

Dear Parent/Guardian:

After reviewing this year’s student handbook, the “Pathfinder” with your child, **please sign, have your child sign, and return this page to his/her first period teacher no later than: Friday, September 8, 2023.**

Print Student Name \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Grade \_\_\_\_\_ First Period Teacher \_\_\_\_\_

Parent’s Signature \_\_\_\_\_ Date \_\_\_\_\_

If you wish to **not** have your child’s name and/or photograph listed on the school web page, in school newsletters or school press releases throughout this school year, please submit your request in writing to the high school office.

If you wish to **not** receive One Call messages this school year from the Muncy School District for informational or emergency messages, please submit your request in writing to the high school office. Opting out of the One Call messages will remove you from any and all messages from the Muncy School District.

If you wish to **not** receive school information and student information about your child(ren) through e-mail this school year from Muncy School District, please submit your request in writing to the high school office. Opting out of e-mail communications will remove you from any and all e-mails from the Muncy School District. Muncy School District does not share your e-mail address with any other entities.



# MUNCY JR./SR. HIGH SCHOOL



**2023-2024**

## **PATHFINDER**

**Principal: Tim Welliver**  
**200 West Penn Street**  
**Muncy, PA 17756**  
**Telephone: (570) 546-3127**  
**Fax: (570) 546-7688**  
**[www.muncysd.org](http://www.muncysd.org)**  
**Volume 64**

**This Pathfinder belongs to:**

NAME \_\_\_\_\_

## TABLE OF CONTENTS

<b>SIGN and RETURN Page</b>	<b>1</b>
High School address/phone/fax information	3
Table of Contents	4
Forward	6
Academic Achievement Policy	6
Accident Insurance	6
Alma Mater	7
American Disabilities Act	7
Assemblies	7
Athletic Eligibility	7
Attendance Requirements, Tardiness, and Absences	8
Attendance Truancy Prevention Protocol Agreement	10
Attire for School	11
Backpacks and Bags	13
Banners, Posters, and Signs	13
Bell Schedules	13
Regular, PM Activity	13
2 Hr. Delay and 3 Hr. Delay Schedules	14
Bullying/Cyberbullying	14
Bus Transportation	14
Cafeteria	15
Cameras	15
Carl D. Perkins Implementation Plan	16
Child Nutrition Program	16
Children’s Online Privacy Protection Act (COPPA)	16
Class Rank	17
College Visitation	17
Dances/Prom	17
Dating Violence	17
Detention	18
Discipline	18
Distribution of Non-School Literature	20
Driving to School	20
Electronic Devices	21
Extra-Curricular Activities	21
FERPA	22
Field Trips	26
First Aid or Illness	26
Food and Beverages	27
Food Service Meal Debit Account	27
Gifted Education	27
Grading Systems	27
Grievance Procedure for Title IX	28
Guidance Services	29
Harassment	30
Hazing	31
Health and Safety Plan	31
Homelessness Program	31

## TABLE OF CONTENTS

Honor Graduates	33
Incomplete Grades	33
In-School Suspension	33
Internet, Computers & Network Resources-Acceptable Use	33
Lavatory Use	33
Leaving Building During School Hours	34
Leaving Classes/School	34
Lockers	34
Lost and Found	34
Medications	34
Morning Breakfast Rules	36
Morning Procedures	36
Muncy Assistance Program for Student (MAPS)	36
Muncy Vision Statement	36
National Honor Society	37
Non-School Sponsored Educational Trip Request	37
Nutrition Standards	38
Plagiarism	38
Public Display of Affection	39
Report Cards	39
School Officials	39
Section 504 of the Rehabilitation Act	40
Special Education Programs and Services	40
Student Records	41
Student Responsibilities	41
Teacher Contact Information	42
Telephone	43
Terroristic Threats/Acts	43
Threat Assessment Team	43
Tobacco in Schools Act 145-1996 18 C.P.S. 6306.1	44
Updating Student/Parent Information Through Parent Portal	44
Visitor Procedure to Enter Muncy High School	44
Vocational Educational Programs	45
Weapons 24 P.S. 13-1317.2	45
Work Permits	45

**DISCLAIMER** As new policies are adopted the current policies will be modified in part or whole. The school district reserves the right to apply current policies as guidelines.

### **SCHOOL BOARD POLICY**

In accordance with section 510 and 511 of the School Code, 24 P.S. §§5-510, 5-511, and other Applicable Law, the Board of School Directors (“the School Board”) has adopted policies governing the operations of the Muncy School District (“the School District”). The School Board’s Policy Manual can be found on the School District’s website at the following link:

<https://go.boarddocs.com/pa/munc/Board.nsf/Public>

Important information that may not be contained in this Handbook can be found on the School District's website and in the School Board Policy Manual posted on the website.

### **SCHOOL BOARD APPROVAL OF HANDBOOK AND CODE OF STUDENT CONDUCT**

The School Board adopted and approved this Handbook and Code of Student Conduct in accordance with 22 Pa. Code §12.3 at a public school board meeting that occurred on Monday, August 21, 2023.

### **FORWARD**

The Pathfinder is intended to be a source of information for students to profit by the experiences made available at school, for parents to better understand the procedures and practices of the school and for teachers to better guide and direct the learning experiences of the student. In situations where provisions of the Pathfinder contradict school board policy, the policy shall prevail.

### **ACADEMIC ACHIEVEMENT POLICY**

Mutual contact between parents and teachers is essential. A schedule for notification of parents is:

**Student's grades are available in PowerSchool™**

**October & November:** Parent/Teacher conferences

**June:** Formal letter of retention mailed to parent; copy kept in office file

### **ACCIDENT INSURANCE**

Muncy School District recognizes the need for insurance coverage for unforeseen accidents which may occur to students during attendance at school or during students' participation in the athletic and extracurricular programs of the schools.

The Muncy School District will maintain insurance coverage by a qualified insurer over and above the first responsibility of family coverage and at no cost to the student for injury resulting from accidents sustained during participation in all interscholastic sports, cheerleading, band, band front, field trips and P.E. classes.

The district will provide parents the opportunity to purchase insurance coverage at no cost to the Board for injury resulting from accidents sustained by students through the district appointed insurance broker or agency.

The district shall notify all students and parents of the availability of insurance.

### **ALMA MATER**

Hail to Alma Mater dear,  
Spread her fame in accents clear.  
Shout her glory to the skies,  
Tell the praise of dear old Muncy.  
May our hearts be ever true,  
To the colors white and blue,  
Muncy High School, here's to you -  
Hail to Alma Mater, Hail.

E. H. Roberts

### **AMERICAN DISABILITIES ACT**

The Muncy School District adheres to the American Disabilities Act which prohibits employment discrimination against qualified individuals with disabilities: i.e., an individual who has a disability, but meets the skill, experience, education, and other job-related requirements of a position held or desired and who, with or without reasonable accommodations, can perform the essential functions of the job. Further, the Muncy School District is committed to following the procedures of hiring as required by this act.

### **ASSEMBLIES**

Students are encouraged to plan and stage interesting programs for assemblies. Guests are sometimes invited to participate in order to help make assemblies more interesting and worthwhile.

The following rules apply to all assemblies:

1. Students will be accompanied to the auditorium by their teachers and must sit in seats by grade level.
2. Remain quiet and attentive throughout the assembly period.
3. Applaud to show your appreciation. Whistling is not a proper method of showing your appreciation during an assembly. Booming is completely out of order.
4. When the assembly is over you will be dismissed by the principal.

### **ATHLETIC ELIGIBILITY**

Pennsylvania Interscholastic Athletic Association (P.I.A.A.), the governing body of all interscholastic sports, and the Muncy School District require students failing two or more subjects to be declared ineligible. Eligibility is determined each week. Class standing is defined as the grade or mark in each subject for all work covered from the beginning of the marking period.

Students found to be ineligible for academic or attendance reasons may not participate in a contest from Sunday through Saturday inclusive of the following week. Students may participate in practice

when academically ineligible providing they tutor with the teacher prior to practice and return appropriate tutoring form(s) to their coach.

In cases where a student is failing two or more subjects at the end of the marking period, said student shall be ineligible to participate in interscholastic athletics for the 15 school days of the next grading period, starting from the date report cards are issued.

A pupil who has been absent from school during a semester for a total of twenty or more school days shall not be eligible to participate in any athletic contests until he/she has been in attendance for a total of forty-five (45) school days following the twentieth day of absence.

To participate in an athletic contest, a student must be in attendance at school all day on the day of a contest unless excused by the principal. All day is interpreted to mean present from 8 a.m. until dismissal at 2:30 p.m. Students should neither practice nor be in a contest when ill for their own welfare and so they do not spread the illness to others.

Participants that exhibit abusive or profane behavior, on or off the school premises, in a manner that reflects detrimentally on the individual, team, school, or community, may be suspended, or removed from their respective team in season or out of season.

#### **ATTENDANCE REQUIREMENTS, TARDINESS, AND ABSENCES**

**Attendance Requirements** - The State Law requires the attendance of every student every day the school is open under penalty of fine and imprisonment unless:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.
9. Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.
  - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse,



which shall include the date, location, and time of the event or funeral.

- b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.
  11. Non-school-sponsored educational tours or trips, if the following conditions are met:
    - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.
    - b. The student's participation has been approved by the Superintendent or designee.
    - c. The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.
  12. A college or postsecondary institution visit, with prior approval.
  13. Other urgent factors that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.

