

**STUDENT/PARENT HANDBOOK**

**2011 - 2012**

**Montgomery Middle & High Schools  
120 Penn Street  
Montgomery, PA 17752  
(570) 547-1608**



**ADMINISTRATION**

**Mr. Michael Prowant**  
*Middle/High School Principal*

**Mrs. Linda L. Gutkowski**  
Director of Curriculum and Instruction

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## BOARD OF SCHOOL DIRECTORS

President  
Vice-president  
Treasurer

Bonnie R. Taylor  
Adam R. Diggan  
Gary L. Yocum

D. Todd Baker  
Gabriel P. Blasi  
Jody L. Budman  
Christopher J. Johnson  
Augustine F. Spizzirri  
Paul E. Stryker

Steven W. Rupert  
*Business Manager and  
Secretary to the Board*

## ADMINISTRATION

**Mrs. Daphne L. Ross**  
Superintendent

**Mr. Michael Prowant**  
*Middle/High School Principal*

**Mrs. Linda L. Gutkowski**  
Director of Curriculum and Instruction

## EQUAL OPPORTUNITY STATEMENT

The Montgomery Area School District declares itself to be an Equal Rights and Opportunities School District. As an Equal Rights and Opportunities School District, it does not discriminate in employment, programs, services, or activities based on race, color, national origin, sex, religion, age, or handicap, in accordance with State and Federal laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the American Disability Act of 1990. Inquiries should be directed to: Montgomery Area School District, 120 Penn Street, Montgomery, PA 17752. (570) 547-1608

## **MISSION STATEMENT**

The mission statement of the Montgomery Area School District, as the leader of an educational partnership with the community, is to ensure that all students will become independent learners, will acquire respect for self and others, and will attain the knowledge and skills needed to become successful, productive members in the ever changing global community.

### **Lycoming-Sullivan County Performance Standards Coalition Mission Statement**

The Montgomery Area School District is a member of the Lycoming and Sullivan County Performance Standards Coalition. The Mission Statement, Value Statement, and Vision Statement of the Coalition follow:

**Mission Statement** – The school districts of Lycoming and Sullivan Counties will implement a standards-based educational program that is driven by rigorous and benchmarked academic standards, classroom instruction that is standards-based, and standards-based assessments which provide data to improve the effectiveness of the educational program enabling students to function in society and demonstrate increased academic performance.

**Value Statement** – That matters most to us is our students and their educational experiences, opportunities, preparation, and achievements.

**Vision Statement** – Students in Lycoming and Sullivan Counties will meet the standards necessary to compete in a global economy.



## **INTRODUCTION**

The purpose of the *Student Handbook* is to give school district students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our schools.

In a case of conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail.

Students and parents/guardians should be aware that this document is reviewed annually since policy adoption and revision is an ongoing process. These changes will generally supersede the provisions found in the handbook, which will become obsolete by the newly adopted policy. The handbook is not a contract between the school and parents/guardians or students. It can be amended at any time at the discretion of the district. If policy changes are enacted during the school year, the administration will communicate those changes to students, staff and parents/guardians.

## STAFF

### Administration

Mr. Michael L. Prowant	<i>Middle/High School Principal</i>	HS Office	<a href="mailto:mprowant@montasd.org">mprowant@montasd.org</a>
Mrs. Linda L. Gutkowski	<i>Director of Curriculum &amp; Instruction</i>	HS Office	<a href="mailto:lgutkowski@montasd.org">lgutkowski@montasd.org</a>

### Grades 6 – 8

<b>6th Grade Team</b>	<b>Assignment</b>	<b>Room #</b>	<b>E-Mail</b>
Mr. John Cloud	Science	S28	<a href="mailto:jcloud@montasd.org">jcloud@montasd.org</a>
Mrs. Amy Gillum	LanguageArts/Social Studies	S25	<a href="mailto:agillum@montasd.org">agillum@montasd.org</a>
Mr. Mark Poeth	Math	S24	<a href="mailto:mpoeth@montasd.org">mpoeth@montasd.org</a>
<b>7<sup>th</sup> Grade Team</b>			
Mrs. Danielle Hack	Math	S22	<a href="mailto:dhack@montasd.org">dhack@montasd.org</a>
Mrs. Kelly Kurtz	Science	S26	<a href="mailto:kkurtz@montasd.org">kkurtz@montasd.org</a>
Mrs. Brittney Monoski	Language Arts	S21	<a href="mailto:bmonoski@montasd.org">bmonoski@montasd.org</a>
<b>8<sup>th</sup> Grade Team</b>			
Mrs. Penny Becher	Math	S13	<a href="mailto:pbecher@montasd.org">pbecher@montasd.org</a>
Mrs. Jessica Carpenter	Language Arts	S14	<a href="mailto:jcarpenter@montasd.org">jcarpenter@montasd.org</a>
Mrs. Shelly Heinrich	Science	S27	<a href="mailto:sheinrich@montasd.org">sheinrich@montasd.org</a>
Mr. Paul Roman	Social Studies	S15	<a href="mailto:proman@montasd.org">proman@montasd.org</a>
<b>Special Service Team</b>			
Mrs. Tara Bartlett	Physical Education	Gym	<a href="mailto:tbartlett@montasd.org">tbartlett@montasd.org</a>
Mr. Jeff Deisher	Title I	S12	<a href="mailto:jdeisher@montasd.org">jdeisher@montasd.org</a>
Mrs. Tammy Frederick	Exceptional Children Education	S29	<a href="mailto:tfrederick@montasd.org">tfrederick@montasd.org</a>
Ms. Heather Kresock	Exceptional Children Education	S29	<a href="mailto:hkresock@montasd.org">hkresock@montasd.org</a>
Mrs. Mary McGarvey	Art	Art Room	<a href="mailto:mmcgravey@montasd.org">mmcgravey@montasd.org</a>
Mrs. Dianne McCormick	Librarian	Library	<a href="mailto:dmccormick@montasd.org">dmccormick@montasd.org</a>
Mrs. Carina McNear	Music Technology	T04	<a href="mailto:cmcnear@montasd.org">cmcnear@montasd.org</a>
Mrs. Betty Marr	Business/Computer Technology	T09	<a href="mailto:bmarr@montasd.org">bmarr@montasd.org</a>
Ms. Lynnette Murray	Physical Education/Health	Gym	<a href="mailto:lmurray@montasd.org">lmurray@montasd.org</a>
Mrs. Kathleen Nichols	Exceptional Children Education	S23	<a href="mailto:knichols@montasd.org">knichols@montasd.org</a>
Mrs. Susan Palazzo	Music	Music Room	<a href="mailto:spalazzo@montasd.org">spalazzo@montasd.org</a>
Mr. Kevin Rank	Technology Education	Annex Shop	<a href="mailto:krank@montasd.org">krank@montasd.org</a>
Mr. Brian Rehn	Instrumental Music	Band Room	<a href="mailto:brehn@montasd.org">brehn@montasd.org</a>
Mrs. Janet Sellard	Consumer Science Technology	Home Ec	<a href="mailto:jsellard@montasd.org">jsellard@montasd.org</a>

### Nurse

Mrs. Heather Walton	Nurse	Nurse Office	<a href="mailto:hwalton@montasd.org">hwalton@montasd.org</a>
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### Classified

Mrs. Kathy Carey	Aide	<a href="mailto:kcarey@montasd.org">kcarey@montasd.org</a>
Mrs. Lonnie Ensanian	Aide	<a href="mailto:lensanian@montasd.org">lensanian@montasd.org</a>
Mrs. Carol Hoover	Aide	<a href="mailto:choover@montasd.org">choover@montasd.org</a>
Mrs. Deb Jackson	Aide	<a href="mailto:djackson@montasd.org">djackson@montasd.org</a>

**STAFF**

**Grades 9 – 12**

	<b>Assignment</b>	<b>Room #</b>	<b>E-Mail</b>
Mr. Paul Bozella	English	S17	<a href="mailto:pbozella@montasd.org">pbozella@montasd.org</a>
Mr. Eric Brown	Science	T08	<a href="mailto:ebrown@montasd.org">ebrown@montasd.org</a>
Mrs. April Burchell	Exceptional Children Education	S03	<a href="mailto:aburchell@montasd.org">aburchell@montasd.org</a>
Mr. Aaron Cole	Math	T14	<a href="mailto:acole@montasd.org">acole@montasd.org</a>
Ms. Julia Fakete	Exceptional Children Education	S16	<a href="mailto:jfakete@montasd.org">jfakete@montasd.org</a>
Ms. Nina Green	Chemistry	T11	<a href="mailto:ngreen@montasd.org">ngreen@montasd.org</a>
Mr. Brett Hofstrom	Mathematics	T16	<a href="mailto:bhofstrom@montasd.org">bhofstrom@montasd.org</a>
Mr. Bradley Laidacker	Social Studies/Drivers Education	S05	<a href="mailto:blaidacker@montasd.org">blaidacker@montasd.org</a>
Mrs. Betty Marr	Business & Computer Technology	T09	<a href="mailto:bmarr@montasd.org">bmarr@montasd.org</a>
Mrs. Dianne McCormick	Librarian	Library	<a href="mailto:dmccormick@montasd.org">dmccormick@montasd.org</a>
Mrs. Carina McNear	Vocal Music	T04	<a href="mailto:cmcnear@montasd.org">cmcnear@montasd.org</a>
Mr. Ryan Monoski	Mathematics	T13	<a href="mailto:rmonoski@montasd.org">rmonoski@montasd.org</a>
Ms. Lynnette Murray	Physical Education/Health	Gym	<a href="mailto:lmurray@montasd.org">lmurray@montasd.org</a>
Mr. Kevin Rank	Technology Education	T05	<a href="mailto:krank@montasd.org">krank@montasd.org</a>
Mr. Brian Rehn	Band Director/Instrumental Music	Band Room	<a href="mailto:brehn@montasd.org">brehn@montasd.org</a>
Mrs. Lee Robinson	Biology	T12	<a href="mailto:lrobinson@montasd.org">lrobinson@montasd.org</a>
Mrs. Leanne Roughton	English	S07	<a href="mailto:lroughton@montasd.org">lroughton@montasd.org</a>
Mrs. Abigail Saul	English	S06	<a href="mailto:asaul@montasd.org">asaul@montasd.org</a>
Mrs. Janet Sellard	Consumer Science Technology	T01	<a href="mailto:jsellard@montad.org">jsellard@montad.org</a>
Mr. Michael Snyder	Social Studies	S04	<a href="mailto:msnyder@montasd.org">msnyder@montasd.org</a>
Mr. Alfred Stola	Art	Art Room	<a href="mailto:astola@montasd.org">astola@montasd.org</a>
Mr. Joseph Stoudt	Spanish	T15	<a href="mailto:jstoudt@montasd.org">jstoudt@montasd.org</a>
Mrs. Billie Jean Tyler	Exceptional Children Education	S03	<a href="mailto:bt Tyler@montasd.org">bt Tyler@montasd.org</a>
Mr. Christopher Ulrich	Technology Education	T02-T06	<a href="mailto:culrich@montasd.org">culrich@montasd.org</a>
Mr. Tyler Woolever	Technology Education	T03-T07	<a href="mailto:twoolever@montasd.org">twoolever@montasd.org</a>

