

Dear Parent:

After reviewing this year's student handbook with your child, please sign, have your child sign and return this page to his/her homeroom teacher no later than: Friday, September 15, 2023.

Print Student Name _____

Student's Signature _____ Grade _____

Homeroom 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 elementary 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 elementary 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 elementary 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.

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, which may include tools such as Blackboard, Remind, Google G-Suite and others, and which tools may collect certain personal student information. 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.

DISCLAIMER: As new policies are adopted, the current policies will be modified in part or whole. The District reserves the right to apply current policies as guidelines.

Ward L Myers Elementary School



2023-2024 STUDENT/PARENT HANDBOOK

Mr. Steve Haddon
Elementary Principal

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PRINCIPAL'S MESSAGE

I would like to take this opportunity to welcome you to a new year at Ward L. Myers Elementary. We know this school year will be an enjoyable one and our students will be challenged to learn and grow both academically and socially. Our teachers have been excitedly working to prepare for the upcoming school year.

The information contained in this handbook is important to both students and parents or guardians. There have been changes and updates so please take the time to review all the information. If you have questions, contact your child's teacher or other appropriate school personnel. I expect that there will be additional updates as the year progresses and we will provide them to you as they occur. I trust that you are looking forward to the school year as much as I am. It is always a pleasure to greet Muncy's youngest learners.

MISSION STATEMENT

EDUCATE, EMPOWER, INSPIRE, COLLABORATE

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

FORWARD

The parent/student handbook 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 this handbook contradict school board policy, the policy shall prevail.

TELEPHONE DIRECTORY

Principal570-546-3129 ex. 1110
 Main Office..... 570-546-3129 ex.1100
 Attendance Office 570-546-3129 ex.1130
 Cafeteria..... 570-546-3129 ex.1550
 Special Education.....570-546-3129 ext. 1250
 Guidance Office..... 570-546-3129 ex.1260
 Nurse's Office.....570-546-3129 ex. 1160

GENERAL SCHOOL INFORMATION

The schedule for the Myers Elementary School day follows:

Grades K - 6	8:35 a.m. - 3:10 p.m.
Office Hours	7:45 a.m. - 4:00 p.m.
Summer Hours	M-Th. 7:00 a.m. - 3:00 p.m.

ADDRESS AND STUDENT TELEPHONE INFORMATION

Parents may review and update student and parent/guardian information using Powerschool (see steps below). You may also contact the elementary school office when updates need to be made to student or parent/guardian address(es) or telephone numbers. 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
2. Go to "Student Data"
3. Review information
4. Select ****Parent/Guardian Review****
5. Complete Section
6. Click Submit

AMERICAN DISABILITIES ACT

The Muncy School District adheres to the American Disabilities Act which prohibits employment discrimination against "qualified individuals with disabilities" i.e., and 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 accommodation, can perform the essential functions of a job. Further, the Muncy School District is committed to following the procedures of hiring as required by this act.

ARRIVAL AND DISMISSAL

Students will be allowed in the building for breakfast at 8:05 a.m. Students not eating breakfast should report to the school between 8:20 and 8:35 a.m. They will immediately enter the building through the main entrance. **Students arriving before 8:00 a.m. are unsupervised. Please do not drop off your child or have them arrive before 8:00 a.m.**

Between 8:00-8:35 and 3:00-3:30, Parents are asked not to park in the bus loading lane when delivering or picking up children. Thank you for your cooperation.

Parents of students who do not arrive by bus are asked to cooperate by not sending their children to school prior to 8:20 a.m. Parents are not permitted to walk children to classrooms. If a student needs help carrying a project, the school will make arrangements to assist the student,

Children who arrive late for school, after the 8:35 a.m., must report to the office for a late pass. Excessive tardiness may result in the need for an improvement plan relating to on-time attendance.

Dismissal is at 3:10 p.m. through the designated doors (Please see map at the end of the handbook).

Playground areas are unsupervised before and after school hours. Children are not allowed on the playground without supervision. They will be encouraged to go directly home after school.

Walkers are dismissed first, followed by bus students. Please remind your school-age child that, whenever possible, they are to cross intersections where there are crossing guards on duty. **Pets are not allowed to be brought on school property during arrival or dismissal of students.** We ask that only one parent or guardian come to school to pick up the student. We are trying to limit the amount of congestion at arrival and dismissal times.

No students will be excused earlier than the usual time without prior notice provided by the parent(s) to the school. All students must report to the office before leaving the school at any time other than regular dismissal time. Please do not call the office to request that your child be waiting for you to pick them up. Allow 10-15 minutes when picking your child up early for an appointment. Parents must come to the office and sign the "Myers Elementary School Student Sign-Out Book". The student will be called to the office once the parent arrives.

If you need the office to give your child a message regarding a change of plans for dismissal, the message should be received in the office before 2:45 p.m.

Students are expected to remain at school for the duration of the school day following **field trip events**, unless there are extenuating circumstances approved by the principal. If a parent needs to pick up their child while they are on a field trip, they need approval from the principal.

When **lightning or thunder** occurs within five minutes prior to dismissal, the following end-of-day lightning/thunder contingency plan will be followed:

- Walkers will not be dismissed within five minutes of hearing thunder or seeing lightning.
- Bus students will be dismissed at the regular time.
- If walkers remain in the building after busses leave, they will be assembled in the cafetorium under staff supervision.
- Walkers will be dismissed when we have not heard thunder or seen lightning for five minutes. Sixth grade students will be dismissed first, and older students will be permitted to retrieve younger students, who are to be in their care, as they leave.
- Parents who must retrieve their children prior to the late dismissal may ask to have them paged to the office where they must be signed out before exiting.

