



MUNCY SCHOOL DISTRICT

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Dr. Craig R. Skaluba
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Mr. Andrew T. Seese
Business Administrator/
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August 21, 2024

Dear Muncy Family,

I hope this letter finds you and your family in good health.

The purpose of this letter is to make you aware of upcoming events for the 2024-2025 school year and to highlight other important information as we prepare for the start of the school year on Tuesday, September 3rd.

Upcoming Events

- Thursday, August 22nd
 - Blue/White Night – 7:00 p.m. @ Schuyler Stadium
- Monday, August 26th
 - 7th Grade / New HS Student Orientation – 6:00 p.m. @ High School Auditorium
 - High School Open House – 7:00 p.m. to 8:00 p.m. @ Muncy Jr./Sr. High School
- Tuesday, August 27th
 - Elementary Open House – 6:00 p.m. to 7:00 p.m. @ Ward L. Myers Elementary
- Tuesday, September 3rd – First Day of School Grades 1-12
 - Kindergarten students (Last Name A – J only) will have their first day of school on 9/3 and their second day of school on 9/5.
- Wednesday, September 4th
 - Kindergarten students (Last Name K – Z only) will have their first day of school on 9/4 and their second day of school on 9/5.

School District Transportation

Please review your child's transportation information for the 2024-2025 school year. Regardless of whether you will be utilizing the school district's transportation, you will always be assigned to a route in case that need was to change throughout the course of the school year.

If you feel any of the information listed is not accurate or you need to make a change to any of your transportation information, please contact Kay Buck at Susquehanna Transit at kay@susquehannabus.com or 570-935-0542.

PLEASE NOTE ALL BUS PICK UP TIMES AND BUS DROP OFF TIMES ARE ESTIMATES.

Assigned Route Information

Student Name: «First_Name» «Last_Name»

Bus #: «Bus_Number»

Bus Stop Location: «Bus_Stop»

Morning Pick Up: «Pick_Up»

Afternoon Drop Off: «Drop_Off»

For the first couple of weeks, please arrive at designated stops at least 10 minutes early until you can determine more precise timing of bus pick up and bus drop off times.

Transportation information is also available on Muncy School District's PowerSchool Portal at <https://powerschool.muncysd.org/public/> by typing in your username and password on the login screen. Once logged in, you can review transportation information within the transportation icon in the navigation menu on the left side of the screen.

Please use the link below to request alternate busing needed on a long-term basis from Susquehanna Transit.

<https://www.muncysd.org/wp-content/uploads/2024/04/Alternate-Transportation-Daycare-request-fillable-form.pdf>

This form can be used to request an AM alternate stop only, PM alternate stop only, or both AM and PM alternate stops. Sufficient time is needed for driver notification and implementation. The requested stop must be on an established route in the Muncy School District. This form must be resubmitted each year.

One Call Now

We will continue to use One Call Now as our mass notification system to send out phone messages as necessary throughout the school year (ex. school closings, delays or dismissals). The first phone message will go out today (Wednesday, August 21st between 6:00 p.m. and 8:00 p.m.).

If you need to update the phone number used by our One Call Now system or add a phone number to our One Call Now system, please contact the high school office or the elementary school office to update the number. If you would like to opt out of receiving phone messages from One Call Now, there is a prompt you can follow at the end of each phone message to opt out or you can contact the high school office or the elementary school office to let them know.

We are currently working with One Call Now to allow us the ability to also send e-mail messages or text messages. If we send an e-mail message, the e-mail will come from the following address 'Muncy School District mail@notify.onecallnow.com.' To ensure that you receive these emails, please add mail@notify.onecallnow.com to your e-mail address book. You can opt out of receiving e-mail messages by clicking the unsubscribe link at the bottom of each e-mail received from One Call Now.

If we send a text message, the text will come from 22300. The message header will read 'Muncy School District' followed by the message. You can opt out of receiving text messages by replying STOP to 22300.

2024-2025 School Calendar

Access the 2024-2025 school calendar through the following link: [2024-2025 School Calendar](#)

We will continue to use all scheduled snow days in the school calendar for school closures due to inclement weather. The district will transition to Flexible Instructional Days (FID) after the **two (2) scheduled snow days** are used in the school calendar. Students should follow the FID Expectations found at the end of this letter when a FID Day is announced.

All teachers will distribute their FID assignments to students by the end of the first week of school. Students will bring home a blue and white FID folder with all their FID assignments by the end of the first week of school. Please keep the blue and white FID folders at home for use in the event a FID day needs to be called at some point this school year.

