

.....TEAR OUT PAGE.....

**TEAR OUT THIS PAGE
AND
RETURN IT TO YOUR HOMEROOM TEACHER
BY
SEPTEMBER 9, 2011**

Dear Parents/Guardians:

The purpose of this Handbook and Planner is to give students and their parents/guardians an idea of the policies and procedures within the Montrose Area Junior/Senior High School, and to answer some of the questions you may have. This handbook contains information pertaining to the rules, regulations, discipline procedures, and activities of the school.

We are committed to your student's success and achievement in school and in life. Working together toward this goal, we welcome you to visit us and discuss any problems or concerns. For an appointment, please telephone 570-278-3731.

We ask that you review this student handbook with your son or daughter. Please sign this form and have your son or daughter return it to his or her homeroom teacher by **September 9, 2011**.

My son or daughter

_____, Grade _____
(Please print student's name)

and I have reviewed the Student Handbook for the 2011-2012 school year.

Parent/Guardian Signature _____

Student's Signature _____ Date _____

.....TEAR OUT PAGE.....

**RETURN TO HOMEROOM TEACHER BY
SEPTEMBER 9, 2011**

Student Technology Acceptable Use Policy

TECHNOLOGY USE CONSENT FORM

I have read the information contained in the Montrose Area School District **Student Technology Acceptable Use Policy**. I fully understand the protocol to follow when using a network account provided by the MASD.

Any questions that I have about a curriculum activity involving the use of the Local Area Network (LAN) or the Internet will be directed to the teacher who made the assignment. The Building Principal or Coordinator of Technology/Information Systems will answer any questions that I have regarding use of the district Network.

Should I breach any of the guidelines in the **Acceptable Use Policy** I understand I will lose my Network privileges in accordance with the guideline(s) that I violated and that I will be subject to further disciplinary action. The computer user is personally responsible for his/her actions in accessing and utilizing the district's technology Network. Based upon the severity of the violation, inappropriate use of the computer can result in suspension of privileges for a period of time or permanent loss of privileges. In the case of vandalism or malicious destruction of data or equipment, parents or user will pay for repairs or replacement of damaged equipment. If any federal or state laws are violated appropriate legal action will be taken against the student.

By completing this form, I agree to adhere to both the principles and guidelines described in the district's Student Technology Acceptable Use Policy. The student's signature means that the guidelines have been reviewed and the signature of parent/guardian verifies that they have read the information so referenced and agree with the guidelines and prohibitions detailed therein.

Student's Name _____ **Grade** _____
(please print name)

Student's Signature _____ **Date** _____

Parent's Name _____
(please print name)

Parent's Signature _____ **Date** _____

MONTROSE HIGH SCHOOL

www.masd.info

2011-2012 STUDENT/PARENT HANDBOOK

Lost Handbook/Planner will cost \$3.00 to replace-if extra copies are available.

Montrose Area Junior/Senior High School
75 Meteor Way
Montrose, Susquehanna County, PA 18801

Telephone 570-278-3731 Fax 570-278-9143

ADMINISTRATION

Mr. Michael F. Ognosky, Superintendent of Schools – 570-278-6221

Mr. James Tallarico, High School Principal – telephone 570-278-6223 fax 570-278-6290

BOARD OF DIRECTORS

Mrs. Pamela Staats Curriculum Chairperson 53 South Main Street Montrose, PA 18801 Region 1 pstaats@masd.info	Mr. Douglas Wilcox (President) Transportation Chairperson PO Box 232 South Montrose, PA 18843 Region 2 dwilcox@masd.info
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REMINDER PAGES 1-2 MUST BE RETURNED BY SEPTEMBER 10, 2010

The purpose of this Handbook is to give students and their parents/guardians an idea of the policies and procedures within the Montrose Area Junior/Senior High School, and to answer some of the questions you may have. This handbook contains information pertaining to the rules, regulations, discipline procedures, and activities of the school.

We are committed to your student's success and achievement in school and in life. Working together toward this goal, we welcome you to visit us and discuss any problems or concerns. For an appointment, please telephone 570-278-3731.