ATTENDANCE

The State of Pennsylvania has precise compulsory attendance laws. Every child is expected to be in school except in case of illness or other legitimate reasons. Those legitimate reasons include: inclement weather, death in the family, or verified emergencies. Three days of unexcused absences during any school term are allowed by law before legal action is taken.

A telephone call-in system is used in the district. Parents must call the school to report their child's absence between 7:45 and 9:00 a.m. It is then not necessary for the parent to send a written excuse to the school. After 9:00 a.m. additional attendance procedures may be communicated as needed through the Muncy School District or elementary school office.

The attendance secretary will prepare an absentee list which will be distributed to teachers each school day. In addition, if the parent fails to call the school, the secretary will call the family at home to verify the child's absence. A procedure is in place to notify parents when students have accumulated excessive absences. The school will make telephone contact with parents when the student's absences cause a concern to the school staff or when the student reaches 10 absences. Additionally, the Principal will send a letter on the 10th day of absence to inform the parents of the school district's attendance policy. If the student's absences become excessive, the school will contact the parents requesting a doctor's excuse for any additional absences.

Student will be able to access assignments and homework while absent through Google classroom. In addition to Google classroom parents who wish to request missed assignments and homework for their absent child should call the elementary office by 10:00 a.m. or email the teacher. Please do not leave a message on the attendance reporting system for homework. Parents may pick up the requested assignments between 3:15 and 4:00 p.m. at the elementary office.

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:

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[6\]](#)
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.[\[1\]](#)[\[6\]](#)
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.[\[6\]](#)
 - 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.[\[28\]](#)
11. Non-school-sponsored educational tours or trips, if the following conditions are met:[\[6\]](#)[\[29\]](#)
 - 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. College or postsecondary institution visit, with prior approval.
13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness and foster care.[\[3\]](#)[\[6\]](#)[\[30\]](#)[\[31\]](#)

The district may limit the number and duration of non-school sponsored educational tours or trips and college or postsecondary institution visits for which excused absences may be granted to a student during the school year.

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. Students have three school days following an absence to submit a written excuse before an absence is deemed unexcused. Truancy is considered as an unexcused absence and all work missed must be made up in an appropriate time. Failure to submit a written or verbal excuse within three days of absence or tardy will result in an unexcused absence. It is the responsibility of the student to see 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. Failure to make up the work may result in a zero for that work. 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. School Board Policy States:

1. The building principal shall have power to require the production of a doctor's excuse for any pupil whose absence appears to the principal to be excessive.

ATTENDANCE – TRUANCY PREVENTION PROTOCOL – AGREEMENT MUNCY SCHOOL DISTRICT AND DISTRICT JUDGE - 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. 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 is in agreement 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 a School District representative. 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.

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 our students, staff and community members alike.

CAMERAS

Ward L. Myers Elementary 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.

CAREER/SPECIAL WORK VISITATION DAYS

The Myers Elementary School faculty and staff understand that it is an excellent opportunity for children to visit places of work with a parent or guardian. Public schools are held accountable for attendance. A

day outside school is an absence and is reflected in the school district's total percentage of absence that is recorded with the state. In an effort to make the visit worthwhile and not infringe on the educational value, the following criteria has been established by Myers Elementary School:

- the student must not have missed 10 days of school or more
- the student must have passing grades in all subjects
- a planned outline must be turned into the principal at least one day prior to the visit in order for the absence to be documented as excused
- verification on company letterhead must be signed by the parent or guardian's supervisor giving approval of the visit

CELL PHONES

Cell phones are a convenient way for parents to keep in constant communication with children, they also have the potential to cause disruptions during the school day.

In order to minimize interruptions during the school day, students who bring a cell phone to school must keep the cell phone in their book bag the entire school day. The cell phone is to remain powered off until school is dismissed and the students leave the building. If a student uses a cell phone during the school day the following sanctions will be implemented:

- 1st Offense – The cell phone will be confiscated by the teacher and returned to the student at the end of the school day. Parents will be notified by the teacher of the violation.
- 2nd Offense – The student will be referred to the principal. The cell phone will be confiscated by the principal and returned to the parent during a principal/parent conference.
- 3rd Offense – The student will be referred to the principal. The cell phone will be confiscated by the principal and In-School Suspension will be assigned. The cell phone will be returned to the parent during a principal/parent conference.

CODE OF CONDUCT

Myers Elementary School has adopted a "Classroom Behavior Plan" which sets forth our school rules and expectations:

TRIBE

Thoughtful, Responsible, Innovative, Brave, Empowered

CLASSROOM BEHAVIOR PLAN

T – I carefully consider how my words and actions affect others.

R – I am in charge of my actions – good and bad.

I – I think of and look for new ways to solve problems.

B – I face the things that are challenging for me.

E – I have the power to reach my potential and do what's right.

- **Our tribe is a supportive community that helps each other experience success.**

A leveled plan for behavior will be implemented as follows. Please review this plan with your child.

Elementary School Student Discipline System Misconduct/Response Structure

LEVEL I Misbehaviors classified in this level represent relatively minor infractions of established procedures which regulate the orderly operation of the school and its educational process. The frequency of their occurrence shall determine the appropriate disciplinary response and their classification at a higher level.