**Classified**

Mrs. Carol Hoover	Aide	<a href="mailto:choover@montasd.org">choover@montasd.org</a>
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**Office/Support Staff**

		<b>Location</b>	<b>E-Mail</b>
Mrs. Tara Bozella	Guidance Counselor	Guidance	<a href="mailto:tbozella@montasd.org">tbozella@montasd.org</a>
Mrs. Virginia Hill	Secretary	HS/MS Office	<a href="mailto:vhill@montasd.org">vhill@montasd.org</a>
Mrs. Denise Liscum	Guidance Counselor	Guidance	<a href="mailto:dliscum@montasd.org">dliscum@montasd.org</a>
Mrs. Keri Nasdeo	School Psychologist	Lib. Conf. Rm.	<a href="mailto:knasdeo@montasd.org">knasdeo@montasd.org</a>
Mr. Jeremy Rhodes	Technology	Tech Center	<a href="mailto:jrhodes@montasd.org">jrhodes@montasd.org</a>
Mr. Jason Rupert	Secretary/AD	HS/MS Office	<a href="mailto:jrupert@montasd.org">jrupert@montasd.org</a>
Mr. James Thomas	Technology	Tech Center	<a href="mailto:jthomas@montasd.org">jthomas@montasd.org</a>

Please visit [www.montasd.org](http://www.montasd.org) to view or print district calendar.

## EMERGENCY CLOSING

In the event of snow or other emergency weather conditions, school closing or delay will be announced on the following radio stations, local television stations and school district website.

Parents and staff will also receive a telephone message from parent-link.

### Radio Stations

WILQ-FM	105.1	WWPA-AM	1340
WHOT-FM	103.9	WLYC-AM	1050
WFXX-FM	99.3	WFXX-AM	1450
WQKX-FM	102.7	WQKX-AM	1400
WMLP-FM	100.9	WMLP-AM	1380

### Local Television Stations

WNEP Channel 16  
WBRE Chanel 28  
WYOU Channel 22

### District Web-Site

[www.montasd.org](http://www.montasd.org)

### Marking Periods

November 1, 2011	First Marking Period Ends
November 8, 2011	Report Cards Issued
January 17, 2012	Second Marking Period Ends
January 24, 2012	Report Cards Issued
March 22, 2012	Third Marking Period Ends
March 29, 2012	Report Cards Issued
June 1, 2012	Fourth Marking Period Ends

### Progress Reports

Progress reports due in the office on:

September 28, 2011  
December 7, 2011  
February 21, 2012  
April 30, 2012

### MAPP Information

MAPP begins on September 6. There will be no MAPP December 19-23. Map Ends on May 11.

**BELL SCHEDULES**

**Grade 6**

7:25 - 7:40 Morning Read  
 7:40 - 8:22 Specials  
 8:25 - 10:12 Block I  
 10:15 - 10:45 Lunch  
 10:48 - 12:31 Block II  
 12:31 - 2:15 Block III  
 2:15 - 2:55 MAPP

**Specials**

Art  
 Keyboarding  
 Music  
 Physical Education

**Grade 7**

7:25 - 7:40 Morning Read  
 7:40 - 9:33 Block I  
 9:33 - 10:47 Block IIA  
 10:50 - 11:20 Lunch  
 11:23 - 12:03 Block IIB  
 12:03 - 1:31 Block III  
 1:31 - 2:13 Specials  
 2:16 - 2:55 MAPP

**Specials**

Home Economics  
 Physical Education  
 Keyboarding  
 Technology

**Grade 8**

7:25 - 7:40 Morning Read  
 7:40 - 9:00 Block I  
 9:00 - 9:55 Block II  
 9:55 - 10:37 Specials  
 10:40 - 11:10 Lunch  
 11:13 - 12:44 Block III  
 12:44 - 2:15 Block IV  
 2:15 - 2:55 MAPP

**Specials**

Keyboarding  
 Health  
 Music Technology  
 Technology

**GRADES 9 – 12 BELL SCHEDULE**

Doors open	7:25 am
Breakfast	7:25 – 7:37
Late to 1 <sup>st</sup> Period (Tardy)	7:40
Announcements	7:40 - 7:43
Period 1	7:40 - 8:22
Period 2	8:25 - 9:07
Period 3	9:10 - 9:52
Period 4	9:55 - 10:37
Period 5	10:40 - 11:22
Period 6A	11:28 - 12:10
Lunch A	11:28 - 11:58
Period 6B	12:01– 12:43
Lunch B	12:13 –12:43
Period 7	12:46 - 1:28
Period 8	1:31 - 2:13
Announcements	2:10 - 2:13
MAPP	2:16 - 2:55

**2 HOUR DELAY – BELL SCHEDULES FOR GRADES 6 – 12**

**Middle School**

**No Special for Grades 6 and 8**

6<sup>th</sup> Grade 9:40 – 10:15  
 7<sup>th</sup> Grade 9:40 – 10:53  
 8<sup>th</sup> Grade 9:40 – 10:40  
 Remainder of Day

**High School**

9:40 – 10:05 Period 1  
 10:08 – 10:37 Rotating Periods 2, 3, 4  
 Remainder of Day



### Early Dismissals

The administration strongly encourages parents to schedule doctor and dentist appointments after school hours. When this is not possible, parents must submit notification in writing to the attendance office prior to the appointment (**the day before or no later than 8:00 a.m. the day of**) and clearly state the exact time and place of the appointment and the name of the doctor or dentist. Students should return to school as soon after their appointment as possible and bring with them notification from the doctor that the appointment was kept and the time of departure from the doctor's or dentist's office and submit same to the attendance officer upon return to school.

### Legal Absence

According to Pennsylvania School Code **Excused Absences are:**

**...personal illness      ...impassable roads**  
**...family quarantined    ...death in immediate family**

Pre-approved excused absences may be granted by the administration for educational reasons. Students must obtain the proper forms from the office at least one week prior to the absence. The form must be signed by the parent or legal guardian and returned to the office for approval.

Any pupil **legally absent from school does have make-up privileges** equal to the amount of absentee time. It is the student's responsibility for making arrangements with the teacher to make up work after returning to school. Failure to make up work will result in a zero.

A student will be recorded present for any day that he/she is present at a place other than school with the approval of the principal for the purpose of attending a school activity that has been officially authorized. This may include field trips, athletic contests, music festivals, student conventions, internships, and similar activities.

### Illegal Absence

Three days of unexcused absence during any one school year are allowed by law before legal action is taken.

**When a student accumulates three illegal days, an official notice will be issued to the parents/guardians informing them that a fine will be assessed for all subsequent illegal days.** The Montgomery High School follows Section 1333 of the State Code and board policy # 204 concerning penalties for violation of compulsory attendance.

Recent changes in state law have increased fines to a maximum of \$300 per offense. Fines can be levied against students and/or parents. Students can also lose their driver's license, or the right to apply for a license, if they are found in violation of Pennsylvania compulsory attendance laws.

**A pupil absent from school must bring to the office on the day he returns to school a written excuse signed by his/her parent or guardian stating the cause of the absence and the date.** The excuse will be kept on file and be ready for inspection by any school official. Failure to present this excuse will result in the absence being classified as unexcused. **Failure to submit a written excuse within three days of absence will result in an illegal day.**

**A medical excuse, signed by a physician, may be required of any student who demonstrates chronic or excessive absenteeism.**

Students are required by state law to attend school until the age of 17.

**If a student is absent illegally from class, the work missed at that time cannot be made up.**

Students whose names are on the active membership roll, who are at anytime in the school term **absent from school for 10 consecutive school days, shall thereafter be removed from the active membership roll** unless one of the following occurs:

- the district has been provided with evidence that the absence may be legally excused
- compulsory attendance prosecution has been or is being pursued.

### **Educational Trips**

The Board of School Directors recognizes that educational travel experiences for students enhance and enrich the learning opportunities provided in the Montgomery School District. A maximum of five days per year are granted on an individual basis for approved educational trips, provided that all missed assignments are gathered before the planned trip and returned completed within five days after returning from approved trip. If missed assignments are not completed within one week of school, the days missed will become illegal days. The information below must be completed and submitted to the building principal at least one week prior to the anticipated absence for an education trip.

- A student must bring in a note from parent or guardian regarding the details of the trip to the office
- The student will receive a "Trip Request Form" from the office
- The "Trip Request Form" must be signed by the parent or legal guardian and returned to the office for approval
- After approval is given, the request form must be signed by each of the student's teachers prior to the trip
- Assigned work during student absences must be made up
- The student must be under the direction and supervision of an adult acceptable to both the school and the student's parents or guardians.

NOTE: We would like to emphasize the term "educational." We recognize the need for students to be out of the classroom for various occasions. Consequently, we are encouraging parents to use this procedure only after consideration of their student's academic and social performance.

### **CODE OF CONDUCT**

- I. All students have the right to learn, and the responsibility to contribute to an environment where others can learn, realize their potential, and teach.
- II. All students have the right to be treated with respect, kindness, and courtesy, and the responsibility for treating others with respect, kindness, and courtesy.
- III. All students and staff have the right to be safe, and the responsibility to contribute to a safe environment for others.
- IV. All students have the right to be proud of their efforts and accomplishments, and to be proud of the Montgomery Area High School, and have the responsibility to contribute to a positive school climate.

### **DISCIPLINE**

#### **GENERAL PHILOSOPHY OF DISCIPLINE**

The discipline policy listed on these pages applies to student conduct in all school-related activities and programs including bus transportation, and all extracurricular activities such as dances, athletic events, and other school related functions.

Discipline situations range from minor breaches of general decorum through criminal acts punishable in courts of law.

Proper classroom behavior standards as designed by each individual teacher should be reasonable, known to the students, and applied fairly in all circumstances. Punishments for breaches of these standards are at the discretion of the teacher and should parallel the degree of the offense. The punishments, likewise, need to be known, reasonable, and fairly applied. This is in keeping with the assertive discipline philosophy of classroom behavior management.

## **Specific Rules and Regulations**

### **Offenses**

#### **LEVEL I**

(These offenses will usually be handled by the classroom teacher unless they become Level II offenses.)