Three days of unexcused absences during any school term are allowed by law before legal action is taken. These days are intended to cover absences arising from other emergencies not mentioned above.

Absences shall be treated as unexcused until the district receives an excuse explaining the absence, to be submitted within three (3) days of the absence.

It is the responsibility of the student to speak to teachers about work missed during an absence. The student has the same number of days to make up the work as were missed for an excused absence. Teachers will reschedule any test or quiz a student missed during an absence once the student speaks to them about their absence. Failure to make up the work may result in a zero for that work.

The guidance department may assist in collecting homework for a student when appropriate. The student must be excusably absent for a minimum of three (3) consecutive days prior to request.

The principal will review all absences of five (5) days or more and send a letter to parents advising them of accumulated absences. **After ten (10) days of accumulated absences, an excuse by a doctor may be required.**

The board may report to the appropriate authorities' infractions of the law regarding the attendance of students below the age of 18. The board shall issue notices to those parents and guardians who fail to comply with the statutory 42 Pa. C.S. § 1333 requirements of

compulsory attendance that such infractions of the statute will be prosecuted. Daily attendance is taken at 7:40 a.m. Any pupil entering first period class or a class after the sounding of the bell shall be marked tardy. Students coming to school late must report to the High School Office and receive a late pass before going to first period or class. A record of the number of times that a student is tardy is kept in the office. Consequences after three unexcused tardies:

1. Students will receive a detention for each tardy after their third unexcused tardy. This procedure will reset after the end of each marking period.
2. Any student who arrives to school between 7:40am and 11:00am will be considered tardy unexcused for the morning and must present a written excuse or it will be considered tardy unexcused.
3. Any student who arrives at school after 11:00am will be considered absent for a half day and must present a written excuse or it will be considered unexcused.
4. Any student who arrives to school after 1:00pm will be considered absent for the whole day and must present a written excuse or it will be considered unexcused.
5. Any student who is tardy after 8:00am will not be allowed to participate in any extra-curricular activities on that day without a medical excuse or permission from the building principal. See school board policy #204.

**ATTENDANCE - TRUANCY PREVENTION PROTOCOL  
AGREEMENT MUNCY SCHOOL DISTRICT AND DISTRICT  
JUDGE KIRSTEN GARDNER - LYCOMING/CLINTON  
JOINDER BOARD**

**STEP 1**--School District personnel will issue letters to families when children have been illegally absent from school for three (3) days in accordance with statute 24 P.S. 13-1333.

**STEP 2**--School District personnel will notify the Joinder's Outreach staff person through the S.A.P. process. The Outreach worker will contact the family within five (5) days and schedule a meeting with the family. Outreach staff will discuss the reasons for the truancy and Agency services that are available to the family. The Outreach worker will verbally follow-up with District personnel with a summary of the meeting with the family.

**STEP 3**--If truancy continues, the School District, at its discretion and in accordance with its policies, will issue a citation to the family.

**STEP 4**--School District personnel will verbally notify the Joinder's Outreach staff person, who will contact the family within five (5) days and schedule a second meeting with the family. Outreach staff will

again discuss the reasons for the truancy, services that Outreach staff believe would be beneficial to stop the truancy, and the opportunity for the fine to be suspended if the family cooperates with services and no further incidents of truancy occur. The Outreach staff will also discuss that if the truancy continues there will be immediate intervention with formal involvement by Lycoming County Children and Youth.

**STEP 5A—If the family agrees for services, the Outreach worker will** provide written documentation to the District Judge and School District. The District Judge will hold a hearing with the family, Outreach worker and School attending. The District Judge will suspend the fine as long as the family remains willing to cooperate with services.

**STEP 5B—**If the family is not in agreement for services, the Outreach worker will provide written documentation to the District Judge and the School District. The District Justice will follow established procedures and an immediate referral to Children and Youth will be made by the Outreach worker.

**STEP 6—**If the family agrees for services, the Outreach worker will arrange for service delivery and monitor the child's attendance for three (3) months.

**STEP 7A—**If the family and child comply with services and truancy does not reoccur, the District Judge and the School District will be notified in writing so the fine can be dismissed.

**STEP 7B—**If the family and/or child does not comply or the truancy continues, the District Judge and the School District will be notified in writing so the fine can be implemented, and an immediate formal referral by the Outreach worker will be made to Children and Youth.

#### **ATTIRE FOR SCHOOL**

The school's role is to provide the best possible educational climate for the understanding and development of good grooming habits. It is important for students to become self-disciplined, setting standards for themselves and living by those standards. By dressing appropriately in school, students are demonstrating that they are self-disciplined. It is also our belief that schools should prepare students for real life roles. Just as employers expect employees to dress by their standards, our school guidelines for student dress should be seen as preparing students for their current and future roles.

1. Students have the right to govern the length or style of their hair including facial hair unless it is a disruption of the educational process or constitutes a health or safety hazard. The student may be required to wear the recommended hair covering by the school professional in charge of the school area.

2. Students may be required to wear certain types of clothing while participating in physical education, applied technology classes, extracurricular activities, or other situations where special attire is needed to ensure the health or safety of the student.
3. Students have the responsibility to keep themselves, their clothes, and their hair clean.
4. Jewelry that could be used as a weapon or cause a safety hazard is not permitted.
5. Hats, visors, caps, bandanas, and hoods covering any portion of the top of the head may not be worn in school.
6. Clothing that causes distraction may not be worn while school is in session. Bare midriff shirts, low-cut tank tops, tube tops, muscle shirts, and/or tight-fitting clothing are not appropriate school attire. Garments worn to school must be adequate to cover the torso and the lower back when seated. Shorts must have a minimum of a 3-inch inseam.
7. All clothing must sufficiently conceal all undergarments. See-through shirts, extremely low-cut shirts (front, side, or back), sleeveless underwear shirts, or pants or shorts which expose undergarments are not appropriate attire for school.
8. Clothing that displays or suggests inappropriate messages or symbols may not be worn while school is in session. Clothing with messages or symbols referring to but not limited to tobacco, drug, or alcohol advertisements; substances prohibited on school property; profane language, vulgar statements, sexually suggestive statements, satanic or hate messages or symbols; racial, ethnic sexual or religious intolerance; death, suicide, or violence; or clothing suggesting community specific gang activity is not acceptable school attire.
9. Clothing that presents a safety hazard or interferes with the educational process is not appropriate.
10. Under normal conditions any outerwear is considered inappropriate for classroom dress. EXCEPTION: An individual classroom teacher may allow coats if that room is extremely cold.
11. Appropriate footwear must be worn at all times.
12. When, in the judgment of a student's teacher, counselor, or the principal, a student is in violation of these guidelines, he/she will be asked to comply. See school board policy #221.

### **BACKPACKS AND BAGS**

The school district reserves the right to inspect and search any and all packages, backpacks, briefcases, satchels, rucksacks, sports bags, and duffel bags to insure the health, safety and welfare of students, staff, and community members alike. Violation of this rule will result in disciplinary procedures at the discretion of the Principal or Dean of Students.

### **BANNERS, POSTERS, AND SIGNS**

All school banners, posters, and signs must be approved by the office before being displayed on school property. Any of these items displayed on school property without permission and the school stamp will be removed.

### **BELL SCHEDULES**

#### **REGULAR BELL SCHEDULE**

<b>Periods</b>	<b>A Lunch</b>	<b>B Lunch</b>	<b>C Lunch</b>
<b>Warning Bell</b>	7:36	7:36	7:36
<b>Period 1 (pledge)</b>	7:40 – 8:31	7:40 – 8:31	7:40 – 8:31
<b>Period 2</b>	8:35 – 9:25	8:35 – 9:25	8:35 – 9:25
<b>Period 3</b>	9:29 – 10:19	9:29 – 10:19	9:29 – 10:19
<b>Period 4</b>	10:23 – 11:13	10:23 – 11:13	10:23 – 11:13
<b>Period 5</b>	11:17 – 11:47 <b>(A Lunch)</b>	11:17 – 12:07	11:17 – 12:07
<b>Period 6</b>	11:51 – 12:41	12:11 – 12:41 <b>(B Lunch)</b>	12:11 – 1:01
<b>Period 7</b>	12:45 – 1:35	12:45 – 1:35	1:05 – 1:35 <b>(C Lunch)</b>
<b>Period 8</b>	1:39 – 2:30	1:39 – 2:30	1:39 – 2:30

#### **PM ACTIVITY BELL SCHEDULE**

<b>Periods</b>	<b>A Lunch</b>	<b>B Lunch</b>	<b>C Lunch</b>
<b>Warning Bell</b>	7:36	7:36	7:36
<b>Period 1 (pledge)</b>	7:40 – 8:27	7:40 – 8:27	7:40 – 8:27
<b>Period 2</b>	8:31 – 9:17	8:31 – 9:17	8:31 – 9:17
<b>Period 3</b>	9:21 – 10:07	9:21 – 10:07	9:21 – 10:07
<b>Period 4</b>	10:11 – 10:57	10:11 – 10:57	10:11 – 10:57
<b>Period 5</b>	11:01 – 11:31 <b>(A Lunch)</b>	11:01 – 11:47	11:01 – 11:47
<b>Period 6</b>	11:35 – 12:21	11:51 – 12:21 <b>(B Lunch)</b>	11:51 – 12:37
<b>Period 7</b>	12:25 – 1:11	12:25 – 1:11	12:41 – 1:11 <b>(C Lunch)</b>
<b>Period 8</b>	1:15 – 2:01	1:15 – 2:01	1:15 – 2:01
<b>Activity Period</b>	2:05 – 2:30	2:05 – 2:30	2:05 – 2:30