Infractions

1. Neglecting to return required forms.
2. Failure to be prepared with class materials, to complete assignments, and to carry out teacher direction.
3. Abuse of hall or lavatory privileges.
4. Careless or unauthorized use of school property or facilities.
5. Disruptive behavior on school property (spitting, gum chewing, and running in the building)
6. Cheating or lying
7. Unacceptable behavior in the cafeteria (shouting, playing with food, not cleaning up after eating)
8. Verbal harassment
9. Use of inappropriate language
10. Using forged notes or excuses

Procedures

1. The supervising staff member or teacher immediately intervenes and applies the most appropriate disciplinary action.
2. Staff members should maintain accurate records of offenses and responses implemented.
3. In cases of repetitive misbehavior, the staff member shall confer with the principal and arrange for parental contact.
4. Team meeting

Optional Disciplinary Responses

- A. Verbal reprimand
- B. Seat change
- C. Behavior contract
- D. Restriction of privileges
- E. Special written assignments
- F. Time out
- G. Referral to guidance counselor
- H. Parental contact
- I. Clean up after and during school and non-instructional time and payment of damages
- J. Detention
- K. Loss of make-up privileges

LEVEL II Misbehaviors included in this level are those of frequency or seriousness that tend to disrupt the learning climate of the school and affect the student's and other's education seriously. Some of these infractions may be the result of a continuation of misbehaviors which remain unmodified by disciplinary actions under Level 1. Because of their frequency or seriousness, the principal assumes the major responsibility for corrective action.

Infractions

1. Recurring Level 1 misbehavior
2. Verbal sexual harassment
3. Gambling (loss of money or property)
4. Use of profane or obscene words, statements, and gestures
5. Possession or distribution of pornographic materials
6. Leaving school without permission

7. Defiance and insubordination
8. Disrespect of personal property
9. Disruptive behavior that can harm others; biting, hitting, shoving, kicking
10. Physical harassment

Procedures

1. The supervising staff member or teacher refers the student to the principal for appropriate disciplinary action.
2. The principal meets with the student and/or the teacher, determines the most appropriate disciplinary response, and then informs the teacher.
3. The parent is notified.
4. The principal maintains a record of the offense and the disciplinary action.
5. Team meeting

Optional Disciplinary Responses

- A. Continuation of the most stringent Level 1 options
- B. Referral to the guidance counselor
- C. Parental conferences
- D. Temporary withdrawal of certain privileges
- E. Temporary removal from class
- F. In-School Suspension
- G. Detention
- H. Referrals to CST

LEVEL III These acts are more serious because their consequences may have a lasting effect on the individual or may pose a threat to the health and safety of others in the school. For the most part, their remediation can be undertaken through the disciplinary mechanism of the school. However, in some cases, law enforcement officials may have to be contacted or notified.

Infractions

1. Continuation of Level II misbehaviors
2. Physical sexual harassment
3. Possession of smokeless tobacco, tobacco substitute, cigarettes, or smoking on property
4. Stealing
5. Threats to others
6. Fighting
7. Vandalism
8. Possessing, using, or being under the influence of unauthorized substances (drugs/alcohol) on school property or on school sponsored activities
9. Serious acts of defiance or threatening a teacher or any staff member

Procedures

1. The infraction reported or detected, the principal investigates further and confers with staff members on the immediate needs and circumstances.
2. The principal meets with the student and confers with the parent about the misbehavior, the extent of its consequences, agency and the subsequent disciplinary action.
3. If he/she deems it necessary, the principal contacts law enforcement officials
4. The principal makes an accurate record of the infraction and the disciplinary response
5. Student makes restitution for any loss or damage resulting from the misconduct.
6. Team meeting
7. Principal informs Superintendent

Optional Disciplinary Responses

- A. Continuation of appropriate Level II options

- B. Full withdrawal of participation in school activities
- C. Restitution
- D. Referral to outside
- E. Out-of-School Suspension

LEVEL IV Represented in this level are acts which are clearly criminal. Included are those which present a direct and immediate threat to the welfare of others or may result in violence to persons or property. So serious are they that in most cases they require administrative action which calls for the immediate removal of the student from school and the intervention of police.

Infractions

1. Unmodified Level III misbehavior
2. Possession and/or sale of stolen property
3. Extortion of other students
4. Indecent exposure
5. Major vandalism
6. Grand theft
7. Possession and/or use of firecrackers or explosives
8. Arson
9. Providing, selling, and use of illegal substances and/or alcohol on school property or at school sponsored activities
10. Bomb threat
11. Assault and Battery
12. Possession, use, transfer of weapons on school property or at school sponsored activities
13. Tampering with the fire alarm system and/or causing a false alarm*

Procedures

1. Having verified the offense, the principal meets with all those involved
2. The principal initiates procedures according to established policy excluding the student from school and notifies the parents immediately
3. The principal informs the Superintendent.
4. School officials contact proper authorities and assist in prosecuting the offender
5. The principal submits a complete and accurate report to the Superintendent for possible School Board action
6. In the event of expulsion, the student receives a full due process hearing before the School Board.
7. Team meeting
8. *Principal's discretion

Optional Disciplinary Responses

- A. Continuation of appropriate Level III options
- B. Full restitution of damages
- C. Full suspension
- D. Alternative schools
- E. Expulsion

COMPUTER NETWORK/INTERNET

The Muncy School District adopted policy 815 - Student Acceptable Use of Computer Network/Internet which all parents must sign before their child is allowed to use any computer in the Muncy School District. The purpose of computer network use, including Internet access, shall be to support education and academic research in and among the schools in the Muncy School District by providing unique resources and the opportunity for collaborative work. Chromebooks are available to all students for the 2023-2024 school year. Parents must sign a technology agreement before the Chromebook can be assigned to the student and leave the building.

CORPORAL PUNISHMENT

The Board prohibits the use of corporal punishment as a form of discipline for students in the district. In situations where a parent or the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, to obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.