2024-2025 LycoCTC School Calendar

Access the 2024-2025 LycoCTC school calendar through the following link: [2024-2025 LycoCTC School Calendar](#).

Muncy School District will be providing transportation for LycoCTC students on the eight days LycoCTC will be in session **(8/21/; 8/22; 8/23; 8/26; 8/27; 8/28; 8/29; 8/30)** prior to Muncy School District's start date of 9/3/2024 to make sure all students have an opportunity to attend LycoCTC programs for the total number of hours set by The Pennsylvania Department of Education.

The LycoCTC bus will leave from the high school at 8:30 a.m. and return to the high school at 11:00 a.m. for all students who indicated they would utilize District provided transportation from Muncy Jr./Sr. High School to LycoCTC on the following dates **(8/21/24; 8/22/24; 8/23/24; 8/26/24; 8/27/24; 8/28/24; 8/29/24; 8/30/24)**.

Kay Buck (570-935-0542) from Susquehanna Transit set up pick up times and drop off times with anyone who indicated they would utilize District provided transportation from home to LycoCTC on the following dates **(8/21/24; 8/22/24; 8/23/24; 8/26/24; 8/27/24; 8/28/24; 8/29/24; 8/30/24)**.

2024-2025 Health and Safety Plan Reminders / ESSER Funding

The school district is required to have a Health and Safety Plan in place through September 30, 2024, to comply with federal requirements associated with receiving pandemic funding. The Muncy School District Board of Directors approved the 2024-2025 Health and Safety Plan at our July 15th board meeting. Other than updating the school year and the number of students attending each building, there were no changes to last year's plan. [Muncy School District's 2024-2025 Health and Safety Plan](#) will expire on October 1, 2024, with the expiration of the deadline associated with ESSER funding.

The expiration of ESSER funding will limit the school district's ability to provide after school tutoring to the same extent as what was possible with the funding. Additionally, the expiration of the ESSER funding will **not allow** the school district to provide free summer school offerings at the end of this school year like it has been able to over the past few years.

Launch of New Website

On July 1, 2024, we transitioned our school district's website service to BLaST Intermediate Unit 17 and launched our new website. The contract with our previous website service, which included Muncy School District's Mobile App, expired on June 30, 2024. The school district's website has the same web address: <https://www.muncysd.org>

We anticipate we will be continuing to make changes to the new website up until the start of school. As you use the website, please let us know if you experience any difficulties or have any additional recommendations or feedback.

PowerSchool Portal Username and Password Recovery

Muncy School District's [PowerSchool Portal](#) allows parents and students to keep updated on grades, attendance and other important academic information. You can also download the PowerSchool Mobile App through the Apple App Store or the Google Play Store. You will need to enter the District Code RTFJ to access Muncy School District's username and password screen on the PowerSchool Mobile App. Please note that the Powerschool Portal contains more features (ex. Transportation Icon) than the Powerschool Mobile App. Therefore, you will need to login into the Powerschool Portal to see certain features (ex. Transportation Icon) that are not available on the Powerschool Mobile App.

Due to recent security upgrades by PowerSchool related to encrypting student passwords and requiring parents/guardians to change passwords from initial passwords assigned by the school, the best way to recover a forgotten username or forgotten password is by using the [Forgot Username or Password?](#) link on the [sign-in page for the Muncy PowerSchool Portal](#).

School District Policies and Procedures

Muncy School District's Policy Manual can be accessed through the following link:

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

Please click on the word policies in the top right-hand corner to access the different sections of the policy manual. Clicking on each numbered section will reveal all the policies in that section. Clicking on each individual policy number will display that policy for review.

School Safety Supports

The school district relies on the watchfulness of our faculty, staff, students, and families to report any suspicious activities or concerning behaviors.

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

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. Mr. Jeff Price – School Security Officer

Once an individual on the team receives a report of a potential threat, it is the job of individual(s) on the threat assessment team to determine the level of threat and intervene if necessary.

In addition to reporting information directly to a member of the threat assessment team, individuals may also report suspicious activities or concerning behaviors directly to school officials, by using the school district's Safe School Helpline or the state's Safe2Say program.