## 2 HOUR DELAY BELL SCHEDULE

Periods	A Lunch	B Lunch	C Lunch
Warning Bell	9:36	9:36	9:36
Period 1 (pledge)	9:40 – 10:16	9:40 – 10:16	9:40 – 10:16
Period 8	10:19 – 10:55	10:19 – 10:55	10:19 – 10:55
Period 5	10:58 – 11:28 (A Lunch)	10:58 – 11:28	10:58 – 11:28
Period 6	11:31 – 12:01	11:31 – 12:01 (B Lunch)	11:31 – 12:01
Period 7	12:04 – 12:34	12:04 – 12:34	12:04 – 12:34 (C Lunch)
Period 2	12:37 – 1:13	12:37 – 1:13	12:37 – 1:13
Period 3	1:16 – 1:52	1:16 – 1:52	1:16 – 1:52
Period 4	1:55 – 2:30	1:55 – 2:30	1:55 – 2:30

## 3 HOUR DELAY BELL SCHEDULE

Periods	A Lunch	B Lunch	C Lunch
Warning Bell	10:36	10:36	10:36
Period 1 (pledge)	10:40 – 11:27	10:40 – 11:27	10:40-11:27
Period 5	11:30 – 12:00 (A Lunch)	11:30 – 12:17	11:30 – 12:17
Period 6	12:03 – 12:50	12:20 – 12:50 (B Lunch)	12:20 – 1:07
Period 7	12:53 – 1:40	12:53 – 1:40	1:10 – 1:40 (C Lunch)
Period 8	1:43 – 2:30	1:43 – 2:30	1:43 – 2:30

## BULLYING/CYBERBULLYING

Any bullying which occurs on school property, school transportation, or school sponsored events will not be tolerated by the Muncy School District. Bullying means an intentional, electronic, written, verbal, or physical act or series of acts directed at another student or students, that is severe, persistent, or pervasive. Each student shall be responsible to respect the rights of others and ensure an atmosphere free from bullying. Any student who violates this policy shall be subject to appropriate disciplinary action consistent with the code of student conduct. See school board policy #249.

## BUS TRANSPORTATION

Proper behavior is expected of all bus students at all times. Failure to follow behavioral and safety regulations may result in denial of bus transportation. Pupils forfeit their privileges to bus transportation on those occasions when they are required to remain after school because of misbehavior or for other disciplinary reasons.

Buses engaged in transporting any school group on field trips, athletic events, or class activities shall be under the supervision of a school employee who will enforce rules of safety and conduct.

Permission for a student to exit his/her assigned bus at any stop other than his/her assigned stop shall require a written request from a parent or guardian. This written request must be signed by an administrator and given to the bus driver in advance of dismissal and must be presented in person. A non-bus student may ride the bus with administrative approval and a note from his/her parent.

All students being transported on Muncy School District transportation are under video and audio surveillance. The content of that video/audio may be used by the Muncy School District administration and/or law enforcement agencies to investigate a disciplinary referral from the bus driver. This is the annual notification as allowed by Act 56 of 2016. See school board policy #816 and #810.2 on audio recording.

#### **CAFETERIA**

Pupils may either carry their lunch from home or receive the cafeteria lunch. Students who bring their lunch may purchase specific items such as drinks or desserts. All students must use a tray. Students will report to the cafeteria during their scheduled time and go through the line as quickly as possible. Observe proper table manners while eating and clean tables when finished. Take dishes and trays to the dishwasher while depositing paper in the basket. No students are to be in the hallway or lobby without permission of the lunch monitor. Breaking into lunch lines, crowding, and running in the cafeteria are prohibited. Reasonable and responsible conduct is expected of all students during lunch periods.

Students are not permitted to order, pick up or have delivered commercially prepared food during the school day. Students are not to bring soda into the cafeteria or classrooms during the school day.

Students may use their cell phones during their scheduled lunch time and only in the cafeteria.

#### **CAMERAS**

The Muncy Jr./Sr. High School has numerous cameras located on the interior and exterior of the building. All students, employees, and visitors are under 24-hour video surveillance. The content of that video surveillance may be used by the school administration to investigate disciplinary incidents. If necessary, the content of the video surveillance may be used by law enforcement agencies to conduct an investigation. See school board policy #816.

### **CARL D. PERKINS IMPLEMENTATION PLAN**

Muncy School District recognizes its obligation to provide vocational education for its students. Because we believe that handicapped/disadvantaged students have special needs, every handicapped or disadvantaged student who enrolls in a vocational educational program will receive an assessment to determine the student's interests, abilities, and special needs. When special needs are identified, appropriate services and instruction will be made available so that the student can successfully complete his/her vocational educational program. It is strongly recommended that consideration be given to all vocational education opportunities available. Parents of handicapped or disadvantaged students are urged to contact Muncy High School if there are questions concerning assessment and enrollment in these vocational education opportunities. Please contact the Guidance Office or the administration.

### **CHILD NUTRITION PROGRAMS**

The School District participates in the National School Lunch Program. Information related to eligibility and application for free and reduced-price benefits are available on the School District's website at the following link:

<https://www.muncysd.org/site/Default.aspx?PageID=1542>

### **CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**

The Children's Online Privacy Protection Act (COPPA) is a federal law that regulates the online collection of personal information from children under the age of 13. The law generally requires website operators to obtain parental consent before collecting certain personal information from these students. However, COPPA authorizes the district to provide this consent when the information is for the use and benefit of the district and for no other commercial purpose. The district currently uses or recommends certain applications and websites to enhance your child's learning experience. A list of applications and websites that may be used in District classrooms, along with links to their privacy policies and terms of service, is available on the school district's website. If you do not consent for your child to access and use the applications and websites available on the district website (and as updated from time to time) you must notify the district in writing in terms of which applications and websites, you do not provide your consent.



### **CLASS RANK**

Class rank for students in grade 12 will be calculated after the completion of the first semester, after the completion of the third quarter, two weeks prior to Senior Honor Assembly, and at the end of the academic school year. The result of the rank two weeks prior to Senior Honor Assembly will be used to determine graduation order (top 5). Seniors' final transcripts sent to post-secondary schools will be notated with the end of year final rank. Students in grades 9-11 will be calculated once per year at the end of the school year. See school board policy #214.

### **COLLEGE VISITATION FOR JUNIORS AND SENIORS**

During their junior and senior year in high school, it sometimes becomes appropriate for students to visit prospective institutions of higher learning. If the visit takes place during a scheduled school day, a parental permission note should be brought to the main office prior to the visitation. This same procedure applies for armed services testing and other similar situations. An Educational Trip Request must be submitted with these requests.

### **DANCES/PROM**

The dances will only be open to Muncy High School students and their guests. Guests are not allowed at junior high dances. No one will be permitted to return to the dance once they leave after their initial admission. Music for dances will be provided by sound systems. There will be sufficient lighting at the dances. Decorations and clean-up activities will be the responsibility of the group sponsoring the dance. Any type of conduct that the chaperones feel is detrimental to the enjoyment or wellbeing of the other students is a reason for expulsion from the dance and referral to an administrator. Since school dances are an extension of the school program, the same rules that apply to school are applicable to dances and must be obeyed. See school board policy #231.

### **DATING VIOLENCE**

When a student believes they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher. The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence. The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation. If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct. See school board policy #252.

## **DETENTION**

Violation of school rules and regulations may result in the assignment of detention to a student. Detention as a form of discipline is the detaining of a pupil when he/she would otherwise have been excused from school. Students are given at least 24 hours' notice before they must attend detention. Detention will be held after school for 45 minutes. Students must report promptly at the beginning of detention at 2:35 p.m. Students are to bring and use academic assignments for the duration of detention. Work or extra-curricular activities are not valid reasons to miss a detention. Students may be excused from detention for medical or dental appointments but will be required to serve the detention on the next day. It is the student's responsibility to make appropriate arrangements to attend the scheduled detention. Transportation home following detention is the responsibility of the student. Students are expected to be in detention on the dates assigned unless changed by the Principal or Dean of Students. Parents are asked to consider the value of the discipline measure and not request changes for frivolous reasons. While in detention, students are to spend this time in silence and on schoolwork. Students who are tardy or unwilling to follow the direction of the detention monitor will be dismissed from the room and referred to the office for suspension. Students who cut detention will receive one additional hour of detention and following three cuts of detention will receive in-school suspension.

## **DISCIPLINE - Level I**

Offense:	Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school.
Examples:	Classroom disturbance, tardiness, cheating, lying, and non-defiant failure to complete assignments or to carry out directions.
Options/Response:	Verbal reprimand, counseling, withdrawal of privileges, detention, or academic penalties.

### **DISCIPLINE - Level II**

- Offense: Misbehavior where frequency or seriousness tends to disrupt the learning climate of the school.
- Examples: Continuation of unmodified Level I behavior, forged notes/excuses, cutting classes, leaving school without permission or abusive language. Inappropriate verbal, written or electronic communications.
- Options/Response: Withdrawal of privileges, detention, in-school suspension, temporary out of school suspension, full suspension, expulsion, or other Board action which results in appropriate placement of student.