The Superintendent or designee shall promulgate rules and regulations to implement Board policy governing student conduct.

The Superintendent or designee shall publish and provide to all staff, students, and parents the rules for student behavior contained in the Student Code of Conduct and the sanctions that may be imposed for violations of those rules. A copy of the Code of Conduct shall be available in each school. See Board policy 218.

The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district and to the student's due process right to notice, hearing, and appeal.

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the school or threatens the health and safety of others. When the conduct involves student expression, Policy 220 Student Expression shall apply.

CURRICULUM INFORMATION

In addition to receiving instruction in the core subjects of reading, spelling, math, English, science, and social studies, all students receive weekly instruction in art, music, physical education and library by certified specialists. Elementary chorus and instrumental lessons are available for fourth, fifth, and sixth grade students. Supplemental instruction may be provided to children through the school gifted program, honors chorus, and artistically talented classes.

The services of a full-time school counselor and nurse are available in our school building, and a state-validated Intervention Support Team is available to serve the needs of our students. Title I reading and math instruction is also available for students who meet specific criteria.

Questions regarding the elementary curriculum should be directed to the student's teacher, the principal, or the director of curriculum and instruction.

DANGEROUS WEAPONS

Parents and students should note the following information which is recommended by the Pennsylvania School Boards Association:

Weapons and replicas of weapons are forbidden on school property.

Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs, or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff members, parents, and patrons.

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

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

Incidents of students possessing weapons will be reported to the student's parents and potentially law enforcement officials.

DRESS CODE

It is recommended that children wear clothes which allow them to participate in normal school activities. During warm weather, shorts are allowed but must be worn in good taste.

Clothing with spaghetti straps need to be at least 1" in width. Halter tops, "short shirts", hats, sunglasses, and shirts or sweatshirts with provocative sayings or those that promote alcohol or tobacco usage are prohibited. Any clothing that is distracting to the appropriate education of our students will not be tolerated. Questions about dress should be addressed to the principal.

EDUCATIONAL TRIPS (NON-SCHOOL SPONSORED)

The School Code of the Commonwealth of Pennsylvania and the policies of the Muncy School District require that all registered children be in attendance every day that the Muncy Schools are in session. The Muncy Board of Education recognizes that on occasion students are afforded an opportunity for travel that would provide a significant educational 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 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 school office and on the website.
2. The decision by the Building Principal to approve or deny the request is final.
3. 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.
4. 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.
5. **Educational trip forms will not be approved for trips scheduled the first or last week of the school year.** Please see School Board Policy 204.1 for information on educational trips.

EMERGENCY CLOSINGS

Delayed Start

A decision will be made in the morning, if school is to be closed or delayed in opening. The announcement for delayed opening of school will typically be for a two hour delay. The school uses The One Call Now system to notify parents. It is important that the school has a reliable phone number to contact you in order for The One Call Now System to effectively notify all families of school happenings.

Early Dismissal

It is very important that parents instruct their children as to what they should do in the event of an early dismissal. Arrangements should be made with a neighbor or relative to receive your child if an emergency should arise and you are not at home. Such arrangements should be made in advance and clearly discussed with your child as to how they are to proceed in the event of an early dismissal. Decision to close early will be announced on radio and/or television stations. The following radio and television stations have agreed to announce news of our school's closing, delayed opening, or early dismissal.

WNEP-TV - Wilkes-Barre	Channel 16
WBRE-TV - Wilkes-Barre	Channel 28
WYOU-TV - Scranton	Channel 22

One Call Now
Muncy School District App

FERPA – RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students over 18 years of the 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 record(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 the parent or eligible student believes are inaccurate.*

Parents or eligible students may ask to amend a record they believe is inaccurate. They should write 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 of 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 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 legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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, D.C. 20202-5901

HARASSMENT POLICY

The Muncy School Board 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. The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees. The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when

allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, 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.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services, or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile, or offensive learning or working environment. If you need to access the policy further, please contact the elementary office.

BULLYING/CYBERBULLYING

The Muncy School District is committed to providing a safe, positive learning environment for district students. Bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, bullying of any type is prohibited

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or school sponsored activities, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

Students who have been bullied are encouraged to promptly report such incidents to the building principal or designee.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

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

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.

HOLIDAY CELEBRATIONS

A team of teachers formulated the following plan for classroom celebrations which fall throughout the school year. It was the team's intent to have these classroom celebrations be an additional learning/enriching experience for the students. For all celebrations, there will be a maximum of four adults plus the grade parents to attend each classroom's celebration. Those adults will come from an O.P.T. generated list of parents who had previously offered to be a grade parent, co-grade parent or team player. The classroom teacher and grade parent will do their best to make sure those who have offered their time have an opportunity throughout the year to attend a celebration. Before each celebration, an adult attendee list will be generated with the purpose to track who the adult volunteers are for that day's celebration. This list will dually serve as the sign-in sheet when entering the building on the day of the celebration. Please note that parents helping with classroom celebrations should not be accompanied by preschool siblings/children or high school students.

Fall Celebration

- Dress up as a famous person from the past. Choices should be based on characters that had a positive influence on those around them. No masks may be worn.
- Dress up is linked to a book/story which has been emphasized in class
- Classroom parties will emphasize the strong character component of each of the characters chosen by each student.

Thanksgiving

- Students will collect can/dry goods for needy families.
- Demonstration of TRIBE characteristics

Winter Celebration

- All grades will give donations or have a fundraiser which will be spent on gifts for needy families
- A mitten/hat/scarf tree will be placed in the lobby.