- Unexcused lateness to class.
- Sleeping in class.
- Public display of affection.
- Violation of classroom rules.
- Inappropriate behavior that disrupts instruction.
- Cheating.
- Possession of non-instructional devices such as radios, tape players, walkmans, squirt guns, water bottles, trading cards, electronic games, etc. at anytime.

#### **LEVEL II**

- Smoking or chewing tobacco or "look a like" products (possession of/use of) all violators will be cited and suspended.
- Being in the hallway without a pass.
- Cutting class.
- Truancy.
- Gambling.
- Refusing to following directions of school personnel.
- Failure to complete assigned detention.
- Falsification of records, excuses, passes, etc.
- Leaving school grounds without permission.
- Obscene language, gestures, and or material.
- Continuation of unmodified Level I behavior.
- Throwing food or other objects.
- Rude disrespect to teachers, staff, or other students.
- Harassing another student (intimidation, physical or psychological).
- Inappropriate use of computer network and/or equipment.
- Continuation of unmodified Level I behavior.

#### **LEVEL III**

(Severe clause - Any actions considered severe by school personnel will automatically go to Level III.)

- Threatening harm to school personnel, student, or visitor.
- Fighting.
- Assault and/or battery on school personnel, student, or visitor.
- Vandalism - defacing school property or property of visiting school.
- Sexual harassment.
- Extortion.
- Indecent exposure.
- Theft/possession/sale of other's property.
- Throwing potentially dangerous objects.
- Arson or false alarms.
- Bomb threats.
- Violation of vehicle code.
- Possession and/or use of firecrackers or explosives.
- Possessing deadly weapon.
- Controlled substance abuse (drugs and alcohol).
- Commission of any other act punishable under the Pennsylvania Crimes Code.
- Continuation of unmodified Level II behavior.

### **CONSEQUENCES**

**Level I** - Verbal reprimand  
Teacher detention  
Notification of parent or guardian by teacher

Office referral will usually result in offense moving to higher level.

**Level II-** Notification of parents or guardian by staff member  
Alternative placement (might include removal from class or activity, detention, or supervised placement, etc.)  
Extended detention  
Out-of-school suspension

**Level III-**Notification of parents or guardian by staff member  
Extended detention  
Out-of-school suspension  
Notification of law enforcement officials  
Expulsion.

\*Behavior is expected to improve. If the same or other offenses continue, the level of consequences will progress from Level I to Level II to Level III.

**Reasonable force may be used** by teachers and administrators under any of the following circumstances:

.....to quell a disturbance

.....to obtain possession of weapons or other dangerous objects for self-defense

.....for the protection of persons or property.

### **DETENTION**

Detention as a form of discipline, **is the detaining of a pupil when he/she would otherwise have been dismissed from school or allowed to participate in another activity.**

Detention will be held from 3:00 p.m. until 4:30 p.m. or other specified times.

**Bus students and students holding after school jobs are not excused from detention. Parents or guardians will be responsible for transportation to their home on assigned detention date(s).**

#### **Office Detention**

***The following regulations apply:***

- Detention will be held daily, Monday through Thursday.
- Students must be in the after-school detention room by 3:00 p.m. and may not leave until detention is over.
- Students will not be admitted to the detention room unless they have books or other school materials for study.
- Students will not be permitted to enter detention with food unless it is lunch detention.
- Students in detention are not permitted to talk or study together.
- Students will be given one day advance notice of after-school detention.

***If any student does not report to detention as assigned:***

- **1st offense:** Double length of time in detention
- **2nd offense:** ISS
- **3<sup>rd</sup> offense:** OSS

Students are not permitted on school property during OSS.

**A Parental conference is required in any suspension exceeding three (3) days.**

Detention will be assigned by an administrator.

#### **Teacher Detention**

**Teachers may assign detention after school in their classrooms.** If a student does not serve a teacher detention, he/she will be referred to the office and will **receive double the length of time** in an office detention.

**Teacher detention will be assigned in half hour blocks.**

Students must be given 24 hours notice unless mutually agreed upon by the student, parent and teacher.

**Teacher detention may not begin before 3:00 p.m.**

**HOMEWORK HALL**

The library will be open from **2:16 p.m. until 2:55 p.m.** for students who wish to do library research, use computers, work on group projects, or need extra help with schoolwork.

Students who are having difficulty in class, or who are not completing assignments, may be recommended for homework hall, and/or may be assigned homework hall by the principal .

Students wishing to attend homework hall must get permission from the building principal. The building principal will prepare a roster for homework hall on a daily basis.

**SUSPENSION**

**Students are not permitted on school property during Out of School Suspension.**

**Exclusions From School**

- A. The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusion affecting certain exceptional students shall be governed by 22 Pa. Code 13.62 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement.)
- B. Exclusion from school may take the form of suspension or expulsion.
  - 1.1 Suspension may be given by the principal or person in charge of the public school.
  - 1.2 No student shall be suspended until the student has been informed of the reason for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
  - 1.3 The parents and the superintendent of the district shall be notified immediately, in writing, when the student is suspended.
  - 1.4 When the suspension exceeds 3 school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8 (c) (relating to hearings).
  - 1.5 Suspension may not be made to run consecutively beyond the 10 school day period.
  - 1.5 Students shall have the responsibility to make up exam and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
- (2) Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8 (relating to hearings).
- (C) During the period prior to the hearing and decision of the board of school directors in an expulsion case the student shall be placed in his normal class except as set forth in subsection (d).
- (D) If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with an alternative education that may include home study.
- (E) Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

- (1) The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district superintendent.
- (2) If the parents or guardians are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must contact the parent and pending the parent's or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.
- (3) If the approved educational program is complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act, to ensure that the child will receive a proper education.

### **Hearings**

- (A) Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, this is a fundamental element of due process.
  - (B) A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
- (1) The following due process requirements are to be observed with regard to the formal hearings:
    - 1.1 Notification of the charges shall be sent to the student's parents or guardian by certified mail.
    - 1.2 Sufficient notice of the time and place of the hearing must be given.
    - 1.3 The hearing shall be held in private unless the student or parent requests a public hearing.
    - 1.4 The student has the right to be represented by counsel.
    - 1.6 The student has the right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
    - 1.7 The student has the right to request that any such witnesses appear in person and answer questions or be cross examined.
    - 1.7 The student has the right to testify and present witnesses on his own behalf.
    - 1.8 A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
    - 1.9 The proceeding must be held with all reasonable speed.
  - (2) Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.
  - (3) The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
    - 3.1 The informal hearings are meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
    - 3.2 The following due process requirements are to be observed in regard to the informal hearing.
      - a. Notifications of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
      - b. Sufficient notice of the time and place of the informal hearing shall be given.
      - c. A student has the right to question any witnesses present at the hearing.
      - d. A student has the right to speak and produce witnesses on his behalf.
      - e. The district shall offer to hold the informal hearing within the first five days of suspension.

**POSSESSION / USE OF TOBACCO, TOBACCO PRODUCTS, AND "LOOK ALIKE"  
PRODUCTS**

The Board recognizes that use of tobacco by students presents a health and safety hazard which can have serious consequences for both users and non-users.

For purposes of this policy, tobacco shall be defined as a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form.

The Board prohibits students from possessing and using tobacco at any time in a school building, on a school bus, and on school property.

A student convicted of possessing or using tobacco in a school building or on a school bus or school property shall be fined up to \$50 plus court costs or admitted to alternative adjudication.

**TOBACCO-FREE FACILITY AND GROUNDS**

The Board recognizes that smoking and the use of tobacco products presents a health hazard which can have serious consequences both for the smoker and the nonsmoker and is, therefore, of concern to the Board. The purpose of the Clean Air Act 168 of 1988 is to protect the public health and to provide for the comfort of all parties by regulating and controlling smoking in certain public places and at public meetings and in certain workplaces.

For the purpose of this policy "smoking" shall mean all uses of tobacco products or tobacco-like products.

In order to protect the student, staff, and visitors from an environment that is harmful to them, and because the district cannot condone the use of tobacco in any form because of its health effects, the district prohibits the use of all tobacco and/or tobacco looking products by all persons in all school buildings, on all school grounds and in all school vehicles at all times.

**CHEMICAL SUBSTANCES**

The Drug Awareness Montgomery Area School District Policy #227 as well as The Drug Device and Cosmetics Act of 1961 and "**Look Alike Drugs**" Law Act #23 of 1982 will be enforced. **Any infraction of these laws is a misdemeanor and will be dealt with accordingly.**

**NO SMOKING** in the building, Policy 323, 423, 523 for everyone are in effect for all school sponsored activities.

**Underage Drinking**

IT'S THE LAW! ..... Underage drinking will cost you your driver's license.

*The law says that anyone under 21 whom is convicted of:*

- Lying about their age to buy alcohol.
- Buying alcohol.
- Carrying false ID cards *will receive:*

First Offense..... 3 Month Suspension

Second Offense....1 Year Suspension

Third Offense.....2 Year Suspension

Teenagers without a license will begin the suspension on their 16th birthday -- preventing them from getting a driver's permit. Not only will you have your license suspended, but you will pay fines up to \$500.00, and if you falsely claim a minor is of drinking age, you will pay a \$300.00 fine.

**Remember:** The suspension will be imposed, even if the violation has nothing to do with driving.

## **INELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES AND SCHOOL SPONSORED EVENTS**

The Montgomery Area School District's policy #227 addresses Drug and Alcohol Awareness as it relates to the educational, legal and remedial aspects of a student's drug/alcohol use. This policy outlines the reasonable expectations and responsible behavior from all members of the student body during the school year. The School Board recognizes that coaches and advisors have the right, and are expected, to establish and enforce their own rules regarding behavior. However, with regard to the use of alcoholic and unlawful controlled substances, the School Board has established standards for response. Refer to Policy #227 on the district web site for specific information for offenses and consequences at [www.montasd.org](http://www.montasd.org).

### **TERRORISTIC THREATS / ACTS**

The Board recognizes the danger that terrorist threats and acts by student's presents to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

#### **DEFINITIONS:**

**Terroristic Threats:** shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**Terroristic Act:** shall mean an offense against property or involving danger to another person.

#### **AUTHORITY:**

The Board prohibits any district student from communicating terrorist threats or committing terroristic acts directed at any student, employee, board member, community member or school building.

The Board directs the superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The superintendent shall be responsible for developing procedures to implement this policy.

Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

The building principal shall immediately inform the superintendent after receiving a report of such a threat or act.

When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The building principal may immediately suspend the student.
2. The building principal shall promptly report the incident to the superintendent.
3. Based on further investigation, the superintendent may report the student to law enforcement officials.
4. The superintendent may recommend expulsion of the student to the Board.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require prior to readmission, that the students provide competent and credible evidence that the student does not pose a risk of harm to others. In the case exceptional students, the district will take all steps necessary to comply with the Individuals with Disabilities Education Act and follow Board policy.