### **DISCIPLINE - Level III**

- Offense: Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school.
- Examples: Fighting, stealing, threats to others, vandalism (minor) or excessive illegal absenteeism.
- Options/Response: Withdrawal of privileges, restitution of property and damages, temporary removal from class, temporary out-of-school suspension, law enforcement officials contacted, full suspension, expulsion, in-school suspension, or other Board action which results in appropriate placement of student.

### **DISCIPLINE - Level IV**

- Offense: Possession, use, sale, disbursement or being under the influence of a controlled substance, or a look-alike drug and/or chemical agent, pill, or capsule having a body altering effect. This rule does not prohibit the possession or use of beverages containing caffeine such as coffee, tea, soft drinks or effects caused by medication as prescribed by a physician.
- Examples: Possession or use of alcohol, drugs, and tobacco.
- Options/Response: Suspension, law enforcement contacted when appropriate. Full suspension, expulsion, in-school suspension or other Board action which results in appropriate placement of student.

#### **DISCIPLINE - Level V**

- Offense: Acts which result in violence to another person or property, or which pose a direct threat to the safety of others in the school.
- Examples: Unmodified Level II, III, IV misconduct, bomb threat, possession or use of dangerous weapons, assault and battery, vandalism, theft, possession, and sale of stolen property, arson, or excessive absenteeism.
- Options/Response: Full suspension, expulsion, in-school suspension, or other Board action which results in appropriate placement of the student.

#### **DISTRIBUTION OF NON-SCHOOL LITERATURE**

Organizations desiring to display posters in the building must:

1. Secure permission from the office.
2. Have faculty sponsor approve each poster for content and neatness.
3. Post only on bulletin boards, tile walls, glass, or wood. No poster is to be affixed to painted surfaces.
4. Be responsible for taking the posters down at the conclusion of the event.
5. This includes electronic communication including but not limited to e-mail, posting on websites, text messages and internet bulletin boards.

See school board policy #220.

#### **DRIVING TO SCHOOL**

All students must register their vehicle(s) with the Principal's Office and must park on school property. All students must park on school property in the student parking lots. Forms are located in the high school office. Students are not permitted to go to their vehicles without permission from the Principal or Dean of Students. Students requesting special permission to drive to school must complete a request form and then will be issued a parking permit. All student vehicles must be registered in the high school office and display the parking permit. The West parking lot is reserved for student use as well as along Schuyler Avenue. Cars not registered or properly displaying a parking permit may be towed or fined. One-way traffic and speed limits will be strictly enforced. Reckless handling of vehicles or disobeying safety standards will not be tolerated. The administration reserves the right to revoke student driving/parking privileges. Lycoming Career and Technical Center students must secure permission from the High School Principal and the Lycoming Career and Technical Center Director to drive to their cluster or jobsite and must adhere to all provisions of the driving regulations.

## **ELECTRONIC DEVICES**

Use is prohibited on school grounds, during school hours (with the exception of the 30-minute lunch period), and on buses or other vehicles provided by the school district. Students are prohibited to possess laser pointers and attachments and telephone paging devices/beepers on school property, on buses and other vehicles provided by the district, and at school-sponsored activities. Students may not use personal communication devices, such as two-way radios or other handheld devices during the academic school day in district buildings on district property. Students may not use electronic devices, including those that have the capability to take photographs, or record audio, or video, during the academic school day in district buildings or school district property. **First offense:** electronic device will be confiscated until the end of the school day and 1 hour of detention assigned. **Second offense:** electronic device will be confiscated and must be picked up by a parent/guardian and 2 hours of detention assigned. **Third offense:** electronic device will be confiscated and must be picked up by a parent/guardian and 1 day of in-school suspension will be assigned. **The consequences will vary depending on the severity of the offense.** See school board policy #237.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Interscholastic Sports**

Muncy School District is a member of the Pennsylvania Interscholastic Athletic Association, which establishes standards for all athletic events. Muncy is a member of the Mid-Penn Athletic Conference. Muncy School District offers a wide variety of interscholastic sports including:

Fall Sports: Football, Boys and Girls Soccer, Boys and Girls Golf, Field Hockey, Junior High Softball, Girls Tennis

Winter Sports: Boys Basketball, Girls Basketball, Wrestling, Jr. High Boys and Girls Basketball

Spring Sports: Baseball, Softball, Junior High Field Hockey, Boys Tennis, and Track & Field co-sponsored with Montgomery High School

All participants must meet the athletic eligibility requirements that are listed in the Pathfinder.

### **Extra-Curricular Activities**

The goal of all extracurricular activities is to promote the growth and development of every participant. Students are encouraged to become involved in extra-curricular activities to the extent that they do not interfere with their classroom studies. Muncy School District requires students not to fail two or more subjects in order to participate in extra-curricular activities. Eligibility is determined each week. Class standing is defined as the grade or mark in each subject for all work

covered from the beginning of the marking period. In cases where a student is failing two or more subjects at the end of the marking period, said student shall be ineligible to participate in extra-curricular activities for the fifteen school days of the next grading period, starting from the date report cards are issued. Muncy Jr./Sr. High School offers a wide variety of activities for students to select including National Honor Society, 'M' Club, Foreign Language Club, Blue Arrowhead, Science Club, Cheerleading, Christian Club, Diversity Club, Student Council, Weight Training Club, Technology Club, Outdoor Club, SADD, FBLA and Art Club. Seniors may hold only one of the following major offices: President - Senior Class, Editor - Yearbook, Editor - Newspaper, and President - Student Council.

The marching band is an organization composed of both Junior High and Senior High Students. Eligibility for participation is the same as listed under extra-curricular activities.

Yearbook - Each year the graduating class publishes an annual of activities in the high school. The high school annual is called the CANUSARGO. Senior high students may select yearbook composition as an elective course responsible for the publication of the yearbook.

Each year students of Muncy Jr./Sr. High School are recognized for their outstanding contributions in scholastic and extracurricular areas. Graduating seniors compete each year for numerous scholastic achievement awards selected by committees composed of faculty members and administrators as stipulated by the various awards. Students wishing for more detailed information concerning the criteria for each award should contact the guidance office.

### **FERPA – RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are: 1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the school principal; clearly identify the part of the record they want changed and specify

why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights to a hearing. Procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

#### **DIRECTORY INFORMATION**

FERPA requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of PII from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow the School District to include information from your child's education records in certain school publications. Examples include:

1. A playbill, showing your student's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies ("LEA's") receiving assistance under the Elementary and Secondary Education Act of 1965, as amended ("ESEA") to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. *See* 20 U.S.C. §7908 and 10 U.S.C. §503(c).

If you do not want the School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School District in writing by September 30 each school year. The School District has designated the following information as directory information:

- a. Student's name;
- b. Address;
- c. Telephone listing;
- d. Electronic mail address;
- e. Photograph;
- f. Date and place of birth;
- g. Major field of study;
- h. Dates of attendance;
- i. Grade level;
- j. Participation in officially recognized activities and sports;
- k. Weight and height of members of athletic teams;
- l. Degrees, honors, and awards received;
- m. The most recent educational agency or institution attended;
- n. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user; and
- o. A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.



## CONTACT LIST

Position	Contact Information
Business Administrator / Board Secretary Anti-Discrimination Coordinator AHERA Coordinator Insurance for Interscholastic Sports Contact Title IX Coordinator	Mr. Andrew Seese Business Administrator 206 Sherman Street Muncy, PA 17756 570-546-3125 (Ext. 2020) <a href="mailto:aseese@muncysd.org">aseese@muncysd.org</a>
High School Principal High School Student Records	Mr. Tim Welliver High School Principal 200 West Penn Street Muncy, PA 17756 570-546-3127 (Ext. 3410) <a href="mailto:twelliver@muncysd.org">twelliver@muncysd.org</a>
Elementary School Principal Elementary School Student Records	Mr. Steve Haddon Elementary School Principal 125 New Street Muncy, PA 17756 570-546-3129 (Ext. 1110) <a href="mailto:shaddon@muncysd.org">shaddon@muncysd.org</a>
Coordinator of Special Education English as a Second Language Program Services Special Education Programs and Services Section 504 & ADA Coordinator Gifted Services	Mrs. April Farrell Coordinator of Special Education 125 New Street Muncy, PA 17756 570-546-3125 (Ext. 1470) <a href="mailto:afarrell@muncysd.org">afarrell@muncysd.org</a>
Superintendent Wellness Program Contact Homeless Liaison	Dr. Craig Skaluba, Superintendent 206 Sherman Street Muncy, PA 17756 570-546-3125 (Ext. 2000) <a href="mailto:cskaluba@muncysd.org">cskaluba@muncysd.org</a>
Nutrition / Food Service Director Food Service Spending Limits	Mr. Tom Kuntz Food Service Director 125 New Street Muncy, PA 17756 570-546-3129 (Ext. 1120) <a href="mailto:tkuntz@muncysd.org">tkuntz@muncysd.org</a>
Technology Coordinator CIPA Compliance	Chris Frey Technology Coordinator 200 West Penn Street Muncy, PA 17756 570-546-3125 (Ext. 3460) <a href="mailto:cfrey@muncysd.org">cfrey@muncysd.org</a>
Athletic Director	Mr. Curt Chilson Athletic Director 200 West Penn Street 570-546-3127 (Ext. 3630) <a href="mailto:cchilson@muncysd.org">cchilson@muncysd.org</a>

Athletic Trainer	Mr. Dan Picarella Athletic Trainer Contracted through UPMC 200 West Penn Street 570-546-3127 (Ext. 3750) <a href="mailto:dpicarella@muncysd.org">dpicarella@muncysd.org</a>
Buildings and Grounds Supervisor	Mr. Corey Palmatier 570-546-3129 (Ext. 3720) <a href="mailto:cpalmatier@muncysd.org">cpalmatier@muncysd.org</a>
<i>Complaints to United States Department of Education</i>	Student Privacy Policy Office U.S. Department of Education Maryland Avenue, SW Washington, DC 20202
<i>Complaint to FCC</i>	File a complaint online at <a href="https://consumercomplaints.fcc.gov">https://consumercomplaints.fcc.gov</a>  By phone: 1-888-CALL-FCC (1-888-225-5322); TTY: 1-888-TELL-FCC (1-888-835-5322); ASL: 1-844-432-2275  By mail (please include your name, address, contact information and as much detail about your complaint as possible): Federal Communications Commission Consumer and Governmental Affairs Bureau Consumer Inquiries and Complaints Division 45 Street NE Washington, DC 20554

**FIELD TRIPS**

All non-educational field trips must be conducted on a non-school day. Those deemed non-educational in purpose will not be approved by the administration. All school rules apply when students are on school sponsored field trips including those on the weekend and summer months. See school board policy #231.