- Holiday greeting cards made by the students will be distributed to senior citizens, businesses, community members, etc.
- Focus classroom discussions and discovery on cultural celebrations.
- Make ornaments for the trees downtown.
- Caroling at Skilled Nursing Unit.
- Classroom parties should emphasize the projects aforementioned with no gift exchange.

Valentine's Day

- Random Acts of Kindness month.
- Make Valentine cards for Vets/VFW.
- Classroom parties should emphasize Random Acts of Kindness as well as treats and games.

Spring Celebration

- Emphasize activities that get us out into nature.
- Have traditional festivities.

HOMELESSNESS

PENNSYLVANIA'S EDUCATION FOR CHILDREN AND YOUTH EXPERIENCING 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

HOMEWORK

Homework is an integral part of the total school experience. Basically, homework may be defined as a teacher and/or student initiated extension of classroom activities. In assigning and/or evaluating homework, its purpose and students' individual differences are to be considered. The application of these purposes should relate directly to subject and grade level goals.

The Instructional Staff and Administration of the Muncy School District believes that homework serves many valid purposes. Homework should not be given indiscriminately or as a punitive device. Only when the teacher, students and parent alike understand its basic purpose and value will homework assume the importance, intent, and desired outcome (see Muncy School District Board Policy 130).

HOMEWORK RESPONSIBILITIES

While it is recognized that the teacher is responsible for defining the quantity and quality of homework assignments, the student and his/her parents must also assume their individual responsibilities. Cooperation and effective communication between the home and school are essential if educational assignments are to make a significant contribution to the students' total educational experience.

Assigned homework shall be evaluated by the teacher and reviewed by students. Students who are absent shall be given a reasonable amount of time to complete homework and tests. Extra credit may be assigned by teachers.

HOMEWORK GRADING

Homework may be considered as a part of the child's report card grade, and homework weight in regard to the child's grades for a given marking period shall not exceed ten (10) percent of the total grade. Class projects assigned as homework (e.g. Research, posters, etc.) may exceed the standard 10 percent of a child's grade for a given marking period.

APPROPRIATE CONSEQUENCES

It is expected that, except in unusual circumstances, students will complete all assigned homework. However, when students choose to not complete assignments, teachers may assign the following consequences during each nine week marking period:

- A. 1-2 missing assignments: Students will complete missing assignments during recess time.
- B. 3 missing assignments: Parents receive warning notification.
- C. 4 missing assignments: Parents will be notified, and student privileges may be revoked by the teacher(s) to allow students to complete missed assignments either the day of or the day after the homework was missed.
- D. Individual grade levels may assign additional consequences following discussion with principal (e.g. assemblies, field day, etc.)

HOMEWORK SUPPORT MATERIALS

Support materials will be provided to each student in kindergarten through grade six to aid in organizational skills and more effective parent communication:

It is each teacher's responsibility to make sure that all assignments are clearly stated, explained, and visually displayed on a whiteboard or chart for all students to see and copy. It is each student's responsibility to write down their daily assignments. Teachers will provide appropriate support, as necessary.

ITEMS NOT TO BE BROUGHT TO SCHOOL

The following items should not be brought to school under any circumstances:

- tobacco
- weapons or weapon look-alikes (toy weapons)
- alcohol
- drugs and medication
- electronic devices

Students that bring the aforementioned items to school will be immediately referred to the principal, and severe disciplinary consequences may be given.

In addition, students should not bring large amounts of money, iPods, video games, or other expensive items. Items that do not serve any educational purpose should not be brought to school without a teacher's permission.(i.e. Pokémon, trading cards, toys of any kind, etc.)

LICE

Each year we find that a few of our children return to school with a hair problem called pediculosis (nits or lice). When a child is found to have head lice, the nurse immediately contacts the parents and the child is excluded from school until treated with a suitable product and all lice are removed. It is then the parent's responsibility to bring the child to the school (children may not ride the bus until "cleared" by the school nurse), and the child will be readmitted to class if no lice are found.

Please understand that this is no reflection in any way upon a person's personal hygiene or cleanliness. Remind your children not to lend their comb or brush to anyone. Ask them not to wear another child's hat. Inspect your child's hair weekly. If you have questions regarding pediculosis, contact our school nurse at 546-3129 ext. 1160.

LOCKER POLICY

Lockers are the property of the Muncy School District. Each sixth grade student is assigned one locker at the beginning of the school year. The lockers are not to be exchanged. The school reserves the right to inspect the lockers without prior notice. Individual students are responsible for the security of their own lockers. Students are not to go to their lockers during class time except in an emergency and then only with permission from a teacher.

LOST AND FOUND

Clothing and personal belongings that are brought to school should be labeled with the child's name. Found articles are turned into the office. Periodically throughout the school year, unclaimed or unlabeled items are donated to a service organization.

LUNCH PROGRAM

The Myers Elementary School cafeteria staff would like to welcome you and your student to the 2023-2024 school year.

The Muncy School District Cafeteria is part of the National School Lunch program. Our school meals must meet the Dietary Guidelines for Americans, which recommend that no more than 30 percent of an individual's calories come from fat, and less than 10 percent from saturated fat. Regulations also establish a standard for school lunches to provide one-third of the Recommended Dietary Allowances of protein, Vitamin A, Vitamin C, iron, calcium and calories.

We offer paid, free, and reduced meals depending upon your income level. Free and reduced guidelines, applications, and all other forms associated with our cafeteria are available at our website <http://muncysd.schoolwires.com/552970112152039/site/>

School lunch is served between 10:45 a.m. and 1:00 p.m. in our cafeteria. For those students who pack their lunch, we allow the purchase of milk, soup, snacks and dessert (when available).

