Problems of this nature should be determined by the court. Parents who are seeking custody of a child should be advised to consult legal counsel and pursue their custody through proper channels.

REPORT CARDS AND MID MARKING REPORTS

Students in kindergarten through grade two will receive a progress report every sixty (60) days. Mid-marking period notices will be sent every 30 days to inform parents if a child’s progress is not satisfactory. Students in grades three through six will receive a progress report every forty-five days (45). Mid-marking period notices are sent every twenty-two (22) days to those students experiencing academic difficulty. Mid-marking period notices may also be letters of commendation for students who have done exceptional work.

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 PLAN

In an ongoing commitment to provide a safe learning and working environment for our students and staff, the Montrose Area School District has developed a series of intervention and prevention programs.

A copy of the Safety Plan is located in each principal’s office. Please contact your building principal or the superintendent of schools if you have any questions.

SCHOOL CLOSING

In the event of inclement weather or an emergency situation, the school district may be closed, have a delayed start, and/or be forced to dismiss early for safety reasons. If such a situation were to arise the Montrose Area School District utilizes the television and radio stations listed below in order to disperse that information. All extracurricular /after school activities will be cancelled if school is closed or dismissed early for inclement weather or emergency. The District information will also be listed on the District web page www.masd.info. Parents can, also, sign up for email, text and/or phone notification on One Call Now.

TELEVISION:

WNEP TV (Channel 16)
WBNG TV (Channel 12)
WYOU TV (Channel 22)
WBRE TV (Channel 28)

RADIO:

WHWK (98.1 FM).
WKRZ (98.5 FM & 1340 AM)
WPEL (96.5 FM & 1250 AM)
WAAL (99.1 FM)
WARM (590 AM)
WNBF (1290 AM)

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 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 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.

S EARCHES

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 for reasonable cause and that student flees from the search, he/she may be suspended from school and/or face other disciplinary action.

S EXUAL HARASSMENT POLICY

The Montrose Area School District strives to maintain a working and learning environment free from sexual harassment. A copy of the District SEXUAL HARASSMENT POLICY is available on the school's website, www.masd.info, under school board link. Please contact your building principal or the superintendent of schools if you have any questions. If you feel your child has been a victim of sexual harassment, please contact the building principal or the superintendent of schools.

S MOKE FREE SCHOOL POLICY

The Board recognizes that smoking and the use of tobacco products and electronic nicotine devices presents a significant health and safety hazard which can have serious consequences for the smoker and non-smoker and the safety of the district and is, therefore, prohibited on school grounds. It is the intent of the Board to provide a healthful environment for all students, staff, and visitors by having the district be smoke, tobacco and vape free.

S PECIAL 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 and visual acuity. Speech and Language skills, 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.

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

The District contracts with the NEIU #19 for hearing therapy, orientation and mobility therapy and vision therapy. The district also contracts for services from third party providers for Occupational Therapy and Physical Therapy. These programs are offered in district buildings. Students with more extensive disabilities are provided an educational program in "off campus" schools or agencies. These disabilities may include: intellectual disabilities, conduct disorders, serious emotional disturbance, neurological impairment, 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 September 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 or from the District's Special Education Department located in the Administration Building behind the High 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: Greg Adams, Director of Special Education (570) 278-6219.

STANDARDIZED TESTING PROGRAM

The testing program in the elementary grades provides for mandated statewide tests (P.S.S.A. – PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT) in English Language Arts and Mathematics at grade three through six which will be taken in April 2020. Fourth grade students will also take the science PSSA.

Second grade students will take the OTIS-LENNON SCHOOL ABILITY TEST (OLSAT) in October.

Parents will receive individual test reports for both the Pennsylvania State Assessment and the OLSAT. Questions about testing should be directed to the elementary guidance counselor or the building principal.

STUDENT ACCIDENT INSURANCE

The Montrose Area School District makes student accident and dental insurance available for parents to purchase for their children. The School District will assume no liability for students who do not have accident insurance.

STUDENT DEBT

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. (Board approved 8/11/97)

TECHNOLOGY ACCEPTABLE USE POLICY for STUDENTS

A copy of the TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS is located on the school's website, www.masd.info, under the school board link. Please contact your building principal or superintendent of schools if you have any questions.

VISITORS

Upon entering the school all visitors must report to the main office to sign in. A sign-in book is provided for visitor use. Violation of this procedure will be subject to the state law regarding trespassing in school. All visitors must have a visitor pass while in the building. Passes are available in the main office.

Students are not permitted to bring guests to school without prior administrative approval. Guests who arrive without approval will be sent home at the expense of the student who brought them.

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, cutting tool, Nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

A copy of the DANGEROUS WEAPONS POLICY is available on the school's website, www.masd.info, under the school board link. Please contact your building principal you have any questions, please contact the building principal or superintendent of schools.

WITHDRAWAL FROM SCHOOL

A parent or guardian of any student moving to another school must complete a "student withdrawal form" which is available in the main office. This form will allow for books and equipment to be returned, payment for lost or damaged items, and for classroom and school clearance by teachers, the school nurse, and the main office. The guidance office will make arrangements for the transferal of all student records and/or transcripts.