## HAZING

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

For purposes of this policy **hazing** is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or membership in or affiliated with any organization recognized by the Board.

**Endanger the physical health** shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, drug or controlled substance, or other forced physical activity that could adversely affect the physical health or safety of the individual.

**Endanger the mental health** shall include any activity, that would subject an individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exposure from social contact, forced conduct which could result in extreme embarrassment, or any forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if a student willingly participates.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school sponsored student activity. No student, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.

The Board encourages students who have been subjected to hazing to promptly report such incidents to the building principal.

District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.

Students, administrators, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal.

The district shall annually inform students, parents, coaches, sponsors, volunteers and district staff that hazing of district students is prohibited, by means of:

- electronic availability of written policy
- publication in handbooks
- presentation at an assembly
- verbal instructions by the coaches or sponsor at the start of the season or program
- posting of notice/sign.

### **COMPLAINT PROCEDURE:**

1. When a student believes that he/she has been subject to hazing, the student shall promptly report the incident, orally or written, to the building principal.
2. The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.
3. The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, and others directly involved, as appropriate.
4. If the investigation results in a substantial finding of hazing, the

principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Conduct.

5. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

## **WEAPONS**

Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons in accordance to policy.

“Dangerous weapon” means any weapon, device, instrument, material or substance, animate or inanimate, this under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.

Any loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property is subject to seizure or forfeiture.

Violation of this policy shall require that the incident be reported to the student’s parents and may be reported to the police.

This policy shall also require that the proceedings for the expulsion of the student involved, or with students who assist possession in any way, shall be initiated immediately by the building principal.

## **SEXUAL HARASSMENT POLICY**

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students or adults through conduct or communications of a sexual nature. (Policy #248)

## **BULLYING/CYBERBULLYING**

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, written, verbal or physical act or series of acts directed at another student or students, which occur in a school setting and/or outside 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.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the

district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report:

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

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to the students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district web site, if available.

#### Education

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

#### Consequences For Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- Counseling with 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.
- Referral to law enforcement officials.

### **USE OF DOGS TO SEARCH SCHOOL PROPERTY**

The District supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, staff and student body concerning the use or possession of illegal substances.

It shall be the policy of the school district to permit the administration to periodically invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances.

The dog must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions.

The administration shall authorize the search and have a designee on hand while the search is taking place.

All school property such as lockers, classrooms, parking areas and storage areas may be searched.

Individuals shall not be subjected to a search by dogs. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for further search by school officials.

Once notification has been given to parents and students, through the inclusion of the policies in the student/parent handbook and/or the school newsletter, the school district will have met its obligation to advertise searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.

Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances(s) on school property.

## **MONTGOMERY AREA SCHOOL DISTRICT STUDENT SERVICES PLAN**

### **Counseling Services**

#### **K-5 Kindergarten Screening**

The elementary school counselor coordinates all aspects of the kindergarten screening process. The screening is administered to determine the child's developmental age and readiness for skills generally taught in kindergarten.

Rather than a kindergarten "entrance exam", the screening is a tool to help identify a child's strengths and weaknesses in some readiness areas as well as to provide information which will be helpful in planning for next year's kindergarten beginning activities. No child will be excluded from kindergarten as a result of the screening.

#### **K-5 Developmental Classes**

As part of the services included in the counseling program, regularly scheduled classes at each grade level are provided by the elementary counselor. The goals of these classes are to encourage the greatest possible development as a means for assuring academic success and emotional well-being. These classes also provide an opportunity for the counselor to establish a rapport with individual students to increase effectiveness when and if the need to work with individual problems arises.

#### **K-12 Standardized Testing Program**

Standardized tests provide valuable data on individual students and provide a means to monitor progress throughout the school years as well as providing an evaluation of the total program offered by the district. The counselor coordinates the administration of standardized test. These consist of achievement tests administered annually to selected grades.

#### **K-12 Diagnosis of Special Needs**

Referrals for academic and behavioral screening may come from a variety of sources including parents, teachers, and the Instructional Support Team.

Before any student is placed in a Special Education program, extensive screening is conducted to determine the exact needs of that individual child. The counselor conducts initial screening and makes observations of the child in classroom settings before requesting further testing by the School Psychologist. Following such screening, the counselor helps interpret the results to teachers and parents and contributes to the team designing, if appropriate, an individualized program for the child.

**K-12 Parent Consultation**

The home environment plays an extremely important role in the total growth of a student. The counselor confers with parents concerning the home environment and their role in their child's academic and social/emotional development and provides tools for parents to use to maximum student growth. Consultation with parents includes providing parents with information regarding available guidance and counseling resources as well as information and orientation to parents concerning future educational alternatives which are available for pupils. In addition, the counselor provides information and interpretation of individual and standardized test results. The secondary counselor provides parent consultation in areas such as social, academic, or career concerns. The parents are assisted in understanding their child's experiences while at school. Parent contact is always made when a concern is present. Some areas of concern may include social interactions, unsuccessful academic progress, or failure to be prepared for graduation.

**K-12 Coordination with other Agencies**

The school is part of the larger community and must frequently work with other community agencies to insure maximum support for the development of each child. The counselor works cooperatively with representatives of community services on the student's behalf and often serves as the school's liaison with other community agencies such as Mental Health/Mental Retardation, Children and Youth Services, CareerLink, and various counseling agencies.

**K-12 Small Group Counseling**

Students in elementary and secondary school frequently encounter social and emotional problems that interfere with academic progress. When groups of students are identified as having similar needs or problems, they may meet with the counselor who offers small group sessions designed to help children work on these issues. Topics for small group sessions vary from year to year, but typically include the following:

- Stress and Anger Management
- Self-Esteem
- Friendship/Peer Relationships
- Changing Families

Referrals for group counseling may come from a variety of sources, including parents, teachers, and students themselves.

**K-12 Individual Counseling**

Some children experience unique adjustment problems that affect their academic work. The counselor works with such students as a result of student requests or referrals from teachers or parents. An atmosphere is created which enables students to feel comfortable discussing their concerns. The counselor helps the students develop a better understanding of themselves, their assets and limitations. Services are provided which help students solve their problems and make personal and social adjustments. The counselor seeks out students whom they know to have special concerns, in addition to students who self-refer as part of the open door policy

**K-12 Teacher Consultation**

The elementary counselor provides continuing assistance to teachers as they seek to meet the needs of all students. This could include help to the teacher in his individual contact with children, sharing knowledge of child development, interpreting test results, assessing the individual child's potential and achievement, and assisting in individualized educational programs. The counselor may initiate, coordinate, and participate with teachers in conferences with parents.

The secondary counselor also provides teacher consultation in areas such as behavioral or academic concerns. The teachers and counselor discuss student concerns and decide the best course of action to benefit the student. Teachers and counselor remain in contact to monitor the students' progress.

## 6-12 Student Assistance Team- START

The student assistance team is comprised of faculty members, the nurse, the school psychologist, the Principal, the school outreach worker, the guidance counselor, and the drug and alcohol counselor. The team meets several times a month to discuss students at risk for drugs and alcohol or mental health issues. A student is referred to the team by students, parents, or faculty and information is collected on that student. After the information is reviewed by the team, a determination is made as to whether or not assistance is warranted. The team may decide to recommend for drug and alcohol, mental health, or counseling for both. Parent contact is made and if permission is granted the counseling begins. At the end of the school year the team also completes a review of the students serviced throughout the year.

### Start is...

- an identification program
- an intervention program
- a referral program

### Start is not...

- a counseling program
- a treatment program
- a discipline program

### How can you know if a person is “at risk” for suicide or drug abuse?

- Generally you can watch for changing patterns of appearance, performance and behavior.

### These are some common clues:

- change in physical appearance and health;
- downward turn in grades
- increase in tardiness, absenteeism
- moodiness;
- withdrawn or change in friends;
- possession of drugs or paraphernalia;
- odor of drugs or “cover up” scents;
- talk of suicide or death;
- giving away possessions;
- sudden good mood, following a depression

### How can YOU help?

- Watch for signs
- Listen to the person – do not judge.
- Encourage the person to talk to a trusted adult, remember, you are not a counselor.
- Go with the person if necessary
- Do NOT promise “not to tell.” If you think it’s serious, trust your feelings. Friendship sometimes means taking risks.
- Take care of yourself too. It is stressful to feel responsible for a friend. Talk to someone you trust.

### Where can YOU go for help?

- In School or CALL 547-1608
- Crisis & Emergency Services  
CALL 326-7895 **24 hours (day or night)**

### **9-12 Scheduling**

The secondary school counselor assists students in schedule planning and course selection. The students are advised on core course selection as well as appropriate electives. The counselor ensures that all graduation requirements are met in addition to proper credit completion. Approval of changes in a student's educational program also goes through the counselor.

### **9-12 Transition Counseling**

The secondary school counselor provides services which aid students in formulating and carrying out appropriate educational and vocational plans. The counselor conducts career interest inventories with students to assess their abilities and interests and then matches them to potential careers. Ensuring that students take the appropriate courses to prepare them for their future plans is also the responsibility of the counselor. The counselor organizes the graduation project which is an independent project focusing on career aspirations to be completed through the grades 9-12. Several tests are organized and/or administered by the counselor which help to prepare the students for the future: ASVAB, PSAT, SAT, and AP exams. The counselor collaborates with college admissions representatives to arrange visitations and informational meetings. The counselor contacts the PHEAA representative to arrange Financial Aid Night for the parents and students. The appropriate forms such as the FAFSA are also made available to the students. The counselor assists students in researching colleges and technical schools, college applications, and contacts admissions offices with concerns. The counselor supervises the maintenance of the career center by organizing and providing resources books and college literature. The counselor ensures that all seniors have plans for after graduation and have taken the necessary steps to achieve them.

## PSYCHOLOGICAL SERVICES

### Referral of Children for Screening and Evaluation

The Montgomery Area School District has screening and evaluation procedures to identify children needing special education services, gifted support services, or requiring accommodations through 504 plans. Referrals for screening or evaluation can be requested by a teacher or parents. Parents suspecting that a child may have a disability or require gifted support services can request a screening or an evaluation by contacting the Local Education Agency. No formal evaluation can be conducted without written parental consent.

### Screening of Children

Screenings may include speech and language, occupational/physical therapy, health/medical, academic/behavioral screenings. Academic and behavioral screenings are conducted by the school counselor/school psychologist. Screening may be conducted without parental consent. Results of screenings may lead to intervention by the Instructional Support Team (IST), to a referral to an outside agency /service provider, or to a request for a formal psycho-educational evaluation by the School Psychologist/MDT team.