Our cafeteria also offers breakfast daily, except for days with school delays. Breakfast is offered between 8:05 and 8:30 a.m. Students that are eligible for free lunch also receive free breakfast. At our elementary school we average around 160 breakfasts served daily, so your child will not be alone when eating breakfast.

At our district, we have successfully implemented the Win Snap point of sale system. This system makes it easy to purchase lunch without the need for cash in the service line area.

What You and Your Child Need To Know:

It is easy. Your student already has an account. Your student's cafeteria pin number is his or her student ID (the number he or she has uses to log on to the computers throughout their school career.) If your child does not know his or her breakfast/lunch number, there will be someone available to help the students in the cafeteria between the hours of 8:05 and 8:30 a.m. Deposit slips are available in the cafeteria daily, online in a printable format, at the register, or in the school office. Deposits are made in the cafeteria in the morning by bringing in a completed deposit slip with the appropriate money or check and turning it into the cashier. Checks should be made payable to Muncy School Lunch.

Important Things to Remember:

- Balance on accounts is available at every transaction. The cashier will inform students of their account balance upon request.
- We accept deposits/money in the cafeteria from 8:05 to 8:30 a.m. The fully completed deposit slip must accompany the cash or check.
- Parents are encouraged to make all deposits online at www.myschoolbucks.com
- Checks should be made payable to MUNCY SCHOOL LUNCH.
- We will not be able to issue change when accepting payment.
- We will not be able to accept cash or checks at the register during the lunch period. All deposits must be made in the cafeteria in the morning.
- Money must be deposited for all purchases (including milk, ice cream, and snacks)
- Cash and checks will be accepted only with a completed deposit slip.
- We do accept payment for the entire week, month or year.
- If your student is on the free lunch program, he or she will only need to deposit money in their account if snacks, ice cream, or extras are to be purchased.

You may also track purchases and deposit money on line at www.myschoolbucks.com. Just go to the site and follow the posted directions.

If your student leaves the district and you would like to withdraw the money in their account, you need to request a check by giving the cafeteria written notice. The cafeteria will issue a check made payable to the parent or guardian when this notice is received. You can also write one check for multiple students in the elementary school. You need only to include a deposit form for each student with the single check.

Food From Home

Parents/caregivers will be encouraged to promote their child's participation in the school meals programs. If their child does not participate in the school meals programs, parents/caregivers will be encouraged to provide a healthy alternative.

Lunch Room Supervision

Children are supervised to and from the lunchroom by Lunch monitors. Lunch monitors are employed to supervise and assist children during the lunch period. Their role is to assure that each child has a lunch which is free from undue interruptions by others. While the lunch period is a time for social interaction, our monitors are responsible for maintaining order. Violations of lunch room rules may be reported to the teacher or principal for necessary disciplinary action. If continued misbehavior occurs, a child may be assigned to eat lunch in an area other than the lunchroom. In such event, the parent will be notified of the circumstances. Other disciplinary consequences may be employed, as appropriate. In order to conduct a safe, secure and happy lunch environment, parents and guardians should only plan on eating with students during planned events.

MEDIA

Visitors are not permitted to take photographs or videos during the instructional day without the express consent of the Muncy School District Administration. If you wish to **not** have your child's name and/or photograph listed on the web page, in school newsletters or school press releases throughout the school year, please submit your request in writing to the elementary office. We also ask the parents to respect the rights and wishes of other parents and caregivers, and do not post or publish through electronic or other means, images of other children without their parent's or caregiver's consent. Our goal is for the school to remain a safe and effective learning environment.

MEDICATION

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. 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.

A parent, guardian, or responsible adult who is acting on behalf of the student should bring the medication and the properly completed forms, which will be sent home with each child at the start of the school term and throughout the school term as requested by parents, 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 period, 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 school office, must contain the following information:

- Name of Student
- Name of Medication
- Dosage and time medication is to be given
- Name and telephone number of physician and pharmacy
- Signature of parent/guardian
- Signature of physician
- The prescription number and date must be on the bottle label, along with the student's name

MOVING FROM THE DISTRICT

If you are moving from the district, please notify the office and sign the withdraw papers at least one week prior to your departure. The office will send your child's records when the new school sends an official request.

ORGANIZATION OF PARENTS AND TEACHERS

It is hoped that everyone will actively participate in the school life of their child by giving some of their time to the O.P.T. All parents and teachers are urged to join this fine organization. Various committees are formed throughout the school year. Room parents and helpers are always needed.

The primary goal of this organization is to support the educational and physical welfare of our children, and it takes the full cooperation and involvement of everyone to reach this goal.

The cultural committee sponsors activities for the school. These activities include cultural, educational, safety, and entertainment programs. All activities are aimed at enriching the school's curriculum and broadening the interests of the children. Through fund raising projects, programs, field trips, awards, and supplemental materials are provided for the school by the O.P.T., funding provided by the O.P.T. does not take the place of school budget items. Rather, they add to that which is normally provided by the school.

Regularly scheduled meetings are held the second Tuesday of each month at 7:00 p.m. The O.P.T. sponsors evening school and cultural programs so all families and the community are able to attend. If you have an activity that you feel is worthy of an evening presentation, please contact the O.P.T.

2023-2024 O.P. T. Officers

President	Mrs. Kira Snyder
Vice-President	Mrs. Andrea Reed
Secretary	Mrs. Amy Becher
Treasurer	Mrs. Sara Caster

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held once during the school year. This provides an opportunity for the teacher and parent to share observations about the child's school performance. Please take advantage of the scheduled conference periods in October.