Montrose Area School District 2011- 2012 Calendar

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Symbol Code

- Student Early Dismissal
- No School
- Teachers Only, No Classes
- Last Day of Marking Period Grades 4-12
- Last Day of Marking Period Grades K-3

Student Days

Aug	2
Sep	21
Oct	19
Nov	18
Dec	16
Jan	21
Feb	20
Mar	21
Apr	19
May	22
June	1
Total	180 Days

Teacher Days

Aug	4
Sep	21
Oct	20
Nov	19
Dec	16
Jan	21
Feb	21
Mar	22
Apr	19
May	22
June	2
Total	187 Days

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- AUGUST 26 NO CLASSES FOR STUDENTS
Teacher In-service
 - AUGUST 29 NO CLASSES FOR STUDENTS
Teacher In-service
 - AUGUST 30 FIRST DAY FOR STUDENTS
 - SEPTEMBER 5 NO SCHOOL; Labor Day
 - OCTOBER 7 NO CLASSES FOR STUDENTS
Teacher In-service
 - OCTOBER 10 NO SCHOOL; Columbus Day
 - NOVEMBER 10 Evening Parent Conferences
 - NOVEMBER 11 NO CLASSES FOR STUDENTS
Parent Conferences
 - NOVEMBER 24 NO SCHOOL
THRU NOV. 28 Thanksgiving Vacation
 - DECEMBER 23 NO SCHOOL
THRU JAN 1 Christmas Vacation
 - JANUARY 6 NO SCHOOL; Hosting FBLA students
 - FEBRUARY 20 NO CLASSES FOR STUDENTS
Teacher In-service
 - MARCH 16 NO CLASSES FOR STUDENTS
Teacher In-service
 - APRIL 6 THRU APRIL 9 NO SCHOOL
Easter Vacation
 - MAY 28 NO SCHOOL; Memorial Day
 - MAY 31 & JUNE 1 ACT 80 STUDENT DISMISSAL 11:30 AM
Tentative Last Day of School
 - JUNE 4 NO CLASSES FOR STUDENTS
Teacher In-service
- GRADUATION WILL BE ON SATURDAY JUNE 9

PSSA Testing

SPECIAL NOTE: Snow days can be made up at the end of the school year or may be rescheduled into the school year at the discretion of the Board of Directors. Should rescheduling of snow days be required within the regular school term, the district will reschedule school days in the following order: Monday, February 20, 2012; Friday, March 16, 2012; Monday, April 9, 2012.

Emergency announcements concerning cancellation of classes will be made on the following radio and TV stations:
WKRZ (98.5 FM & 1340 AM) WAAL (99.1 FM) WNBK (1290 AM) WNEP TV (Channel 16) WBNG TV (Channel 12)
WPFL (96.5 FM & 1250 AM) WHWK (98.1 FM) WARM (590 AM) WBRE TV (Channel 28) WYOU TV (Channel 22)

Board Approved 04 / 11 / 11

EMERGENCY ANNOUNCEMENTS

will be on the following radio and TV stations:

590 AM	WARM	WBNG TV – Channel 12
1250 AM	WPEL	
1290 AM	WNBF	WNEP TV – Channel 16
1340 AM	WKRZ	
96.5 FM	WPEL	WYOU TV – Channel 22
98.1 FM	WHWK	
98.5 FM	WKRZ	WBRE TV – Channel 28
99.1 FM	WAAL	

Emergency closing announcements can be found our web site: www.masd.info

Montrose Area School District will be utilizing an automated system to contact parents/guardians by phone or email when there are emergency closings or delays. Please make sure your contact information on file with the district is accurate. If you do NOT wish to be contacted by phone or email regarding closings/delays you must notify the district by calling the IT Department at 570-278-6230.