### Evaluation of Children

Psychoeducational evaluations are conducted by a Multi-Disciplinary Team (MDT) to determine such things as the child's learning ability, achievement levels, behavior patterns, physical abilities and communication skills. The team may include, but is not limited to a school psychologist, a special education teacher, gifted support teacher, speech therapist, counselor, occupational and physical therapists, and other staff as necessary. Methods used in the evaluation include, but are not limited to, classroom observations, review of educational and medical records, assessment results, and input from multiple sources (parent, teacher, student, etc.). Results of the evaluation are reviewed by the team to determine if special education services, gifted support services, or a 504 plan are required in order for the student to receive an appropriate education. If services are recommended, parents are part of the team that develops an Individual Education Program (IEP) or 504 plan.

## Coordination of Services

The School psychologist works with parents, teachers, and outside agencies to insure appropriate coordination of services and treatment for students.

**\*Transition Council:** The local transition council provides assistance to help graduating students and their parents prepare for post-secondary goals. The council consists of the representatives from the following agencies: Office of Vocational Rehabilitation, Metal Health/Mental Retardation, Careerlink, Center for Independent Living, Blast IU 17, HOPE Enterprises/Community Employment Services.

**\*Early Intervention Transition:** Early Intervention staff and Montgomery Area School District staff, in addition to the parents of early intervention students, use these transition meetings to discuss and arrange appropriate programming for incoming kindergarten students identified with special needs.

**\*Interagency Meetings:** Participation in CASSP meetings/Wraparound meetings/Partial Hospitalization programming meetings is required to arrange services and placements for students with behavior and social emotional needs

**\*BLaST IU 17:** MASD's utilization of BLaST IU 17 educational programs and services are coordinated by the school psychologist, including special education classroom placements, EXPLORE (school to work program), ESY, Behavioral Support, itinerant services (vision support, emotional support, audiology, hearing support, mobility)

**\*Parent-Teacher Consultation:** The School Psychologist consults with teachers and parents in a collaborative effort to develop appropriate academic and behavioral interventions and to monitor the effectiveness of such interventions.

## **CONFIDENTIALITY OF RECORDS**

The school district has developed policies to ensure that all records are confidential. Only school personnel are permitted to see a child's file. Anyone else must have written approval of the parent to see the file or to receive copies of information in the file. Parents can review the child's file and challenge the validity of any record, or challenge the maintenance of information on file. All records are reviewed every summer by school personnel and any no longer needed to plan the child's education program are destroyed. However, parents are notified first and permitted to review or copy this information. Federal regulations give both natural parents access to their child's education records unless there is a court order, state statute or legally binding document prohibiting access.

## **HOME AND SCHOOL VISITOR/SOCIAL WORK SERVICES**

### **Wrap-Around Services**

Staff from Wrap-Around service providers play a visible role in support students in the school setting. Wrap-Around services include Therapeutic Support Staff (TSS), Behavioral Specialist Consultant, and Mobile Therapist. The purpose of these services is to develop goals, provide special goal-oriented counseling to the individual child, and to assist the family in establishing a stable home environment.

*Therapeutic Support Staff (TSS):* The TSS supports and redirects the student in the school setting, exchanging information and collaborating actively with the classroom teacher in the manner identified within the treatment plan. In this way, the TSS's efforts not only support the child's coping, but also assist the teacher and school in making necessary individualized accommodations to benefit the child over time, that the TSS need not continue indefinitely.

*Behavioral Specialist Consultant (BSC):* The BSC provides behavioral intervention consultation services to the treatment team for a child or adolescent with a serious emotional disturbance who may need special behavioral management protocols. These services are designed to be consultative in nature rather than direct service to the child or family.

*Mobile Therapist:* The Mobile Therapist provides child-centered family-focused psychotherapy using a variety of strengths-based modalities as described in the child's treatment plan. The therapist can meet with the school personnel; to gather information, coordinate treatment, and develop behavioral approaches.

### **Outreach Counselor**

An outreach counselor provides services in the school setting to students with behavioral and social emotional needs and their families. Students are identified through the START team, Instructional Support Team, and counselor referral. The outreach counselor provides direct counseling services to students and families, acts as a liaison between families and outside agencies, and consults with school personnel on behalf of students' need.

### **Elect Program**

The Elect Program is a service provided for those students who become pregnant. After student contact is made by the counselor, parents are contacted to obtain permission for the student to meet with the Elect Program representative. During the meetings the representative assists the student with concerns and acquiring services such as WICC and the Access Card.

### **Drug and Alcohol Services**

West Branch Drug and Alcohol representatives and Crossroads Counseling work with our students who have been referred to the SAP team for drug and alcohol concerns. The West Branch representative first completes an assessment on the student after getting parental permission. If the assessment deems drug and alcohol counseling necessary, the student receives counseling through Crossroads Counseling which is usually entitled Early Intervention.

## HEALTH SERVICES

The Montgomery Area School District Health Services strengthens the educational process through attention to the health status of children and adolescents. Good health is basic to sound education and productive living. Programs are integrated with community and health agencies to strengthen and reinforce the family and supplement rather than replace the function of the home.

### **SCHOOL HEALTH IS NOT A MEDICAL SERVICE. IT IS A PREVENTATIVE SERVICE INTENDED TO ENCOURAGE AND SUPPORT PARENTS' DECISION-MAKING RESPONSIBILITIES FOR THE HEALTH CARE OF THEIR CHILD.**

State mandated health services are provided by the Montgomery Area School District nursing staff to public schools. A certified school nurse (CSN) is currently employed.

In addition to the certified school nurse, a part-time licensed practical nurse (RN/LPN) is currently employed. The RN/LPN functions under the supervision of the CSN to whom she is assigned.

A school board approved doctor serves as a consultant for the health program and participates in mandated services and sports physicals.

A school board approved dentist serves as a consultant for the dental health program and participates in state mandated services.

### **Minor Illness and Dismissal from School**

1. An emergency card should be on file for every student in a building. It is the parent's responsibility to update the information on the card as necessary.
2. Students coming to the health office from the middle/high school must have a pass signed by their classroom teacher with the time noted.
3. Students are **not** to call their parents/designee to come for them. School personnel will evaluate the student's condition. If the student is too ill to remain in school, parent/guardian or designee will be called and arrangements made.
4. Students who have their own cars at school may drive home only with parent/guardian or designee and ms/hs administration permission.  
and if judged to be fit to drive by the nurse and parent/guardian or designee.
5. Only parent/guardian or designee may give permission for a child to be sent home. Pupil emergency cards are kept in designated areas in each school.
6. If a parent/guardian or designee cannot be reached, the child will be kept in school.
7. Transportation is a parental responsibility. The school will not provide transportation for students.
8. Exceptions to the above procedure can be made at the discretion of the school nurse, after consultation with the building administrator.

### **Policy for Exclusion and Re-Entry for Communicable Conditions**

For the welfare of all students and staff, certain regulations must be enforced when a communicable condition is suspected. The rules established by the Pennsylvania State Department of Health are intended to provide a safe and healthy environment.

1. A student suspected of having a contagious health condition will be sent home with an exclusion notice. Parents/guardians are required to take the student to their family doctor for diagnosis and treatment. Expenses of the examination and treatment are paid for by the family.
2. Students so excluded must be reexamined by the school nurse upon return to school. A note from the physician allowing the return must be brought to the nurse.

### **Exclusion from School for Pediculosis (Head Lice and/or Nits)**

1. Head checks of all elementary students will be made periodically throughout the year by the school nurse. Also, any student suspected of head lice or nits will have his/her

- head inspected by the school nurse. If lice or nits are found, the student will be sent home.
2. The parent/guardian or authorized party will be contacted so the student will be able to be taken home. Instructions for the treatment will be given to the parents.
  3. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will return to the school with the student along with the bottle of shampoo which was used to treat the student's hair. The nurse will inspect the hair in the presence of the parent/guardian or designee and if the student is NIT FREE, he/she will be permitted to resume school activity. If nits are still present, the student is returned home for additional treatment. Procedure for re-entry will be repeated. The nurse will inspect the student's head once per day.
  4. Parents are responsible to provide transportation to and from school until the condition is cleared.
  5. All days resulting from this exclusion in excess of three calendar days will be declared illegal.
  6. A form will be sent home with each student notifying parents that a case or cases of head lice have been found in their child's classroom.

## **Health Registration Requirements**

### Transfer

Immunization records are required for a student to start school in the Montgomery Area School District. If you have these with you, please be sure to give them to the secretary to make a copy. If you do not, please draw this to the attention of the secretary who will immediately fax a signed request to your child's previous school. Your child may not start school until we receive the immunizations from their previous school.

### Health Pre K/Kindergarten Registration

Proof of current required Pennsylvania immunizations will be required for students to attend pre k/kindergarten.

## **Diabetic Policy**

Students should have an:

- Individual Health Plan, including:
  - data/information sheet
  - diabetes information and treatment goals
  - emergency goals.
- Blood Glucose Testing – Recommendations:
  - students should be permitted to test their blood glucose in school:
    1. Nurse's Office
    2. Classroom – if a student prefers to check their blood glucose in the classroom, the following criteria is required:
      - a. Physician sign-off on the student's competency to accomplish this skill in the classroom.
      - b. Parents must provide a blood glucose meter, test strips, a lancing device, supply of lancets (a non-reusable lancet is recommended), emergency glucose source for treatment of hypoglycemia.
      - c. Proper disposal of blood contaminated articles must be done by putting them in a plastic bag before disposal.
- Goals of Treatment (Insulin) - Recommendations
  - Written orders from the student's physician outlining dose and indications for insulin administration
  - Insulin stored appropriately
  - Students with insulin pumps should keep extra batteries in the nurse's office.
  - A physician's order for insulin injections should be included in the IHP in case of pump malfunction (insulin doses should be indicated)
  - Student's parents should provide insulin in case insulin pump malfunctions (should include appropriate insulin and vehicle to administer it)
- Meals/Snacks – Recommendations:
  - Each IHP should include:
    1. Provision of snacks when indicated by parents
- Physical Activity/Exercise/Sports - Recommendations

- Students with diabetes should participate fully in school physical activity
- The IHP should specify any contradictions to exercise
- The need for a snack prior to activity should be detailed
- Student should be allowed to carry emergency glucose on them
- Parents of students with diabetes should make sure that coaches are aware of the diabetes
- School Trips – Recommendations:
  - The student should be allowed to attend all school trips
  - Consideration should be given to having a nurse, parent or a parent’s designee accompany the student with diabetes on a school trip
  - Parents of a student with diabetes should provide extra snacks in case of emergency
- School Bus - Recommendations
  - All bus drivers of children with diabetes should be made aware of the symptoms associated with hypoglycemia and hyperglycemia
  - Bus drivers should know which children have diabetes
  - Consideration may be given to seating a student with diabetes in the front of the bus or in an area that can be easily seen by the bus driver
  - Students with diabetes need to be allowed to eat/drink during the bus ride should it be medically necessary
- Emergency Situations (Hypoglycemia) - Recommendations
  - IHP should include indications of hypoglycemia for each individual student and recommended treatment
  - IHP should include specific accommodations and modifications needed for test and exam taking
  - Allow all students with diabetes to have readily available CHO on their person
  - School personnel should be informed of the student’s diabetes and of the need to seek assistance from the school nurse when necessary
  - If students with diabetes need treatment in the nurse’s office for hypoglycemia, they should always be accompanied by a responsible other
  - Glucagon administration must be ordered by attending physician
  - The school should have a list of designated trained individuals who can administer Glucagon in the absence of a health care professional
- Emergency Situations (Hyperglycemia) – Recommendations:
  - IHP should include indications of hyperglycemia for each individual and recommended treatment
  - Students with diabetes should be allowed BRP and access to water or sugar-free drink as necessary

### **General Medication and Treatment Policy**

Ideally, all medications and treatments should be given at home. However, the Montgomery Area School District personnel will cooperate with parents and physicians if a student must receive a medication or treatment during school hours. The following regulations will apply to the administration/supervision of medications/treatments in school. Failure to follow the guidelines will result in your child not receiving prescribed medication.