Conferences with your child's teacher can be made at any other time during the school year. To schedule a conference with your child's teacher, please contact the teacher or the elementary school office. Teachers may also request a parent conference to discuss progress of children.

PARENT VISITATIONS

In order to make classroom visits most productive, parents are asked to contact the teacher in advance to arrange for classroom visits. Throughout the school year, special days may be set aside for open classroom visits. Please note that parents visiting classrooms should not be accompanied by preschool or high school children. Nor, should they attempt to help children, unless asked to assist by the teacher.

In cases where a parent visits the school to bring a forgotten item, it should be dropped at the office for delivery to the classroom. The item will be delivered to the room when the teacher has a break in his/her schedule. This will limit the number of interruptions in instruction.

ALL PARENTS AND VISITORS TO THE SCHOOL MUST ENTER THROUGH THE MAIN ENTRANCE AND REPORT TO THE ELEMENTARY SCHOOL OFFICE.

PROMOTION AND RETENTION

Teachers will notify parents/guardians when the topic of retention becomes applicable to their son or daughter.

PSSA TESTING

The Pennsylvania System of School Assessment (PSSA) is given to students in grades 3-6 each spring. Parents will receive a printout of the results. If you have any questions, please contact the elementary school counselor.

REPORT CARDS

Report cards for all students are issued every nine weeks. **Students and parents can access a student's grades at any time using the child's Powerschool account.**

SAFETY GUIDELINES

Students should always follow our general playground and safety guidelines:

- Use all playground equipment in the manner it was intended.
- Do not play on wet equipment.
- Climbing on the top of play structures is not allowed.
- Be considerate of others when getting on and off the seesaws.
- Only one person at a time is allowed on the "U-Bounce".
- Never move an injured person--notify an adult.

SCHOOL BUS SAFETY

Students should always observe the following school bus safety rules:

- **The driver is in full charge of the bus and the pupils. Pupils must obey the driver promptly and respectfully. Pupils may be assigned seats by the bus driver. If the bus driver assigns you a seat, you are always expected to use the assigned seat. Students must ride the bus to the stop to which they have been assigned.**
- Pupils should arrive at the designated school bus stop 5 minutes prior to the scheduled pick-up time. The bus cannot wait for those who are tardy.
- **While riding the bus, pupils should observe the same behavioral expectations they follow in the classroom, keeping hands, feet, and other objects to themselves and speaking in ordinary conversational voices in order not to distract the driver.**
- Students should remain seated at all times and should not change seats unless instructed by the bus driver.
- Students should keep their head and arms inside the bus windows at all times.
- No pupil is to interfere with the physical, mental, or moral well-being of any other pupil on the bus.
- **Cell phone usage is prohibited while on the bus (School Board Policy #237).**
- **No pupil will eat or drink beverages while on the bus.**
- **Students should not be using pens, pencils, etc. to draw, write, or complete schoolwork while on the bus (reading a book is permitted).**
- Pupils should get on or off the bus while the bus is not in motion.
- Littering and defacing the bus is prohibited. Damage to the bus will be charged to the person(s) responsible.

- Students desiring to ride another bus must provide the driver of that bus with a written note the day prior to the desired change.
- Non-bus students may ride the bus upon advanced written requests. Said requests will be honored in accordance with available seating.
- Students should follow the school district health and safety plan while on the school bus.
- All changes to an assigned bus must be approved by the bus contractor.
- Parent(s)/guardian(s) of students in grades K-3 should be at the bus stop to pick-up students from the bus.
- The use of tobacco is prohibited.

Actions by any pupil on a bus which endangers the safety of other pupils should be reported to the bus driver or principal. The school principal has the right to deny a pupil the privilege of bus transportation. In the event denied privilege exceeds three days, a hearing may be held with the parents of the student involved.

Students are expected to observe all school rules while at the bus stop. Disciplinary consequences may be given by the school for improper behavior at the bus stop.

If a student will be riding home on a different bus, please contact Susquehanna Transit at 570-935-0542 for seat availability and send a note with your child for a bus pass. All notes for bus passes need to be turned into the office the morning of the day that the change of bus is to occur.

As per Act 56 of 2016 this is your annual notification that 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. See School Board Policy #810.2 and #816 on audio recording.

Elementary School Student Discipline System Misconduct/Response Structure for School Bus Infractions

A leveled plan for behavior infractions will be implemented as follows. The building principal reserves the right to review each infraction and implement an appropriate response based on the evidence from the situation. Please review this plan with your child.

- 1st Bus Behavior Referral
 - Review of bus rules and behavior expectations
 - Bus Referral Form sent home to parent
- 2nd Bus Behavior Referral
 - Review of bus rules and behavior expectations
 - Bus Referral Form sent home to parent
- 3rd Bus Behavior Referral
 - Review of bus rules and behavior expectations
 - Phone conference with parent
- 4th Bus Behavior Referral
 - Review of bus rules and behavior expectations
 - Phone conference with parent
 - Formal warning of possible removal from bus privilege

- Loss of school privilege
- 5th Bus Behavior Referral
 - Review of bus rules and behavior expectations
 - Phone conference with parent
 - Removal of bus privilege for 1 day
- 6th Bus Behavior Referral
 - Review of bus rules and behavior expectations
 - Phone conference with parent
 - Removal of bus privilege for 3 days
- 7th Bus Behavior Referral
 - Review of bus rules and behavior expectations
 - Phone conference with parent
 - Removal of bus privilege for 1 week
- 8th Bus Behavior Referral
 - Phone conference with parent
 - Removal of bus privilege for the remainder of the school year

SEARCHES, SURVEILLANCE AND CAMERAS

In order to help us protect the health, welfare, and safety of our students, desks, lockers, and books may be searched, for reasonable causes, as they are the property of the school district.