2011-2012 DAILY TIME SCHEDULE

7:55	Warning Bell
8:05 – 8:53	Homeroom/Period 1
8:56 – 9:39	Period 2
9:42 – 10:25	Period 3
10:28 – 11:11	Period 4
11:14 – 11:44	Period 5A 7/8 Lunch
11:14 – 11:57	Period 5A (class for 9-12)
11:47 – 12:30	Period 5B (class for 7 & 8)
12:00 – 12:30	Period 5B 9/10 Lunch
12:00 – 12:43	Period 5B (class for 11 & 12)
12:33 – 1:16	Period 5C (class for 7-10)
12:46 – 1:16	Period 5C 11/12 Lunch
1:19 – 2:02	Period 6
2:05 – 2:48	Period 7
2:48	Dismissal

Periods will be 43 minutes long with the exception of 1st Period which will be an extra 5 minutes for homeroom. Students will have 3 minutes in between classes.

EQUAL OPPORTUNITY

Montrose Area Schools operates as an equal opportunity institution and will not discriminate on the basic of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, programs or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1993, and the Americans with Disabilities Act (ADA) of 1990.

For information regarding your rights or grievance procedures, contact Dr. Donald Golden, Section 504 Coordinator, 80 High School Road, Montrose, PA 18801 (570-278-6219).

EQUAL OPPORTUNITY AFFIRMATIVE ACTION – DISCRIMINATION PROHIBITED

TELEPHONE DIRECTORY
Main Telephone 570-278-3731 / Fax 570-278-9143
www.masd.info

Administration:

Superintendent, Mr. Michael Ognosky 278-6221
Principal, Mr. James Tallarico 278-6223

Directors / Coordinators:

Dean of Students, Mr. Michael Boccella 278-6259
Financial Affairs Director, Mrs. Michelle Lusk 278-6213
Food Service Director, Ms. Elizabeth O'Malley 278-6240
Maintenance/Transportation Director, Mr. Rickie Clapper .. 278-6241
Special Education Director, Dr. Don Golden 278-6219
Technology Director, Mr. Craig Owens 278-6239

Offices:

Athletic Director, Mr. Joseph Gilhool 278-6204
Administrative Assistant, Mrs. JoAnne McCain 278-6218
Business Office 278-6216
Choconut Valley Elementary School Office 553-2102
Computer Technicians 278-6243
Co-op Supervisor, Mr. Robert Davis 278-6050
District Attendance Clerk, Mrs. Theresa Evans..... 278-6230
Guidance Counselor, Gr. 9 & 10, Mrs. Angela Nebzydoski . 278-6233
Guidance Counselor, Gr. 11 & 12, Mrs. Mary Beth Ohmnacht 278-6231
Guidance Counselor, Gr. 7 & 8, Mrs. Kathleen Oehler..... 278-6235
Guidance Secretary, Mrs. Brenda Ognosky..... 278-6253
Health Office Secretary, Mrs. Corrine Hawley 278-6236
Homework Supervisor, Mrs. Rie Warner 278-6224
Industrial Arts Department, Mr. James Fluck..... 278-6232
Lathrop Street Elementary School Office..... 278-0310
Librarian, Mrs. Katie Fischer..... 278-6077
Library Office Aide, Mrs. Cindy Balbi..... 278-6250
Main Office Aide, Mrs. Rie Warner 278-6224
Music Department 278-6148
Probation Office, Mr. Sami Bourizk 278-6281
Principal's Secretary, Mrs. Pamela Knapp 278-6226
Psychologist, Mr. Ed Falkowski TBD
School Nurse Practitioner, Mrs. Jean Hollister 278-6254
Special Education Secretary, Mrs. Valerie Aldrich 278-6203
Student Assistance Team (SAT), Mrs. Angela Nebzydoski . 278-6233
Superintendent's Secretary, Mrs. Diane Truman..... 278-6212
Transportation Secretary, Mrs. Lucille Gesford 278-6227
Truancy Officer, Mr. Sami Bourizk..... 278-6281
Yearbook/Writing Lab Aide, Mrs. Lori Lass 278-6283

ACADEMIC INTEGRITY GUIDELINES

Board approved 9/6/2002

The Montrose Area School District expects its students to demonstrate honest and ethical behavior when submitting all research papers, reports, tests, quizzes, and other classroom assignments. All graded work must be a representation of each student's own ability. Any use of another person's words, ideas, or research findings must be formally acknowledged according to acceptable standards of documentation.