**FIRST AID OR ILLNESS**

For students who require first aid or become ill during the school day, first aid measures will be initiated by the nurse or other school personnel until the parents can be contacted. This action will consider comfort and protection of the student while medical evaluation and recommendation is secured. Students must obtain permission from their teacher prior to going to the nurse.

## **FOOD AND BEVERAGES**

Sanitary standards, difficulty in cleaning, and aesthetic reasons make necessary a limitation of eating food and snacks, or drinking beverages, in the school building with the exception of a student's breakfast, lunch and if a snack is allowed by the teacher in their classroom.

All food and beverages must stay in the cafeteria unless permitted by the classroom teacher. Students are responsible for any spilled food or beverages. Failure to meet the responsibility to clean up their mess may result in disciplinary action and/or loss of privilege.

## **FOOD SERVICE MEAL DEBIT ACCOUNT**

All students will create an individual account with the cafeteria. This is a debit account (not a credit account). Money is deposited into the account allowing students to purchase food items using that account. Each student will have a pin number. Any purchases charged to an account producing a negative account balance must be paid the next day. Students may deposit money into a student account by a weekly, monthly, or yearly check. Students will pick up food items and press pin # into the pin pad. Deposit forms will be available from cashiers in the cafeteria. Payments may be cash or check. Make checks payable to Muncy School Lunch. Students can turn in his/her deposits to the cafeteria daily from 7:15 a.m. until 9:00 a.m. **Cash payments and deposits will not be accepted at the register.**

## **GIFTED EDUCATION SERVICES (PA Chapter 16)**

In compliance with state law and in accordance with the Board's philosophy to develop the special abilities of each student, the Muncy School District provides services designed to meet the unique needs of gifted students. The Muncy School District identifies "gifted" students on a case-by-case basis based on state law and district policy. Under Pennsylvania regulations the term mentally gifted is defined as "including a person who has an IQ of 130 or higher and when multiple criteria indicate gifted ability." A person with an IQ lower than 130 may be gifted when other educational criteria in the child's profile strongly indicate gifted ability. For more information, please contact the Gifted Coordinator. See school board policy #114.

## **GRADING SYSTEM**

In grades 7 - 12, each student receives a report of his/her progress at the end of each nine weeks grading period. The report contains course grade achievement and behavior comments for each subject. A copy of the report on the school progress is also maintained for the guidance office permanent records. To attain honor roll status students must have an 89.5 GPA or higher for the marking period. Grades have the following values:

<b>A</b> – 92 – 100	Superior
<b>B</b> – 83 – 91	Above Average
<b>C</b> – 75 – 82	Average
<b>D</b> – 70 – 74	Below Average
<b>E</b> – Below 70	Unsatisfactory

**GRIEVANCE PROCEDURE FOR TITLE IX OF THE  
EDUCATION AMENDMENTS OF 1972 AND SECTION 504 OF  
THE REHABILITATION ACT OF 1973**

Muncy School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, IX and Section 504.

For information regarding civil rights or grievance procedures, contact Andrew Seese, Title IX Coordinator, Section 504 Coordinator, at 206 Sherman Street, Muncy, Pa. 17756, (570)546-3125.

- A. Eligibility for Filing: Any student or employee, or any individual or group acting on behalf of a student or employee (male or female) may file any grievance of sex discrimination or sexual harassment with the Title IX coordinator. Any student or employee or any individual or group acting on behalf of a handicapped student or handicapped employee may file any grievance of discrimination on the basis of a physical or mental handicap with the Section 504 coordinator.
- B. Pre-grievance Contact: Prior to the submission of a written grievance to a hearing officer, the grievant(s) may request pre-grievance contact with the respondent alleged to be directly responsible for the violation, and/or with the persons having immediate supervisory authority related to the grievance. These persons may make reasonable efforts to meet with the Title IX or Section 504 coordinator to discuss the grievance that the student(s) or employee(s) wishes to bring to their attention. Such a pre-grievance contact, however, shall be at the option of the grievant(s); it shall not be a precondition for the submission of a written grievance to a hearing officer.
- C. Grievance Filing: Grievances filed with the Title IX coordinator or the Section 504 coordinator shall be in writing on a form provided by the coordinator, and shall be provided the following information: name and address of grievant(s); nature of alleged violation; names of persons responsible for the alleged violation (where known); requested relief or corrective action (specification of desired relief shall be at the option of the grievant), and any e.g., names or groups of other persons affected by the violation, etc.
- D. Grievance Forms: A grievance form shall be prepared by the grievant and the Title IX coordinator or the Section 504 coordinator who will facilitate the filing of the grievance.

These forms may be obtained from the Title IX coordinator or from the Section 504 coordinator. The grievant shall have the right to request assistance from the Title IX or Section 504 coordinator or any other individual, group, or organization to assist in the preparation of the form or in the filing of the grievance.

- E. Time Limit for Grievance Filing: A grievance must be filed within 60 calendar days of the occurrence of the alleged Title IX violation or the alleged Section 504 violation.
- F. Grievance Provisions: Prior to filing a grievance, the grievant(s) shall be informed of the provisions and their rights, and shall be given a copy of Part V: General Provisions.

### **GUIDANCE SERVICES**

High school guidance services continue to focus on preparing students to become contributing members of society. Counselors work closely with administrators, teachers, and parents to assist at-risk students or refer them to appropriate community resources. The high school counseling team also monitors and advises students in appropriate academic course selection. Through career exploration activities, large and small group instruction, preparation, organization and administration of standardized testing, and interpersonal skills development, high school counselors help promote students' successful transition to post-secondary endeavors.

1. The Counseling Service. In this service the counselor employs professional training to help students cope with their individual problems. Student concerns may range from poor grades to pregnancy. Counselors are available to speak with any or all students. Counselors also frequently meet with teachers and parents to help resolve student related problems.
2. The Referral Service. Students are referred to the guidance office by teachers and administrators for additional support in resolving student issues. Counselors do not discipline students. When appropriate, students and families are referred to outside social agencies, such as Children's Services and Family Counseling. Homebound instruction for disabled or ill students can also be arranged through the guidance office.
3. The Assessment Service. The counselor administers and interprets a comprehensive battery of tests in grades 7 - 12. These include the PSSA and Keystone Exams. Test results can be used in counseling sessions with students as a tool in educational and career decisions. Teachers use test results to identify students' academic strengths and weaknesses, and administrators use them to evaluate the effectiveness of the school's academic programs.

4. The Records Maintenance Service. Records for all students are updated and kept on file in the guidance office. Counselors handle all requests for information about students and graduates. Transcripts are issued on request. Guidance Counselors complete student schedule changes, progress reports, teacher grades, and report cards.
5. The Placement Service. Educational placement assists students moving from one level of education to another. The guidance department is responsible for an orientation program of sixth graders moving to the Muncy Junior High School, for assisting freshmen in gaining admission to an appropriate Lycoming Career and Technology Center (LycOCTC) program, in the selection of another curriculum, and assisting senior transition into the work force or college.
6. The Information Service. Counselors provide students with current educational, occupational, and personal-social information. Students may identify opportunities available in the work world or identify careers that fit their interests and abilities. Guidance activities include facilitating the comprehensive career graduation project.

#### **HARASSMENT**

The Muncy School District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. Harassment consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

When a student believes that he/she is being harassed, the student should immediately inform the harasser that his/her behavior is unwelcome, offensive, or inappropriate. If the unwelcome, offensive, or inappropriate behavior continues, students are encouraged to report a complaint of harassment, orally or in writing, to the building principals, teachers, counselors, nurses, or administrators. The building principal shall conduct an impartial, thorough, and confidential investigation of

the alleged harassment. A written report by the principal shall summarize the investigation and recommend the disposition of the complaint. Copies of the report shall be provided to the complainant, the accused, the Superintendent, and others directly involved, as appropriate. If the investigation results in a substantiated charge of harassment, the district shall take prompt corrective action to ensure the harassment ceases and will not recur. See school board policy #103.

### **HAZING**

The Muncy School District, in order to maintain a safe, positive educational environment for students, prohibits any type of hazing activities as inconsistent with the educational goals of the district. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student(s) for the purpose of initiation, membership, or affiliation with any organization sponsored by or under the supervision of the school district.