The Ward L. Myers Elementary 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.

SOCIAL NETWORKING

Parents are encouraged to review the terms and conditions of usage before allowing their children to establish social networking accounts (i.e. Facebook, Twitter, etc.). If an issue should arise which relates to the ability of the school to function effectively, the school district will handle the situation according to established policies.

SPECIAL EDUCATION

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 the parents
- *provided under the authority of a school entity, directly by referral or by contact
- *individualized to meet the educational
- *reasonably calculated to yield meaningful educational benefits and progress
- *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 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. 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.

Gifted Services (PA Chapter 16)

In compliance with state law, 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 indicates gifted ability. For more information, please contact the Gifted Coordinator.

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.

STUDENT DISCIPLINE

The School Board acknowledges that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment; and the effectiveness of the instructional program is, in part, reflected in the behavior of students.

The Board shall require each student to adhere to Board policies and the rules and regulations promulgated by the administration and to submit to disciplinary measures appropriately assigned for infraction of those rules. School rules and Board policies shall govern student conduct in school, at school-sponsored activities, and during the time spent in travel to and from school and school-sponsored activities. The Board may also regulate student conduct which occurs off school property, which would violate the Student Code of Conduct if committed on school property, and which is directly connected to the student’s enrollment in the school district or participation in school activities. To the extent this involves student expression, Policy 220 Student Expression must be followed. The Board shall adopt a student Code of Conduct to govern student behavior. Applicable Board policies shall be expressly incorporated into the student Code of Conduct.

Any student disciplined by a district employee shall have the right to notice of the infraction and an informal hearing before the building principal prior to being disciplined, and the student may appeal the discipline determination to the Superintendent or designee.

STUDENT PICTURES IN PUBLICATIONS

Throughout the school year we often publish pictures of our students who have excelled at academics, citizenship, or athletics. If for any reason you do not want your child’s picture or name published in newsletters or our local newspapers, please state this in writing and give to the principal.

STUDENT RECORDS

The Muncy Board of Directors has adopted a policy concerning pupil records. As part of this policy, parents and legal guardians have the right to review their child's records.

In cases of separation or divorce, parents have equal access to records. The only exception shall be in the event of a court order which prohibits access of a parent to school records. Parents desiring the opportunity to review their child's records should contact the guidance counselor to arrange a mutually convenient time. The counselor or principal will gladly answer any questions you may have. In the event a child moves to another school district, records will be sent directly from the school office.

TARDINESS

Students arriving to school after 8:35 a.m. must report to the school office for a late slip before going to their homeroom. Persistent tardiness will negatively affect a student's attendance record. If the student's tardies become excessive, a referral may be made to the district outreach counselor.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for the care of all assigned textbooks and borrowed library books. It is expected that all books will be returned to the school in good condition, if they were in good condition when the student received them. Parents/Guardians are responsible for the payment of lost or damaged texts.

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.

TITLE VI, TITLE IX AND SECTION 504

Muncy School District is an equal opportunity education institution and does 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, Title IX and Section 504. For information regarding civil rights or grievance

procedures, contact Andrew Seese, Title IX and Section 504 Coordinator, at 206 Sherman Street, Muncy, Pennsylvania 17756, (570) 546-3125

TRAFFIC REGULATIONS

Due to changes in the dismissal procedure, please exercise extreme caution because students will be exiting the building from multiple entrances (See map at the end of the handbook).

To help ensure the safety of our children here at Myers, a traffic pattern has been established for arrival and dismissal times at the elementary school. Parents delivering children to school must maintain a single lane. Children should only exit automobiles from the curb side. Exiting from automobiles in the passing lane is prohibited and places your children at great risk.

At dismissal, parents who plan to transport their children should not enter the bus loading area, which is immediately in front of the school until after the buses have departed at approximately 3:30 p.m.

Walkers are not permitted to walk into the faculty/visitor parking lot to meet their parents. Children will be permitted in the parking lot if they are accompanied by an adult. A single file drop off and pick up is designed for your child's safety.

Parents are asked not to park in the bus loading lane when delivering or picking up children. Please drop students off in the designated areas and DO NOT DROP CHILDREN OFF IN FRONT OF THE SCHOOL BUILDING. THANK YOU!

If it is necessary to enter the school with your child, you should park in the visitors' parking area. By learning and following the school traffic regulations, you will help assure the safety of all the children.

VISITOR SIGN-IN PROCEDURE

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 is able to 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 persons wishing to enter/access the school past the reception desk. The Raptor system will only be used during school hours.

ARRIVAL MAP

- The area in front of the elementary school is for BUSES ONLY – not a drop off area for students
- Areas A, B, C, and D are designated drop-off areas for students
 - Please do not park in these areas, if you wish to park please use the parking lot
- Doors 1 and 21 – Doors where students enter the building (K-1 students – Door 21, grades 2-6 – Door 1)
- Area E is an exit – not a drop-off area.

DISMISSAL MAP



- The area in front of the elementary school is for BUSES ONLY – not a pick-up area for students
- Areas A, B, and C are designated pick-up areas for students
 - Please do not park in these areas, if you wish to park please use the parking lot
- Doors 1, 3, 5, 15, and 21 – Doors students will use to exit the building
 - (K-1 – Door 21, grades 2-3 – Door 15, grades 4-5 – Door 5, grade 6 – Door 3)
- Area D is an exit – not a pick-up area.