Definitions

Collaboration is the act of sharing information. It is allowed only when specified by the instructor. Unauthorized collaboration includes but is not limited to copying homework and sharing project information.

Cheating is the deliberate use of unauthorized notes, calculators, computer programs, or other printed materials expressly forbidden by the instructor during testing. Cheating includes but is not limited to copying answers from another student's answer sheet or providing questions or answers to students taking a test at a later time.

Plagiarism is defined as using another person's words and/or ideas without proper credit to that person.

Involvement

Students should understand the definitions of plagiarism, cheating, and collaboration. Furthermore, they should understand that certain procedures will be followed and appropriate consequences administered when the Academic Integrity Guidelines have been violated.

Parents are encouraged to inquire about student assignments and to check on student progress. Parents should also be familiar with the Academic Integrity Guidelines.

Teachers will instruct students in the proper methods of documentation and clearly define the standards and assessment for each assignment. The Montrose Area School District follows the documentation style set forth by the Modern Language Association (MLA).

Administration will review violations of the Academic Integrity Guidelines and take appropriate action.

OFFENSES

COLLABORATION

First offense:

1. Grade of "O" on assignment.
2. Parental notification.
3. One after-school detention.

Second offense:

1. Grade of "O" on assignment.
2. Parental notification.
3. One after-school detention.
4. "Unsatisfactory" citizenship grade or 500-word essay on "ethics" to avoid "U" on report card.

Subsequent offense:

1. Grade of "O" on assignment.
2. Parental notification.
3. One day suspension from school.
4. "Unsatisfactory" citizenship grade on report card.

CHEATING/PLAGIARISM by failure to give proper credit to another person for his/her words or ideas.

First offense:

1. Grade of "O" on assignment.
2. Parental notification.
3. One day of Supervised Special Studies.
4. "Unsatisfactory" citizenship grade or 500-word essay on "ethics" to avoid "U" on report card.

Second offense:

1. Maximum grade of 50% for marking period.
2. Parental notification.
3. Three days of Supervised Special Studies.
4. "Unsatisfactory" citizenship grade on report card.

Third offense:

1. Loss of credit for course.
2. Parental notification.
3. Removal from class.

PLAGIARISM of an essay or research paper purchased or other-wise taken from an outside source, such as the Internet or encyclopedia.

First offense:

1. Grade of "O" on assignment.
2. Parental notification.
3. Three days Supervised Special Studies.
4. "Unsatisfactory" citizenship grade on report card.

Second offense:

1. Loss of credit for course.
2. Parental notification.
3. Removal from class.

These offenses will be evaluated on a per class basis. They will not accumulate from one academic year to the next.

Indicators for Detecting Plagiarism

1. Cut and paste appearance.
2. Assignment not in line with previous work.
3. Student's inability to explain a section of his/her paper.
4. Student's inability to discuss the topic of his/her paper.
5. Phrases that are too advanced for ability of student.
6. Paper sounds familiar.
7. Paper reads like an encyclopedia article.
8. Works cited are dated.
9. Works cited do not match the paper.
10. Layout or format of paper is unusual for the assignment.
11. No parenthetical references.

Techniques for Preventing Plagiarism

1. Use traditional resources.
2. Follow MLA requirement that copies of Internet information be submitted with paper.
3. Use "Google" for checking originality of student work (type in a suspicious line of not more than 12 words in quotation marks and hit "search").
4. Use Internet detention services.
5. Require that all sources come from school or local library or that copies of information from other sources be submitted with paper.
6. Assign students several short papers rather than one long paper.
7. Assign different topics to each class.
8. Use teacher-selected topics rather than student-selected topics.
9. Assign topics with clear and narrow focuses.
10. Assign topics that are current and/or unusual.
11. Divide assignments into parts and require students to submit segments at scheduled intervals.
12. Require a rough draft with final copy of assignment.