The Muncy School District does not condone any form of hazing as part of any school sponsored activity. No student, coach, sponsor, volunteer, or district employee shall permit, plan, direct, encourage, assist, or engage in any hazing activity. No administrator, coach, volunteer, or district employee shall permit, condone, or tolerate any form of hazing. Students who believe they have been subjected to hazing should promptly report such incidents to the building principal. The district will investigate all complaints of hazing and administer appropriate discipline to individuals violating this policy. See school board policy #247.

### **HEALTH AND SAFETY PLAN**

Any changes and/or additions and deletions to the Health and Safety Plan will be made by the Muncy School Board during the 23-24 school year. The Muncy School District Health and Safety Plan will be updated on the Muncy School District website after the August 21, 2023, meeting.

### **HOMELESSNESS PROGRAM**

Helping children and youth experiencing homelessness access PA's public schools by removing barriers to a free and appropriate public education. The goal of the program is to have a student's education continue as uninterrupted as possible while he or she is homeless.

### **The McKinney-Vento Act**

On July 22, 1987, the Stewart B. McKinney Homelessness Act became public law. This was the first comprehensive federal law that addressed homelessness in America. It was included in the 2001 No Child Left

Behind Act as the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 (Public Law 107-110). Subtitle B addresses education for homeless children and youth (Sec. 721-726).

**Provisions of the Act**

- Homeless Children have the right to attend either their original school or the school in the area in which they currently reside for the duration of their homelessness, or until the end of the school year if the family finds permanent housing.
- Schools are to immediately enroll homeless children and unaccompanied youth, even if they are unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, and any other required documentation.
- In the case where the educating district is different than the district where the student is temporarily residing, both school districts are responsible for the facilitation of transportation in the best interest of the student.
- Immediately upon enrollment, homeless students are entitled to receive a daily, free school lunch.

**Children and youth experiencing homelessness:**

A child is considered homeless if he or she is living with or without a parent:

- In a homeless or domestic violence shelter
- In a public or private place not designated as a regular sleeping accommodation, such as a vehicle, park, hotel, or campground
- With relatives or friends due to lack of housing
- Outside of his or her home as a runaway or because he/she has been forced out of the home
- In a house for unwed mothers and has no other living accommodations
- In any of the situations listed above as a child of a migrant family

**Assistance available through the program:**

- Assisting with school enrollment and placement
- Providing agency referrals for clothing, food, shelter, rent, and school supplies
- Coordinating support services
- Providing training on the McKinney-Vento Act
- Increase public awareness of homelessness

**Homeless Liaison Contact Information:**

Dr. Craig R. Skaluba  
206 Sherman Street  
Muncy, PA 17756  
[cskaluba@muncysd.org](mailto:cskaluba@muncysd.org)



### **HONOR GRADUATES**

Seniors who achieve a scholastic average above 94.0 will graduate with Highest Honors. Seniors achieving a scholastic average of 92.0 - 93.99 will graduate with High Honors. Seniors achieving a scholastic average of 90.0 - 91.99 will graduate with Honors. These seniors will receive the designation of Honor graduate at the time of Commencement.

### **INCOMPLETE GRADES**

An incomplete grade is given to students who have been absent for an extended time. Incomplete grades are not given to students who have procrastinated in completing their regular assignments. Arrangements to complete all the missed work must be made in the appropriate amount of time.

### **IN-SCHOOL SUSPENSION**

In-School Suspension is a discipline method employed to deal with persistent and repeat offenders of minor school rules and regulations or violations of more serious school rules and regulations. ISS begins at 7:40 a.m. and concludes at 2:30 p.m. Failure to conform to the rules and regulations of In-School Suspension will result in Out-of-School Suspension. A conference with the principal may be required prior to the readmission of the student to classes.

### **INTERNET, COMPUTERS AND NETWORK RESOURCES – ACCEPTABLE USE**

The use of network resources, including the Internet, is a privilege, not a right; inappropriate use will result in the cancellation of these privileges and/or appropriate disciplinary action. All student network users must complete and sign an acceptable use agreement which indicates that they understand and will abide by the provisions of this policy.

Acceptable use of the computer network must support education and academic research consistent with the mission and educational goals of the school district. The determination as to whether a use is appropriate lies solely within the discretion of the school district.

Students are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and State and Federal law. See school board policy #815.

### **LAVATORY USE**

Permission to use the lavatory during class periods may be granted by a teacher only in an emergency. These requests are to be kept to a minimum. At no time are students to linger or congregate in the lavatories.

### **LEAVING BUILDING DURING SCHOOL HOURS**

Students having appointments with doctors or dentists should make every effort to have these appointments made on Saturdays or after school hours. Special permission for students to leave for medical appointments should be given to the High School Office between 7:15am and 7:36am.

#### **The following procedure must be followed:**

1. Present a handwritten note **to the office** containing the dismissal time and date of appointment signed by parent/guardian between 7:15am and 7:36am. **(These notes do not go to teachers.)**
2. Students must sign out at the office immediately before leaving for the appointment.
3. Students must sign back in at the office when they return from the appointment.
4. Students must present evidence of their medical appointment to the office upon their return to school. An appointment card or note from the doctor's office indicating the appointment is acceptable.

### **LEAVING CLASSES/SCHOOL**

**Students are not to leave class or school during class time except for emergencies or with permission.** All students leaving school must sign out in the office and have authorization from a parent of guardian.

### **LOCKERS**

Lockers are the property of the Muncy School District and are on loan to the students. Lockers are subject to a search at any time by authorized school personnel. Each student is assigned one locker at the beginning of the school year. Lockers are not to be exchanged with other students. Lockers must be secured and locked at all times. Individual students are responsible for the security of their own lockers.

### **LOST AND FOUND**

Any student losing or finding articles should report it to the high school office. Lost articles are held for a reasonable time. Articles are donated to a local charitable organization if they have not been claimed after a reasonable time. It is strongly advised that students do not bring money or valuable articles to school. If, for good reason they need to, item(s) should be brought to the office immediately for safekeeping.

### **MEDICATIONS**

The Muncy School District Board of Education has a responsibility to cooperate with parents and physicians when it is necessary for students to take prescription medication during in-school hours.

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student and/or the student would not be able to attend school if the medicine was not made available during school hours.

In accordance with the recommendations of the Pennsylvania Department of Health, students will be given medication only on the **DIRECT WRITTEN ORDER OF A PHYSICIAN**.

The student, a parent, guardian, or responsible adult who is acting on behalf of the student should bring the medication and the properly completed forms to the school nurse or an individual designated by the building principal. All medications will be kept in a locked area. At the end of the designated time, which shall be set by the physician, all unused medication will be returned/destroyed, after notifying the parent or guardian.

A form must be completed by the parent/guardian and the PHYSICIAN before any medicine will be administered. The form, available from the nurse's office, must contain the following information:

1. Name of student
2. Name of medication
3. Dosage and time medication is to be given
4. Name and telephone number of physician and pharmacy
5. Signature of parent/guardian
6. Signature of physician
7. The prescription number and date must be on the bottle label, along with the student's name

It is anticipated that administering medicine during school hours will be the exception rather than the rule. No other pills, tablets or capsules will be permitted. If a non-prescription/over-the-counter medicine **MUST** be given during school, the parent/guardian will complete the information on the form.

Students are permitted to possess asthma inhalers and to self-administer the prescribed medication used to treat asthma when such is parent authorized. Before a student may possess or use an asthma inhaler during school hours, the Board shall require the following:

1. A written request from the parent/guardian that the school complies with the order of the physician certified registered nurse practitioner or physician assistant.
2. A statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the

benefits or consequences of the prescribed medication.

3. A written statement from the physician certified registered nurse practitioner, or physician assistant.

The student shall be made aware that the asthma inhaler is intended for his/her use only and may not be shared with other students. The student shall notify the school nurse as soon as practicable following each use of an asthma inhaler. See school board policy #210 and 210.1.

### **MORNING BREAKFAST RULES**

The morning breakfast program has been established for those students who do not have the opportunity for breakfast at home in the morning before coming to school. This program is optional; you do not have to attend breakfast. Students who walk, drive, or receive a ride (by other than a school bus) must finish breakfast by 7:36 a.m. and attend first period class at the regular scheduled time of 7:40 a.m. If you do not attend first period class, you will be marked absent. You may not sit in the cafeteria in the morning if you are not eating breakfast.

### **MORNING PROCEDURES**

Students will enter the building through the bus lobby and Schuyler Avenue entrances. Any student drink must be in a sealed container that cannot spill onto the floor if dropped. All students will go directly to their locker and report to their period one class after. Students will continue to drop off excuses and appointment slips to the main office after they go to their locker. The only exception to this will be students eating in the cafeteria. Any student sitting in the cafeteria in the morning must be eating. The cafeteria proctor will send any student not eating to their period one class.

### **MUNCY ASSISTANCE PROGRAM FOR STUDENTS (MAPS)**

The Muncy Assistance Program for Students is a team made up of teachers, school nurses, guidance counselors, and administrators. The purpose of this team is the prevention and early intervention of students' social, emotional, and/or academic problems. A primary function of this team will be to identify and refer high - risk students to appropriate treatment resources outside the school and to provide ongoing support for identified "after - care" students. Referrals to the program may come from students, teachers, community members, or other staff persons. All communication will be kept in strict confidence. The concern of this program is to be able to promote and maintain a healthy school environment for all students. See school board policy #236.