#### Prescription Medication/Non- Prescription Medication

1. Upon written or faxed (547-6055) request from the physician to school personnel individually prescribed medication or treatments will be administered/ supervised. Included in the request must be the date, name

- of student, name of medication/treatment, dosage, diagnose of condition being treated and time to be administered. **(The label on the outside of the bottle is NOT a physician order.)**
2. The request form must be signed by the parent/guardian indicating that the medication/treatment be administered as prescribed by the physician.
  3. All medication must be in a pharmaceutical acceptable container and labeled with the student's name, physician's name, date of prescription, name of medication, dosage and frequency and name and phone number of the pharmacy.
  4. In the absence of the CSN or RN/LPN, the principal/designee will supervise the self-administration of medication.

#### Miscellaneous Medication Regulations

1. Any medication to be administered during the school day should be taken to the nurse's office immediately upon arrival at school. If the nurse is not in the building, the medication should be taken directly to the school secretary for storage in the nurse's office. **STUDENTS ARE NOT PERMITTED TO CARRY (OR STORE IN THEIR LOCKER) ANY MEDICATION.**
2. The nurse will not take verbal orders for any medications to be given during the school day. Also, any change to an existing order must be in writing.
3. Cough drops are not available in the nurse's office. If you wish to have your child take cough drops, please send them to school with your child. Please label the cough drops with your directions for dispensing (i.e., as needed, one every four hours). Elementary students should give the cough drops to his/her teacher upon arrival at school.
1. If a student is instructed by their doctor to keep medication with them, the nurse must have a written order from the doctor stating this requirement.
2. If the unused/expired prescription is not picked up by the last day of school, the school nurse will destroy/discard any unused/expired medication. This act will be witnessed by a district employee if the medication to be discarded is a controlled substance.
3. The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.
4. **IT IS THE RESPONSIBILITY OF THE STUDENT TO REPORT TO THE NURSE'S OFFICE OR THE MAIN OFFICE FOR HIS/HER MEDICATION AT THE PROPER TIME.**
5. Medication that is ordered three times a day may be given before school, after school and at bedtime unless the physician indicates on the prescription order form that it must be given at lunchtime.
6. Narcotic pain relievers are inappropriate for administration during the school day and, therefore, will not be administered.
7. The first dose of any prescription medication must be administered at home.
8. If tablets must be cut, the parent is responsible for cutting them and sending in the correct dosage to school.

#### Medication for Field Trips

If your child needs to take medication while on a field trip, please send it with the child in a container labeled with your child's name, the name of the medicine, when it should be given and the dosage. This medicine should be given to your child's teacher the morning of the trip.

#### Pain Medication

Tylenol will not be given until 2 hours after the start of school or 2 hours before dismissal.

#### **Pennsylvania State Mandated Screening Process**

Height and Weight (grades Pre K-12)  
Vision (grades Pre K-12)  
Hearing (grades Pre K-3, 7 and 11)  
Scoliosis (grades 6 and 7)  
BMI (grade Pre K-12)

## **Pennsylvania State Mandated Examinations**

### **Physicals**

Kindergarten, 6<sup>th</sup> grade and 11<sup>th</sup> grade students: The School Health Law requires medical examinations for these students. We recommend that your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Private physicals done by your family health care provider cannot be administered any earlier than one year prior to the first day of the school year for that grade. Sports physicals done during the school year will also be accepted.

### **Dentals**

1st, 3<sup>rd</sup> & 7<sup>th</sup> grade students: The School Health Law requires dental examinations for these students. We recommend that your family dentist do this examination since he/she can best evaluate your child's dental care and assist you in obtaining necessary treatments and/or corrections. Private dentals done by your family health care provider cannot be administered any earlier than one year prior to the first day of the school year for that grade.

### **School Exams**

The school offers physical and dental examinations. Physical exams and dental exams performed at the school require a written parental consent form that will be sent home prior to these exams being administered. If the form is not signed for a school examination and returned to the school, no exam will be administered. This form will be mailed to you at the end of the preceding school year. Please specify whether you want a private or school exam and return it to the school by the end of September either way.

### **Emergency Cards**

An emergency card will be sent home with each child at the start of each school year. Please fill it out completely and return promptly. The school nurse must have the name and number of a person to contact if your child becomes ill in school and you are not at home. Please inform the nurse's office and the middle school and high school office if you have a change of address, phone number, or person to be contacted in case of emergency if you are not available.

### **Emergency Transportation**

Due to the wide range of potential situations for injury and illness, the wide range of parental attitudes regarding these situations, and financial liability concerns, the nurse's office will make every attempt to contact parents prior to requesting emergency transportation for a student. Parents will be asked to make a determination as to how they wish their child to be transported. The nursing staff may make recommendations but the final decision will be made by the parent. If circumstances do not permit time or the ability to establish parental contact, the nursing staff will make the final decision as to when and how a student will be transported for emergency care. **(Expenses for emergency transportation are paid for by the family.)**

### **911 Procedures**

The 911 county communications services will be utilized when a student is in need of emergency treatment. Parental consent is preferred for this procedure. In the event that a parent/guardian or family member cannot be reached, a medically compromised student shall be sent without immediate parental consent. A copy of the student's emergency card will be sent for emergency purposes as this card has written parental consent for transport.

### **SPECIAL EDUCATION SERVICES**

- 6-12 All special education services as mandated by state law are available from the Montgomery Area School District. Specific information regarding these services ay be obtained fomr the special education office by calling the school district at 570-547-1608 ext. 138.

### **ENGLISH LANGUAGE LEARNER SERVICES**

- 6-12 The Montgomery Area School Distic has comprehensive plan designed to determine the need for ELL Services for its students.

All students have been administered a home language survey, which determines whether further assessment is necessary. Students who are placed in the ELL program are provided with a wide range of services designed to facilitate the ELL student's individual needs as determined by the results of the Woodcock-Munoz Assessment, consultation with parents and ongoing diagnosis of academic success.

## GENERAL INFORMATION

### AGENDA BOOKS

The Montgomery Middle School uses the Agenda Book Organizer for all students. The purpose of the planner is to help students organize their work, to inform parents about student's assignments and to communicate between school and home. Students write down the objective for each class, homework assignments for the next day and long term projects for each course. There is a section in the planner for the teacher to write a message to the parent and for the parent to send a message to the teacher. It is also used to record and keep track of grades, and progress toward the performance standards.

Teaching organization to students at the middle school level is important because learning is enhanced by good organization and planning, the ability to visualize a schedule and the effective use of time.

### COMPUTER USE POLICY

The use of school computer resources, including the internet, is not a right; it is a privilege and with its use comes responsibility. Inappropriate use of school technology will result in the cancellation of the privilege of using it may also result in additional disciplinary sanctions. Acceptable use of the computer network must support education and academic research which would match the mission and educational computer use by students. Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of the network etiquette, plus state and federal laws. For more information regarding this policy log on to [www.montasd.org](http://www.montasd.org) policy 815.

### DRESS

In order to provide an educational climate with the fewest distractions possible, the following guidelines of dress have been established for the school. Students should arrive at school each day dressed to work at a variety of academic activities. Clothing should be comfortable and relaxed but extremes which may detract from the educational experience should be avoided.

It is the responsibility of every student to keep him/herself, clothes and hair clean, neat in appearance, and well groomed. Certain **provisions governing dress** have been established to prevent hazard to health and safety, interference with schoolwork, disruption of the educational process, or damage to school property.

**These provisions specify that:**

Unsafe or unsanitary footwear will not be permitted in the school for safety and health reasons.

- Clothing, **including tee shirts**, buttons or other insignia intended to mock, ridicule, otherwise demean or provoke others because of race, religion, national origin, or individual views, or which condone or promote the use of alcohol, tobacco, or drugs are prohibited.
- Any clothing that can cause a disruption to the educational process, i.e., revealing, suggestive, or offensive, will not be permitted. Shirts should be of length to cover the student's mid section. **Tank tops, halter-tops and spaghetti straps are not permitted.**
- Accessories that are distracting, dangerous, or may cause damage, i.e. **chains, spiked jewelry**, etc. are not permitted.
- Excessively **baggy pants and pajama bottoms** will not be allowed. Pants must fit appropriately. Pant legs may not touch the floor or cover the feet.
- No body piercing, except for ears, will be allowed. IE, Facial, oral, and naval piercings that are observed in school will not be permitted.

- No “unnatural” (pink, blue, green, etc.) hair colors will be allowed. Distracting styles may also be disallowed by the administration’s judgment.
- All hats must be placed in the student lockers upon arrival to school.

**Determination of extremes and inappropriateness of dress shall rest with the school administration.** It is the district's desire to maintain a standard of good grooming that will reflect in a positive way upon the school, the student and his/her home. The administration is empowered to provide the best learning environment possible for all students and shall use professional judgment to eliminate factors which compromise the integrity of the learning environment.

### **DRIVING/PARKING**

Use of the students parking facilities at the school is a privilege. Students are expected to drive carefully and park properly. Permits are required for parking in the student parking lot. See Mr. Prowant to acquire a permit.

### **STUDENT USE OF ELECTRONIC DEVICES AT LUNCH**

Students will be permitted to use Electronic Devices during their lunch period **ONLY** under the following criteria:

- All phones will remain on vibrate during assigned lunch periods.
- All I pods must have head phones attached during lunch periods.
- Students are not permitted to call or text any student in class.
- Students are reminded that they must adhere to the present policy as stated in the Student Handbook as outlined below at all times in regard to taking photographs, recording of audio or video, and possession of any device that provides for an unfiltered connection to the internet.
- Violation will result in those punishments as outlined below.