- Safe School Helpline – 1-800-418-6423 ext. 359
 - Press 1 to report information to the school district.
 - Press 3 to talk with a counselor.
 - The Safe School Helpline® counseling center is available 24/7/365 and is accredited by C.A.R.F. (Commission on Accreditation for Rehabilitation Facilities). Also, School Helpline counselors undergo ASIST (Applied Suicide Intervention Skill Training) and Q.P.R. (Question, Persuade and Refer) training.
- The “Safe2Say Something” reporting system can be accessed in the following ways:
 - Calling 1-844-SAF2SAY (1-844-723-2729)
 - Using the Safe2Say website at <https://www.safe2saypa.org/>
 - Downloading and using the Safe2Say APP

Thank you for helping us keep our schools safe and secure.

Mental Health Supports

Pennsylvania implemented a new way for individual(s) to connect to mental health support. People who call, text, or chat with **988** will be directly connected to the National Suicide Prevention Lifeline. The existing Lifeline phone number (1-800-273-8255) will remain available. Callers can also connect with the Veterans Crisis Line or for assistance in Spanish.

988 can be used by anyone, any time, at no cost. Trained crisis response professionals can support individuals considering suicide, self-harm, or any behavioral or mental health need for themselves or people looking for help for a loved one experiencing a mental health crisis. Lifeline services are available 24 hours a day, seven days a week at no cost to the caller.

If interested, please use the following link to access a short You Tube video on how the new **988** number works.

<https://youtu.be/IQMLpj5KE5w>

Muncy School District's new partnership with Care Solace provides all our students, staff, and families with access to Care Solace's care coordination services. Care Solace helps individuals find the right help at the right time through providers who accept all types of medical insurance. If interested, you or a family member may choose to access Care Solace's confidential services in one of three different ways:

1. Call 888-515-0595 at any time **24/7/365**. A dedicated Care Companion will help you every step of the way to research options, secure appointments, and follow up to make sure it is a good fit.
2. Search anonymously to get matched with an extensive list of care providers at caresolace.com/muncysd
3. Contact your school health professional, and they will submit a referral on your behalf.

Please Note: Care Solace is not an emergency response service or a mental health service provider. If you have a life-threatening emergency, please call 9-1-1 or The Suicide and Crisis Lifeline at 9-8-8.

Children's Health Insurance Program (CHIP)

The CHIP program is pleased to partner with schools in helping families find affordable health insurance for their children. CHIP provides quality, comprehensive health insurance for routine doctor visits, prescriptions, dental, eye care, eyeglasses, mental health, and much more. CHIP covers uninsured kids who are not eligible for Medical Assistance. For most families, CHIP is free – for others, it is low cost.

A flyer and many more resources can be found on the [CHIP website](#) under [CHIP Resources](#).

Cafeteria Information

Meal prices for the 2024-2025 school year were set as follows:

<u>Meals</u>	<u>24-25</u>
Breakfast	\$2.00
Milk	\$0.55
Adult Lunch	\$4.00
Lunch-Elem	\$3.10
Lunch-H/S	\$3.25

Free and Reduced-Price Meal Application

For information regarding the Pennsylvania Household Application for Free and Reduced Price School Meals please see our [2024-2025 Cafeteria Letter to Households](#). The [paper application](#) can be completed and returned to our Food Service Director, Tom Kuntz, or the application can be completed online by visiting the PA Department of Human Services website at www.compass.state.pa.us.

During the 2024-2025 School Year, all schools participating in the School Breakfast Program (SBP) are to provide free breakfasts for all enrolled students. Additionally, students identified as eligible for reduced-price lunches through the National School Lunch Program (NSLP) will not be charged for their meals.

School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

- The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias to ensure the identity of each student is protected.
- The district shall notify students and/or parents/guardians when the student's account reaches a negative balance.
- The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
- The district may permit students to charge a meal when the student forgets or loses his/her money or when his/her account has insufficient funds.

Collection of Unpaid Meal Charges

Unpaid charges will be carried on a student's account from year to year. The district may institute a collection procedure for unpaid balances not limited to filing a claim with the District Magistrate or delinquent collection agencies. Parents/Guardians will be responsible to pay the amount due to the cafeteria as well as any and all fees assigned by the magistrate or delinquent collection agencies for the collection of monies due to the cafeteria. Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

My School Bucks

If interested, you can use the [parent user guide](#) to sign up for [My School Bucks](#) which allows parents to check cafeteria balances, view student purchase history, set spending limits and add funds to your child's account.

School District Contact Information

As always, please let us know if you have any questions or concerns by e-mailing or calling the individuals listed below. We will work as quickly as possible to answer individual inquiries.