ALCOHOL AND CONTROLLED SUBSTANCE USE AND ABUSE POLICY

ADOPTED 4/13/81, REVISED 8/16/82, 6/13/88, 8/14/89, 6/9/97, 6/8/98, 1/18/00, 3/13/02

PURPOSE

The Montrose Area School District (MASD) is committed to providing a positive learning environment that contributes to the health, safety, and well-being of students. The objective of this policy is to respond effectively to the use and/or distribution of alcohol and drugs by students within the school environment and/or related school activities.

RESPONSIBILITY

The Superintendent of Schools is responsible for developing administrative guidelines and procedures to implement and enforce this policy. Building administrators and school personnel shall follow guidelines and procedures set forth in this policy as they deal with students found using or possessing alcohol and/or other drugs. It is also the responsibility of the Superintendent to integrate substance abuse/prevention education into appropriate district curricula.

AUTHORITY

All staff, students, and parents have the obligation to report to district administrators any violations of this policy. The use, abuse, and/or possession of alcohol, inhalants, mood-altering substances, look-alike drugs, drug substances, chemicals or paraphernalia is forbidden. Paraphernalia means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, repackaging, storing, containing, concealing, injecting, inhaling or otherwise introducing a controlled substance into the human body. This includes home-made items. Paraphernalia may be characterized solely by intended use and there is no requirement that residue of a controlled substance be present in order to characterize an item as paraphernalia. Intended use is determined by the totality of the circumstances. This policy prohibits the use or distribution of the above in school buildings, on school grounds, in school-leased or school-owned vehicles, and at all school affiliated or sponsored functions. Possession shall be interpreted as knowingly holding an illegal substance for the purpose of using, distributing, or keeping for another individual. The holding of a substance for another person will not be considered as defense to the possession of an illegal substance. A student who violates this policy will be subject to disciplinary action(s) as stipulated in the Guidelines enclosed with this policy.

During the course of the school year educational programs and outside resources will be utilized to deter drug and alcohol use in the MASD. Educational programs may include drug and alcohol assemblies, drug and alcohol education in the curriculum, and drug and alcohol counseling on an individual or group basis. Other sources may include law enforcement agencies and the use of specially trained dogs to locate drugs. These programs may be used periodically throughout the school year.

STATUTORY AUTHORITY

Pro Children Act of 1994

ADMINISTRATIVE GUIDELINES

INTRODUCTION

These guidelines are to be strictly adhered to K-12 by all appropriate staff members when working with students who are suspected of or have violated the Alcohol and Controlled Substance Use and Abuse Policy of the Montrose Area School District (MASD). They provide a consistent approach for effectively responding and acting to alcohol and drug-related situations that may occur in the schools or at school related/sponsored events. This policy and guidelines have been written with consideration for the legal rights and responsibilities of administrators, staff, students, and parents. All students must be afforded due process rights according to district policy and administrative procedures. Prescribed guidelines regarding the suspension and expulsion of special education students must be followed according to federal/state laws, district policy, and administrative procedures.

The use and abuse of alcohol and drugs is devastating to students, parents/guardians, and school staff. The administering of the policy is extremely important since it has the potential of affecting the future and present lives of young people. There may be extenuating circumstances when administering this policy by the administration and staff that require some alteration of the disciplinary action recommended within these guidelines. The Superintendent of Schools must approve any deviations or lessening of the disciplinary action outlined in the guidelines. The Superintendent will report all deviations to the Board of Education.

1. THE POSSIBLE DRUG USE BY A STUDENT IS A CONCERN; HOWEVER, THERE IS NO EVIDENCE OF VIOLATION OF LAW OR SCHOOL REGULATIONS.

- 1.1. This situation may involve a student who is suspected of using drugs but does not demonstrate extreme behavior changes and shows no evidence of drug use; a student who contacts a teacher in regard to the drug use of a friend or another student; the student who volunteers information about personal drug use.
- 1.2. A teacher may approach the student in regard to behavior, classroom performance or general health. Students should not be accused of drug use. The teacher should make a referral to the Student Assistance Team. (Exhibit 1). The team will convene to discuss possible action.
- 1.3. The investigation should be limited to discussion with the student and should not be used as a basis to punish the student.
- 1.4. Any contact with parents concerning the student's suspected use of drugs will be made in conjunction with the nurse and administration and only after a referral through the Student Assistance Team.
- 1.5. Information will be limited to the Student Assistance Team. The team will convene to discuss possible action.
- 1.6. No discipline is mandated under this guideline. Referral may be made to the Student Assistance Team.
- 1.7. The police will not be notified in this situation.