The use of electronic devices at lunch may end at any time if violations of the Electronic Devices policy increase. The success of this program depends on you the STUDENTS.....

### **ELECTRONIC DEVICES/CELLUAR TELEPHONES**

Possession of laser pointers and attachments and telephone paging devices/beepers by students on school property, on buses an other vehicles provided by the district is prohibited.

The **use** of personal communication devices by students during the school day is prohibited, except during students assigned lunch period.

The **use of** cellular telephones that have the capability to take photographers or record audio or video during the school day in district buildings, on district property and while students are engaged in school-sponsored activities is prohibited.

- 1<sup>st</sup> Offense – cell phone will be kept in the office until the end of the day.
- 2<sup>nd</sup> Offense – parents must pickup cell phone in the office.
- 3<sup>rd</sup> Offense – cell phone will remain in the office until the end of the year.

The district’s appropriate use of the Internet and CIPA Laws prohibit the **possession and use** of any device that provides for a wireless, unfiltered connection to the internet.

The district shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

## FOOD/BEVERAGE

Food and beverages are not allowed to be consumed except in the cafeteria area unless given special permission by an administrator.

## FOOD SERVICE

### General rules

Food and beverages may only be consumed in the cafeteria during breakfast or lunch. **Food and beverages are not allowed in the hallways or classrooms unless special permission is given by an administrator.**

### Breakfast

Breakfast will be served in the cafeteria from 7:25 a.m. until 7:37 a.m. and is available for \$1.00, the reduced breakfast price is 30 cents. The following procedures and rules will be in effect:

- Students may report to cafeteria **only if they order breakfast.**
- **Students may not report to breakfast after 7:37 a.m.**
- Tardy students **will not** be admitted to breakfast.
- Students are not allowed to charge breakfast.
- **ALL CAFETERIA RULES ARE IN EFFECT AT BREAKFAST.**

### Lunch

There are designated lunch periods and students must eat during the lunch period assigned them. Students may bring lunch or buy from the cafeteria. Students will not be permitted to "order out" and have food delivered. Lunch is available for \$1.65 and the reduced lunch price is 40 cents.

Adult prices: Breakfast \$1.45; Lunch \$2.45.

**Students are required to have a pass to be admitted to the lunchroom, if they arrive more than five (5) minutes after the start of the lunch period.**

### ***Cafeteria rules to be observed at all times:***

- no running to, from, or in the cafeteria
- no throwing food or objects
- no breaking or pushing in line
- if a student wishes to buy lunch, he/she must use their own money
- students may be assigned a seat in the cafeteria
- cafeteria misconduct will result in disciplinary consequences as determined by the principals
- follow instructions of Teacher, Aide, or Administration.

## CHARGING OF CAFETERIA MEALS

Parents/Guardians are solely responsible for providing their children with money for lunch, or packing a lunch from home. If for any reason a parent/guardian cannot afford to provide a lunch for their child, free and reduced lunch applications are available in the school offices.

### Middle School – 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> Grade

No student will be permitted to carry more than two (2) unpaid charges at any time.

No meal will be served after two (2) charges.

**High School – 9th, 10th, 11th & 12th Grade**

No student will be permitted to carry more than one (1) unpaid charge at any time.

No meal will be served after one (1) charge.

Parents/Guardians will be notified through Parentlink and a charge notice will be sent home with the student of each charged meal to prevent a student from not receiving a lunch.

Parents/Guardians and students are encouraged to deposit money in their account so that adequate money is readily available to purchase school lunches and breakfasts. This will eliminate the need for the parent/guardian to send money with the student each day. This also helps increase the speed of the serving line. Parents/Guardians can deposit money by sending a check or cash with their student to school. The cafeteria manager will provide regular negative balance notifications to the building principal to be sent home with students. See policy 808.1 for more information.

## GRADING

### Weighting

Courses at the Montgomery Area High School will be weighted.  
The weighted value of the courses is as follows:

CP English 9	1.00	Spanish & French I	1.00	Computer Assist. Art	1.00
Honors English 9	1.04	Spanish & French II	1.00	Broadcasting	1.00
CP English 10	1.00	Spanish & French III	1.00	Theatre	1.00
Honors English 10	1.04	Spanish & French IV	1.04	Digital Imaging I	1.00
CP English 11	1.00	Spanish & French V	1.08	Web Journalism	1.00
Honors English 11	1.04				
CP English 12	1.00	Intro to Engineering (Draft I)	1.00	Art I	1.00
AP English	1.08	Auto CAD (Drafting II)	1.08	Art II	1.00
English Composition/ Oral Communications	1.08	Drafting III	1.00	Art III	1.00
				Art IV	1.00
Algebra I/Geometry	1.00	Const. Hand & Power Tools	1.08	Portfolio Preparation	1.00
Honors Geometry	1.04	Framing Principles (Const. II)	1.00		
Algebra II/Geometry	1.00	Construction Tech III	1.00	Computer Applications	1.00
Honors Algebra II	1.04			Computer Application II	1.00
Algebra II/Trigonometry	1.00	Manufacturing I	1.00	Accounting I	1.00
Pre Calculus/Trig	1.04	Manufacturing II	1.00	Accounting II	1.00
Trigonometry/Stats	1.00	Manufacturing III	1.00	Formatting Doc. Proc I	1.00
Statistics	1.00			Formatting Doc. Proc II	1.00
Calculus	1.04	Graphic Comm. I	1.00	Entrepreneurship I	1.00
AP Calculus	1.08	Graphic Comm. II	1.00	Entrepreneurship II	1.00
		Graphic Comm III	1.00		
Biology	1.00			Physical Education	1.00
Honors Biology	1.04	Pastry Arts I	1.00	Health	1.00
Chemistry	1.00	Pastry Arts II	1.00		
Honors Chemistry	1.04	Culinary Arts I	1.00	Driver Education	1.00
Physics	1.04	Culinary Arts II	1.00		
Principles of Physics	1.00	Child Development	1.00	Band	1.00
Forensics	1.00	Consumer Sci. Intern.	1.00	Vocal Workshop	1.00
Adv. E & S. Sci.	1.00			Music Theory	1.00
Anatomy & Physiology	1.00	Cooperative Education	1.00	Music History	1.00
				Guitar	1.00
American History II	1.00				
American Government	1.00				
Economics	1.00			LS Literacy	1.00
Cultural Geo/Criminal Jus	1.08			LS Math	1.00
				LS English	1.00
				LS Science	1.00
				LS Soc. Studies	1.00
				LS Reading	1.00

Grade X Credit X Weight = Average  
Will appear in GPA only; not in individual courses.

## ***Grading System***

The grading system used on report cards and in classes is as follows:

A	95 – 100
B	85 – 94
C	75 – 84
D	70 – 74
E	0 – 69
I	Incomplete

Students receiving an incomplete have two weeks from the end of the marking period to make all work.

## **Honor Roll**

Placement of a student on the Honor Roll is determined by:

- averaging together the percentage grades for all regularly graded subjects
- placing those students whose average is between 95% and 100% inclusive on the High Honor Roll
- placing those students whose average is between 85% and 94.99% inclusive on the Honor Roll
- having a minimum of a 75% in all other classes, including major subjects

## **Middle School Honor**

Honor Roll designation will be awarded to each student who receives a minimum of all 3's and 4's in core subjects on his/her report card for the quarter.

Distinguished Honor Roll will be awarded to each student who receives a minimum of all 4's in core subjects on his/her report card for the quarter.

## **HALL PASSES**

**Students must have a pass, signed by a teacher, when traveling through any part of the building** (high school, middle school and/or elementary) while school is in session between 7:25 a.m. and 2:55 p.m. (3:30 p.m. - elementary complex).

## **TARDY TO CLASS**

Three minutes are allowed per class change. Students shall enter each class, go to their seat and get out the day's assignment. Students entering class after the tardy bell rings shall be marked tardy.

**The amount of time to be made up after school shall be determined by the teacher in charge.**

## **LIBRARY**

**Permits:** Entrance to library during school hours is by permit only. These must be completed and signed, **by the study hall or classroom instructor** and left at the desk when entering the library. Upon leaving study hall, the student should report directly to the library.

THE LIBRARY IS NOT A STUDENT LOUNGE – LEISURE READING DOES NOT MEAN VISITING WITH FRIENDS.

**Circulation:** Books may be borrowed for 2 weeks. The due date will always be on a Wednesday. Any magazine or pamphlet file may be borrowed for 1 week. Reference books are overnight books. This means they cannot be taken out until after 7th period and must be returned before the first class the following school day.

**Overdue:** Books and other library materials will be considered overdue the first period of the day following their due date. At this time, a fine will be due at a rate of .05 per day for each book (.10 per day on reference material). **Damage and loss of materials, will be paid by the student.** Refunds will be made when the lost item is given to the librarian. Report cards will be withheld from students having overdue library materials unpaid fines.

## LOCKERS

Every student is assigned a locker. Students must provide their own pad lock by bringing one from home or purchasing one from the school. All locks must be combination locks, keyed locks are not permitted. **Students are permitted to visit their lockers before school, before lunch, after lunch and after dismissal.** Exception may be made at the discretion of the teacher. **Students are not to keep materials in other student's lockers.**

**Students shall not expect privacy regarding items placed in school lockers. Lockers are school property and are subject to searches in many instances.**

**Skateboards will not be allowed to be kept in lockers nor will they be allowed anywhere on campus at any time.**

Lockers are "School District Property" and are assigned to students for the sole purpose of short-term storage of books, clothing and personal effects. Locker use is governed by policies and procedures developed by the school district.

Lockers will be subject to routine, random, periodic searches, and chemical testing ("drug swiping"), and canine sniff searches. Searches will be conducted by the principal, and/or designee to protect the health, welfare, and safety of the students/staff, as well as the educational process.

Each student receiving a locker assignment will be required to sign a consent and release acknowledging that he or she has been informed of the rules related to lockers, that it is with or without individual suspicion of misconduct is consented to.

Failure to follow the rules and procedures for locker use will result in the loss of that privilege.

## MAPP

The Montgomery Area School District is initiating MAPP-Montgomery Area PLUS Program. The PLUS – Prepare & Learn for Ultimate Success – provides differentiated instruction for those students who qualify either by their performance in the classroom, on the Stanford 10 Achievement, or teacher recommendation. This educational program runs from 2:15PM-2:55PM Tuesday through Friday. This program is designed to further assist students who have been challenged by academic performance. Students who miss MAPP will be marked tardy for the day. Remember - Three (3) tardies equals one (1) illegal day (See attendance for illegal absences).

## MERCHANDISE/MAIL DELIVERIES TO STUDENTS

No deliveries of merchandise (food, flowers, etc.) are permitted.