### **MUNCY VISION STATEMENT**

**Vision:** Muncy leads the way in inspiring youth through unparalleled academics, character building, tradition, and innovation.

### **NATIONAL HONOR SOCIETY**

The National Honor Society was founded in 1950 at Muncy High School to encourage a wholesome respect for scholarship. Election to the National Honor Society is based on the following criteria:

1. Candidates must have a cumulative scholastic average of at least 90 percent in their major subjects to be academically eligible. Any course with a credit weight is calculated into the cumulative average.
2. Each candidate who is academically eligible will be notified and asked to complete a "Student Activity Information Survey Form."
3. The principal shall appoint a five-member faculty council.
4. The faculty council shall evaluate a candidate on the criteria of leadership, service, and character.
5. All members must maintain a 90 weighted average and a solid record of leadership, service and character to continue as a member in NHS.

Specific criteria for leadership, service, and character may be picked up in the Guidance Office.

### **NON-SCHOOL SPONSORED EDUCATIONAL TRIP REQUEST**

The school code of the Commonwealth of Pa. and the policies of the Muncy School District require that all registered children be in attendance every day that Muncy Schools are in session. The Muncy Board of Education recognizes that on very rare occasions students are afforded an opportunity for travel that would provide a significant educational opportunity or experience. The Building Principal at his discretion may grant excused absences from school to a maximum of ten (10) school days for education tours or trips which are not school sponsored provided the following procedures and conditions are met.

1. A written request must include a specific, but brief description of the educational value of the planned tour or trip **and should be submitted one week prior to the start of the trip. These forms may be obtained in the high school office and on the website.**
2. The students must make adequate arrangements with the classroom teachers for assignments and work to be missed and must have the Building Principal's approval of the arrangement.
3. The decision by the Building Principal to approve or deny the request is final.
4. In the event that approval is granted, all deficient work assignments and examinations must be completed within the same number of days as the days of absence, not to exceed ten days, after returning.

5. Failure to comply with the above conditions will automatically make all days of the trip unexcused absences. In addition, any future requests may be denied.
6. **Educational trips will not be approved for trips scheduled the first or last week of the school year.** See school board policy #204.

## **NUTRITION STANDARDS**

### **Fundraising:**

All food items sold as fundraisers on school property and available for sale during the school day must meet the guidelines below and will be reviewed by the principal of the school. Any fundraising group will receive a list of fundraising foods that meet these guidelines prior to the commencement of the fundraiser. The school food service director shall assist the principal in determining the suitability of fundraising items in accordance with the guidelines.

- Items will provide < 250 calories per serving.
- Packages will be in single serving sizes.
- Foods of Minimal Nutritional Value (USDA regulation 7CFR 210 and 220) will not be available anytime during the school day.
- Total fat will be <35% of the total calories (excluding nuts, seeds, nut butters and reduced fat cheeses)
- Saturated fat will be < 10% of the total calories.
- Sugar content will be < 35% by weight (excluding naturally occurring sugars and low-fat yogurts) and added sugar will not be listed as the first ingredient. (Table 3)
- Items will contain minimal to no trans fatty acid. (Table 4)

Food items will be available no earlier than 30 minutes after the last mealtime slot of the day.

## **PLAGIARISM**

**Plagiarism is the act of presenting the ideas or writings of another as one's own.** Plagiarism is the word-for-word copying of another's writing without enclosing the copied passage in quotation marks and identifying it in a proper citation. Plagiarism is also the casual inclusion of a particular idea or term which one has obtained from another's writing or speaking, and which is then presented as one's own opinion or idea. Simply changing around a few words and phrases or changing the order of the original message **cannot** remedy plagiarism. Plagiarism in any form will not be tolerated.

## **PUBLIC DISPLAY OF AFFECTION**

Muncy High School students have traditionally adhered to the rules of good taste. Public display of affection is not in good taste. School is neither the time nor the place for excessive displays of affection. Caressing, holding hands, walking with arms around each other, kissing, and similar behavior is inappropriate in the school and will result in disciplinary action.

## **REPORT CARDS**

<u>Quarter</u>	<u>Marking Period Ends</u>
First Quarter	November 6, 2023
Second Quarter	January 23, 2024
Third Quarter	April 3, 2024
Fourth Quarter	June 7, 2024

Report cards are released on a quarterly basis through our PowerSchool™ portal. Parents are encouraged to discuss the report with the students. In addition, parents are encouraged to initiate conferences with individual teachers when the need arises.

## **SCHOOL OFFICIALS**

### **Board of Education**

President – Scott Johnson  
Vice President – Kim Walker  
Secretary – Andrew Seese  
Treasurer – Billee Harris

### **Board Members**

Joseph Earnest  
David Edkin  
Steven Hill  
Krista McMonigle  
David Messenger  
Justin Teffeteller  
Corey Walko

### **HS Secretaries**

Jessica Beckman  
Katie McGuire  
Nichole Rader

### **Superintendent**

Dr. Craig Skaluba

### **Business Manager**

Andrew Seese

### **High School**

#### **Principal**

Tim Welliver

### **Elementary School**

#### **Principal**

Steve Haddon

### **Technical Support**

Chris Frey

### **Coordinator of**

#### **Special Education**

April Farrell

### **Aides**

Zach Betts  
Tiffany Boyles  
Shirley Glasser  
Tina McCloy  
Michelle McLean  
Heather Peters

### **Athletic Director**

Curt Chilson

### **School Nurse**

Stacie Nierzwicki

### **Food Service Director**

Thomas Kuntz

#### **SECTION 504 OF THE REHABILITATION ACT (PA Chapter 15)**

Chapter 15/Section 504 requires that school districts provide a free and appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities.

Section 504 covers qualified students with disabilities who attend schools receiving federal financial assistance. To be protected under Chapter 15/Section 504, a student must be determined to: 1) have a physical or mental impairment that substantially limits one or more major life activities; 2) have a record of such impairment, or 3) be regarded as having such impairment.

For further information on the evaluation procedures and provision of services to protected handicapped students under Chapter 15/Section 504, parents should contact the Section 504 Coordinator.

#### **SPECIAL EDUCATION PROGRAMS, SERVICES AND OVERVIEW**

The Muncy School District has developed policies in accordance with federal and state regulations and guidelines to ensure the provision of a free and appropriate public education to all school-age children, including those with disabilities. The district provides appropriate special education programs and related services that are: provided at no cost to parents; provided under the authority of a school entity, directly by referral or by contact; individualized to meet the educational needs of the child; reasonably calculated to yield meaningful educational or early education benefits and progress; and designed to conform to an Individual Education Program (IEP).

There are procedures to identify children needing special education, including “screening” and “evaluation”. If a disability is suspected, teachers, other school personnel, or parents may refer a child for screening or evaluation. Parents suspecting that a child may have a disability and needs special education services can request a screening or an evaluation by contacting the Coordinator of Special Education or the building Principal. No evaluation may be conducted without written parental permission.

Students that have been determined to be eligible by an IEP team, based upon recommendations resulting from a multi-disciplinary team evaluation, may receive special education services and related services. Additional information including the Procedural Safeguards Notice can be accessed at the following link: <https://www.muncysd.org/Page/46>. For Early Intervention age children, information may be obtained by contacting BLaST Intermediate Unit at (570) 323-8561.



## **STUDENT RECORDS**

To ensure that the rights and privacy of students and parents are protected, the parents have the right to inspect and review any and all records, files, and data directly related to their children. Requests should be directed to the building principal who will arrange a meeting at a mutually agreeable time. Parents shall have an opportunity for a hearing to challenge the content of their child's records, to ensure that the records are not inaccurate, misleading, or otherwise containing inappropriate data therein.

All school personnel desiring access to pupil records, however, will be required to sign a written form, which will be kept permanently on file. The school will not divulge in any form, to any persons, any information contained in school records except with written consent from the students' parents specifying records to be released and to whom, or in compliance with judicial orders or orders of administrative agencies where those agencies have power of subpoena. Parents and/or students will be notified of all such orders and the school's compliance. See school board policy #216.

## **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of all who are involved in the education process.

Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

The students' responsibilities are to:

1. Be aware of all policies, rules and regulations for student behavior and conduct themselves accordingly. Each student shall assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
2. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom themselves to meet standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school.
5. Comply with federal, state, and local laws.
6. Exercise proper care when using district facilities, school supplies and equipment.
7. Attend school daily and be on time for all classes and other school functions.

8. Make up work when absent from school.
9. Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
10. Report accurately in student media.
11. Not use obscene language in student media or on school property.
12. Provide accurate and truthful information during the course of an investigation.