1. For district related questions and concerns, please contact Kim Hill at khill@muncysd.org or 570-546-3125 ext. 2040
2. For high school related questions and concerns, please contact Katie McGuire at kmcguire@muncysd.org or 570-546-3125 ext. 3200
3. For elementary school related questions and concerns, please contact Vickie Conner at vconner@muncysd.org or 570-546-3125 ext. 1100
4. For health services related questions and concerns, please contact Stacie Nierzwicki at snierzwicki@muncysd.org or 570-546-3125 ext.1160 (ES) / 3280 (HS)
5. For special education related questions and concerns, please contact Cheryl Good at cgood@muncysd.org or 570-546-3125 ext. 1250

6. For food service related questions and concerns, please contact Tom Kuntz at tkuntz@muncysd.org or 570-546-3125 ext. 1120
7. For athletic related questions and concerns, please contact Curt Chilson at cchilson@muncysd.org or 570-546-3125 ext. 3630
8. For transportation related questions and concerns, please contact Kay Buck at kay@susquehannabus.com or 570-935-0542
9. For building and grounds questions and concerns, please contact Corey Palmatier at cpalmatier@muncysd.org or 570-546-3125 ext. 3720
10. For technology questions and concerns, please contact Chris Frey at cfrey@muncysd.org or 570-546-3125 ext. 7777

We look forward to working with everyone during the 2024-2025 school year!

Stay Safe! Stay Healthy! Stay Strong!

Sincerely,

Craig

Craig R. Skaluba, Ph.D.
Superintendent
Muncy School District

Flexible Instructional Day Expectations for Students

Flexible Instructional Days (FID) are school days. All assigned materials will contribute to your overall attendance for school and your overall marking period grade and need to be turned into your teacher within two (2) school days after the FID Day. Attending class means completing all hard copy assignments provided by the teacher. You will be marked as absent from school if you do not turn in your assignments on time. You will need to provide an excuse to the office for a FID day absence in the same manner as a regular school day.

All assignments will consist of review and enrichment activities. All assignments will be shared with you in advance of the FID Day by your teacher(s) in a hard copy format. Additionally, information about assignments and electronic versions of assignments will be shared with you by the teacher(s) through Google Classroom.

All teachers will be available to help and support students and parents between 8:45 a.m. and 12:45 p.m. through Google Meets and Google Classroom as well any other communication platforms identified by the teacher (ex. Go Guardian; E-mail; Remind) on a FID Day. Students may use the Internet or the dial-in number to connect with a teacher through Google Meets. ***If there is a need to move from a 2-hour delay to a FID Day, all teachers will be available to help and support students and parents between 10:45 a.m. and 1:45 p.m.***

Students must use their district provided username and password to sign into their district assigned Chromebook. Students must sign into the Google Chrome Browser if they are using their own personal device at home and utilize Classlink.

Google Meets Learning Expectations:

1. All in-person classroom rules apply in digital conferencing sessions through Google Meets.
2. Student attire should be school appropriate.
3. Students should choose an area with good lighting, limited noise, and with no inappropriate items behind them.
4. Students should utilize headphones for participation in digital conferencing sessions through Google Meets.
5. Students should enter Google Meets muted using their school assigned login information.
6. Students should follow any additional teacher guidelines.
7. **Any unauthorized recordings and screenshots of digital conferencing sessions through Google Meets are strictly prohibited.**

Tips to help your child:

1. **Set (and keep) a schedule** - The closer this is to a 'school schedule,' the easier it will likely be on everyone.
2. **Make sure they have any materials necessary to complete all assignments** - Your child should have most of the materials they will need to complete their assignments. Be sure they have paper and pencil handy.
3. **Provide an environment conducive to learning** - Help your child find a spot where they can work without being too distracted. The less distractions a student has, the better their chances of completing their assignments.
4. **Work with your child to help them learn** - Do your best to help your child when they are struggling. If an activity becomes too overwhelming, take a break, and return to it at a later time. You can also contact the teacher and let them know your child needs help with a specific assignment.
5. **Make sure all work is completed** - At the end of each day, make sure your child has completed all their assignments.
6. **Help them check messages and communicate with the teacher** - Whether it is you or your child, be sure to stay in contact with the classroom teacher. All teachers will be available to help and support students and parents between 8:45 a.m. and 12:45 p.m. through Google Meets and Google Classroom as well any other communication platforms identified by the teacher (ex. Go Guardian; E-mail; Remind) on a FID Day. Students may use the Internet or the dial-in number to connect with a teacher through Google Meet. *If there is a need to move from a 2-hour delay to a FID Day, all teachers will be available to help and support students and parents between 10:45 a.m. and 1:45 p.m.*