## PARENTAL CONFERENCES

Parents are welcomed and encouraged to come to school to talk with your child's teachers. Appointments for these meetings may be made by calling or emailing the school and asking for the extension of the teacher with whom you wish to meet. **Parents of students failing two or more classes during any one marking period will**

**be contacted by the counselor to schedule a parental meeting with all teachers of that student, the counselor, administrator and parent.**

### **PHOTOGRAPHIC IMAGES**

Photographic images and the voices of students in any form, including video and audio clips, may not be published on the school district website without parental consent. In addition, there are times throughout the school year that we would like to submit pictures and articles to area newspapers, i.e., Williamsport Sun-Gazette, The Shopper, Milton Standard, or television reports regarding the great things our students are doing. In order to do this, we need to inform parents that their child's picture may be included in the news about the school. Parents have the responsibility of notifying the Montgomery Area School District in writing should they not want their child's image or work to appear in an article of any form.

### **PIAA/EXTRA CURRICULAR ELIGIBILITY**

A student must maintain a passing average for at least four (4) courses in order to be eligible for extra-curricular activities. The passing average must be maintained on a weekly basis. Grades will be calculated from Wednesday 8:00 a.m. to Wednesday 2:54 p.m. and at the end of a marking period eligibility sheets will be **sent to the Athletic Director each Thursday, by 10:00 a.m.** Grades are cumulative from the beginning of the marking period. **No special considerations or extra credit may be given after the deadline or at the end of a marking period to make a pupil eligible.** The student must also have fewer than twenty (20) days of absence during a semester.

**If a student has a failing average in two core subject areas courses or a combination of any four courses he/she will be ineligible. The period of ineligibility is from midnight Sunday to midnight Saturday following the weekly grade calculation. If a student is not passing four (4) courses at the end of a marking period or the end of the year, the period of ineligibility is fifteen (15) school days into the next marking period. If a student has more than twenty (20) days of absence during a semester, he/she will be ineligible for forty-five (45) school days following his/her twentieth day of absence.**

Credit for school or community service is not counted towards athletic eligibility.

### **POSTERS/SIGNS/BANNERS**

**All posters, pictures, announcements, etc., which are displayed anywhere on the school premises must be approved, and stamped, by the high school office** before they are displayed. All items must be placed on a bulletin board, display cards or tack strips. No materials may be posted on any school walls.

### **SCHOOL BUS**

Safety and proper social attitudes in bus transportation as well as in all phases of the school program are of prime concern to the administration and the Board of Education. Students need to familiarize themselves with the obligations and courtesies of school bus transportation. **Riding a school bus is a privilege, not a right. Any student who cannot maintain self-discipline while riding the school bus will forfeit this privilege and will have to rely on other means of transportation.**

The school bus driver is authorized to enforce safety and social standards on his/her bus and in accordance with the Pennsylvania School Code, he/she has the same authority as a teacher.

Bus students may ride only the bus to which they are assigned and must be picked up and discharged at their assigned bus stop.

**Under no circumstances will detention students be permitted to utilize district transportation at the end**

**of the school day.**

Any request for change in the above must be submitted in writing and approved by the building principal.

All students, bus drivers, school officials, and parents should be aware of important school bus passenger regulations affecting safety.

**Major Offenses: (which the bus driver will report to the school office)**

- Smoking or using tobacco in any form.
- Destroying bus property.
- Obscene language or gestures, including swearing.
- Throwing any object in the bus.
- Striking matches or lighting firecrackers.
- Fighting.
- Anything which impairs or endangers the lives of the students or the bus driver.
- Any other violations so judged.

**Consequences:**

- **First offense:** Offender may be suspended from the bus from 1-5 days or until such time that a parent conference is held with school officials.
- **Second and subsequent offenses:** Same procedures as for the first offense, except that suspension may be up to 5 days or the remainder of the school year.

**Minor Offenses:**

- **First offense:** Warning by bus driver.
- **Second offense:** Warning and report by the bus driver to the school office. This may result in school disciplinary action.
- **Third offense:** To be the same as that for a major violation of conduct.

**SELECTIVE SERVICE REGISTRATION**

With few exceptions, all male United States citizens must register within the period of time starting 30 days before and ending 30 days after their 18<sup>th</sup> birthday.

If you have not registered by age 26, you will lose eligibility for benefits and privileges such as job training under the federal Job Training and Partnership Act and student financial aid under Title IV of the Higher Education Act. Educational benefits include such need-based programs as Guaranteed Student Loans and Pell Grants. In addition the opportunity to work for the Federal Government, including the US Postal Service and the Federal Prison System is denied to otherwise eligible men if they fail to register. Registration is available on-line.

## STUDENT ACTIVITIES

### Dances

**A completed "Activity Form" must be given to the office by dance sponsors, five (5) days prior to the dance or activity.**

***The following rules will be in effect:***

- All school rules are in effect.
- A chaperone will ask anyone displaying disrupting conduct to leave the dance and school property.
- Once someone has left the dance they will not be re-admitted nor should they remain on school property.
- A student must sign out and include name, address, phone number and time left to sign out early.
- Dances are for currently enrolled MAHS students only.

A student may not attend an activity or dance if he/she was not in attendance or served Extended Detention/OSS during the day.

### End of Year Senior Activities

All school rules and regulations are in effect including the following:

- Any violation of school rules will eliminate the senior from all senior activities, including commencement.
- Absolutely no alcohol consumption or possession will be tolerated. Appropriate disciplinary action will be taken. Law enforcement officers will be contacted and charges will be filed.
- Consumption and/or possession of tobacco and tobacco products will not be tolerated.
- Attendance at practice sessions is required. Remember: Those who do not attend practices will not be permitted to participate in senior programs. This includes commencement.
- Seniors should remain in the areas designated by the schedule. Any student leaving practice areas, will not participate in the activity. You will not be permitted to roam the building. Underclassmen will be in class.
- Differences of opinion will arise as we decorate and rehearse. The designated student chairpersons, class officers, class advisor and principal are in charge.
- Dress for awards night and baccalaureate is shirt, tie and dress slacks for males, dress clothing for females (no jeans, shorts, tee shirts, etc.).
- Dress for commencement – graduation cap, gown and tassel with dress clothing underneath.
- Attendance is required, unless you are excused by the class advisor and principal.
- Any violation of these rules and/or school code will result in exclusion from all remaining senior activities, including commencement. Seniors not participating in commencement will need to make an appointment to receive their diploma after the last day of school.

### The Prom

All school rules are in effect at the prom. The possession or use of tobacco, drugs or alcohol in any form, is prohibited, including being under the influence or possession of alcohol, drugs, or tobacco. This applies to escorts, even if they are of legal age to use tobacco or alcohol. In addition to the punishment provided for you in your school handbook, police will be notified.

Once you leave you will not be re-admitted. If you are asked to leave you will not get a refund and your parents will be called. To attend the prom you must be at least in ninth grade.

### Extra and Co-Curricular Activities

**Students must be in school by 8:30 a.m. in order to participate in an extra-curricular/co-curricular activity the same day, unless they have a doctor's excuse.**

Extra-curricular activities include: **Athletics, Clubs, Student Council, Class Activities, Intramurals, Band,**

## **Chorus, Musicals, Odyssey of the Mind, Etc.**

### **Athletics**

The **athletic program** is a two-fold activity at Montgomery. The intramural program will permit all students the opportunity to participate in a variety of both indoor and outdoor activities. The program is an outgrowth of the physical education classes with skill development and recreation being stressed.

The **interscholastic program** offers a variety of competitive team activities for both boys and girls. During the school year, football, basketball, wrestling, track, softball, baseball, soccer and cheerleading will be offered.

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the confidentiality of student educational records by limiting their disclosure. FERPA guarantees parents or eligible students (students who are age 18 years or older) the right to inspect their child's or their own educational records, to receive copies of the records, and to have a school official explain the records if requested. To inspect your child's or your records, contact the office.

### **TELEPHONE USE**

The office telephone is to be use for emergencies only. Students **are not** to receive phone calls during school hours. Emergency messages will be delivered to them. No pagers or cell phones are to be used during school hours.

### **TEXTBOOKS**

Textbooks are school property and should be treated accordingly. **If they are lost or damaged they must be paid for. Payment for replacement will be at the rate of the cost of the textbook.** Textbooks may be purchased at replacement cost at the beginning of the year. The student would therefore own the book and use the book as he/she desires.

### **VISITORS TO SCHOOL**

After the start of the school day only one entrance for each building will be used for students and visitors. They are as follows:

**Middle and High School: Main entrance near the library.**  
**Montgomery Elementary: Entrance near the Elementary Office and Elementary Library.**  
**Elimsport Elementary: Main entrance near the bus drop-off.**

All doors will be locked after the start of school (Middle and High School- 8:00 a.m., Montgomery Elementary – 9:00 a.m.) The entrance to the Middle/High School and the Montgomery Elementary will be equipped with a buzzer and a video/intercom system. Students and visitors will be required to ring the buzzer and identify themselves before they will be allowed access to the building.

**No student** at any time between 7:00 a.m. and 4:00 p.m. **may bring a guest or non-student on school property.** This specifically includes, but is not limited to pre-school children, out-of-town friends, relatives or acquaintances, or any other non-student regardless of age.

### **WITHDRAWAL FROM SCHOOL**

The procedures for withdrawal from school are:

- Parents must sign a withdrawal form in the guidance office.
- Students should circulate the form to their teachers.
- Turn in books to the teacher who issued them. Get your teachers' signatures on the withdrawal form.

- Return all library books to the library and pay any overdue fees. Get the librarian's signature on the withdrawal form.
- Clean out lockers and take personal belongings home.
- Be sure all financial obligations toward the school are met. Otherwise, the school cannot send your records to your future school.
- Return the Withdrawal form to the guidance office at the end of the day. You will need a copy of your report card and your immunization record to take to your next school.

### **WORKING PAPERS**

Any minor (ages 14 – 18) who wishes to be employed must obtain working papers. According to Pennsylvania State Law parents must appear in the high school office to obtain an application for working papers for their child. The application must be completed by the student's parents, physician, and employer to obtain a work permit. Proof of student Date of Birth must also be provided. This may be a birth certificate, drivers license or drivers permit and/or school records.

**Alma Mater**

**Down along the Susquehanna,  
on a hill so high.  
Stands our dear old Alma Mater,  
Montgomery Area High.**

*Sing it out boys, sing it out girls,  
all together sing.  
“Hail to thee our Alma Mater,  
loud her praises ring.”*

**Down along the winding river,  
near our little town,  
Standing out against the skyline,  
Queenly she looks down.**

*Sing it out boys, sing it out girls,  
all together sing.  
“Hail to thee our Alma Mater,  
loud her praises ring.”*