**TEACHER CONTACT INFORMATION**

<b>Teacher</b>	<b>Email</b>	<b>Voicemail</b>
Baker, Beth	<a href="mailto:bbaker@muncysd.org">bbaker@muncysd.org</a>	3130
Bennett, Jonathan	<a href="mailto:jbennett@muncysd.org">jbennett@muncysd.org</a>	3350
Berthold, Erik	<a href="mailto:eberthold@muncysd.org">eberthold@muncysd.org</a>	3260
Biddle, Rae-Ellah	<a href="mailto:rbiddle@muncysd.org">rbiddle@muncysd.org</a>	3040
Brelsford, Kindra	<a href="mailto:kbrelsford@muncysd.org">kbrelsford@muncysd.org</a>	3230
Buck, Mike	<a href="mailto:mibuck@muncysd.org">mibuck@muncysd.org</a>	3380
Burrows, Madalyn	<a href="mailto:mburrows@muncysd.org">mburrows@muncysd.org</a>	3610
Crissman, Beth	<a href="mailto:bcrissman@muncysd.org">bcrissman@muncysd.org</a>	3850
Davis, Michael	<a href="mailto:mdavis@muncysd.org">mdavis@muncysd.org</a>	3140
Fischer, Adam	<a href="mailto:afischer@muncysd.org">afischer@muncysd.org</a>	3620
Gotshall, Jennifer	<a href="mailto:jgotshall@muncysd.org">jgotshall@muncysd.org</a>	3070
Gresh, Jason	<a href="mailto:jgresh@muncysd.org">jgresh@muncysd.org</a>	3605
Groshek, Emily	<a href="mailto:egroshek@muncysd.org">egroshek@muncysd.org</a>	3190
Hartland, Tammie	<a href="mailto:thartland@muncysd.org">thartland@muncysd.org</a>	3060
Hoot, Angela	<a href="mailto:ahoot@muncysd.org">ahoot@muncysd.org</a>	3030
Hugar, Danielle	<a href="mailto:dhugar@muncysd.org">dhugar@muncysd.org</a>	3290
Jordan, Amber	<a href="mailto:ajordan@muncysd.org">ajordan@muncysd.org</a>	3210
Kreisher, Joanna	<a href="mailto:jkreisher@muncysd.org">jkreisher@muncysd.org</a>	3090
Kreisher, Mark	<a href="mailto:mkreisher@muncysd.org">mkreisher@muncysd.org</a>	3270
Leach, Brian	<a href="mailto:bleach@muncysd.org">bleach@muncysd.org</a>	3020
Lee, Garrett	<a href="mailto:glee@muncysd.org">glee@muncysd.org</a>	3150
Maxwell, Lindsay	<a href="mailto:lmaxwell@muncysd.org">lmaxwell@muncysd.org</a>	3615
McCahan, Shawn	<a href="mailto:smccahan@muncysd.org">smccahan@muncysd.org</a>	3120
McCrone, Matthew	<a href="mailto:mmccrone@muncysd.org">mmccrone@muncysd.org</a>	3790
Nork, Patrick	<a href="mailto:pnork@muncysd.org">pnork@muncysd.org</a>	3000
Persing, Christopher	<a href="mailto:cpersing@muncysd.org">cpersing@muncysd.org</a>	3010
Peterman, Mark	<a href="mailto:mpeterman@muncysd.org">mpeterman@muncysd.org</a>	3110
Peterman, Robin	<a href="mailto:rpeterman@muncysd.org">rpeterman@muncysd.org</a>	3390
Rogan, Jeanne	<a href="mailto:jrogan@muncysd.org">jrogan@muncysd.org</a>	3250
Russell, Heidi	<a href="mailto:hrussell@muncysd.org">hrussell@muncysd.org</a>	3160
Sick, Katie	<a href="mailto:ksick@muncysd.org">ksick@muncysd.org</a>	3340
Snyder, Jared	<a href="mailto:jasnyder@muncysd.org">jasnyder@muncysd.org</a>	3640
Taylor, Courtney	<a href="mailto:ctaylor@muncysd.org">ctaylor@muncysd.org</a>	3690
Turi, Nicole	<a href="mailto:nturi@muncysd.org">nturi@muncysd.org</a>	3470
Wagner, Sharon	<a href="mailto:swagner@muncysd.org">swagner@muncysd.org</a>	3180

Walters, Brooke	<a href="mailto:bwalters@muncysd.org">bwalters@muncysd.org</a>	3080
Waltz, Bryan	<a href="mailto:bwaltz@muncysd.org">bwaltz@muncysd.org</a>	3370
Weber, Michael (Dean of Students)	<a href="mailto:mweber@muncysd.org">mweber@muncysd.org</a>	3330
White, Scott	<a href="mailto:swhite@muncysd.org">swhite@muncysd.org</a>	3050
Zimmerman, Heather	<a href="mailto:hzimmerman@muncysd.org">hzimmerman@muncysd.org</a>	3440

### **TELEPHONE**

Students may use the office counter phone before, during, or after school if granted permission by the office staff and if the requests do not become frequent.

### **TERRORISTIC THREATS/ACTS**

The Muncy School District prohibits any district student, while under the direct or indirect supervision of district personnel, from communicating terroristic threats or committing terroristic acts directed at any student, employee, board member or any other person or facility. Staff members and students shall be responsible for informing the building principal immediately regarding any information or knowledge relevant to a possible or actual terroristic threat or act. Students found to be involved in the commission of terroristic threats/acts will be immediately suspended from school and may be expelled from school. If necessary, referrals will also be made to appropriate law enforcement officials for prosecution. See school board policy #218.2.

### **THREAT ASSESSMENT TEAM**

Threat assessment is a fact-based process for the assessment and intervention of behaviors that may indicate a threat to the safety of students, school employees, school facilities, the community, or others.

Threat assessment is a prevention strategy that allows school communities to work together to proactively identify and respond to threats before they might become an act of violence.

Recently, legislation was enacted to assist schools in creating safer environments by developing districtwide threat assessment teams.

Muncy School District's threat assessment team includes the following individuals:

1. Dr. Craig Skaluba – Superintendent
2. Mr. Tim Welliver – High School Principal
3. Mr. Steve Haddon – Elementary School Principal
4. Mrs. April Farrell – Special Education Coordinator
5. Mrs. Stacie Nierzwicki – School Nurse
6. Mrs. Jeanne Rogan – Grade 7-9 Counselor
7. Mrs. Nicole Turi – High School Trauma Counselor
8. Mr. Dave Williams – School Resource Officer

Once the team receives a report of a potential threat, it is the team's job to determine the level of threat and intervene if necessary.

Individuals may report suspicious activities or concerning behaviors directly to school officials, by using the state's Safe2Say program or by using the school district's safe school helpline.

The school district relies on the watchfulness of our faculty, staff, students, and families to report any suspicious activities or concerning behaviors. Thank you for helping us keep our schools safe and secure. See school board policy #236.1 on threat assessment.

#### **TOBACCO IN SCHOOLS ACT 145-1996 18 C.P.S. 6306.1**

Any student of the Muncy School District, who, while under the school's jurisdiction, possesses or uses tobacco or vaping products while on school property will receive Out of School Suspension and law enforcement agencies will be notified. See school board policy #222.

#### **UPDATING STUDENT/PARENT INFORMATION THROUGH PARENT PORTAL**

Parents may review and update student and parent/guardian information using the PowerSchool Parent Portal (see steps below). In case of an emergency, it is necessary to have the current telephone number of parents' place of employment and that of a family member or neighbor in the event parents cannot be reached.

##### **Update Student and Parent/Guardian Information**

1. Login to PowerSchool Parent Portal
2. Go to "Student Data"
3. Review information
4. Select \*\*Parent/Guardian Review\*\*
5. Complete Section
6. Click Submit

#### **VISITOR PROCEDURE TO ENTER MUNCY HIGH SCHOOL**

The Muncy School District will be using the Raptor Visitor Management System to enhance and automate visitors to the school. Visitors, volunteers, and staff will be required to show a valid, government-issued ID to gain entrance into the school. Once cleared through the system, a visitor badge is produced that includes a photo, name of the visitor, date, time, and destination. The Raptor system is designed to permanently replace paper sign in. Raptor can scan all U.S. government issued licenses, identification cards, concealed handgun licenses, Matricula consular ID cards, permanent resident cards, active military cards and passport ID cards (not the full passport). Raptor is only scanning the visitor's name, date of birth, photo and the last four digits from their ID card for comparison with a national database of registered sex offenders. Additional personal data will not be gathered, and no data will

be shared with any outside company or organization. Every visitor must return to the front desk to sign out of the Raptor system when leaving the building. Badges are left at the front desk and destroyed daily by school personnel. This process is only for people wishing to enter/access the school past the reception desk. The Raptor system will only be used during school hours.

### **VOCATIONAL EDUCATIONAL PROGRAMS**

There is available a vocational-technical system offering programs through the Lycoming Career and Technology Center. The programs are up to three years in length; a student may enroll for one to three years. Students in the 10th, 11th and 12th grades can be eligible if they meet the enrollment criteria. If students are seeking entry level technology skills, are not sure of a career choice, or desire specialized technical training relating to a college major, students may contact their guidance counselor. Enrollment in LCTC will be based upon several factors which include the following: attendance record, disciplinary history, and ability to hand in required paperwork in a timely manner. See school board policy #115.

### **WEAPONS 24 P.S. 13-1317.2**

No students shall possess, handle, or transmit any weapon or dangerous instrument in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, event, or function before, during and after school hours.

The term “weapon” includes knives, cutting instruments, cutting tools, martial arts devices, firearms, shotguns, rifles, air rifles, and pistols, sling shots, explosives, and any other tools, instruments, or implements capable of inflicting serious bodily injury. Also included are “look alike” of the weapons listed above.

Violators will be dealt with by school authorities as well as by the local police. School district policy will be strictly enforced. See school board policy #218.1.

### **WORK PERMITS**

Any minor who works must obtain working papers. Proper forms are available by contacting the high school office. Applications for work permits will be e-mailed to parents to complete electronically.