2. A STUDENT DEMONSTRATES OBVIOUS SYMPTOMS OF POSSIBLE DRUG USE SUCH AS: STAGGERING, SLURRED SPEECH, DAZED APPEARANCE, INCOHERENCE, INABILITY TO RESPOND, AND/OR STRONG ODOR OF ALCOHOL. THIS SITUATION SHALL BE HANDLED AS A HEALTH PROBLEM & POTENTIAL EMERGENCY.

- 2.1. The teacher will immediately summon an administrator and the school nurse. The student shall not be left alone. Arrangements may be made for the student to be taken to a medical facility. The Principal or authorized designee will accompany him. The teacher will complete a Discipline Misconduct Referral. (Exhibit 2)
- 2.2. If alcohol or drug use is indicated, the administration will be responsible for the investigation. The nurse will conduct a physical review and log the information in the Health Office daily log. The administrative investigation may include a search, according to policy, of the student's locker and removal of apparent drug substances.
- 2.3. Parents will be notified of the incident as a health concern or medical emergency as well as a potential discipline concern. This will include a description of the situation and symptoms. The parent should be advised of the emergency and if they refuse to come to the medical facility, the school will refer the incident to the proper authorities through an Administrative Police Incident Report. (Exhibit 3)
- 2.4. Information regarding the incident will be limited to the initial parties involved in the investigation and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action.
- 2.5. All substances discovered at the emergency scene or subsequently uncovered will be turned over by the school Principal or authorized designee to medical personnel for identification and aid in the treatment of the student. If alcohol/drugs have been consumed off school grounds, it will be considered as used on school grounds if the student comes to school after such use and demonstrates the behavior stipulated under this section.
- 2.6. The administration will conduct an informal hearing with the student and parents. If the substance involved is identified governed by these guidelines, the disciplinary action would be dictated by Guideline #3. In that case the parents would be notified in writing of a 10 school day suspension (Exhibit 4) as well as a referral for placement in the Montrose Area Alternative Education Program (MAAEP). (Exhibit 5). That placement will be for a minimum of 45 school days with a 30 school day review for early admission to the regular education program. The student will also be referred to the Student Assistance Team and will be required to complete an assessment and abide by the recommendations of that screening process.
- 2.7. School personnel shall not notify police unless the safety of the general school population is at risk.

3. A STUDENT IS CAUGHT FOR THE FIRST TIME WITH A SMALL AMOUNT OF ALCOHOL OR DRUGS (AMOUNT TYPICAL FOR PERSONAL USE), OR DRUG PARAPHERNALIA, AND IS COOPERATIVE.

- 3.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Report. (Exhibit 2)
- 3.2. The Principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to district policy.
- 3.3. The parent will be contacted, the situation described, and an immediate conference arranged.
- 3.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The Administration will make the referral to the Team and complete the appropriate referral. (Exhibit 1)

- 3.5. All substances will be sealed, documented, and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.
 - 3.6. Following an informal hearing the student will be suspended for a period of ten school days. (Exhibit 4). During the 10-day suspension the student will be referred to the MAAEP team for placement in the MAAEP. (Exhibit 5). That placement will be for a minimum of 45 school days with a 30 school day review for early admission to the regular education program. If the student is not recommended for this program the Administration will recommend a formal board hearing for expulsion from school for no less than 45 school days and up to permanent expulsion from school. The student will also be referred to the Student Assistance Team and will be required to complete an assessment and abide by the recommendation of that screening process.
- 4. A STUDENT IS CAUGHT FOR THE FIRST TIME WITH A SMALL AMOUNT OF ALCOHOL OR DRUGS OR DRUG PARAPHERNALIA, BUT IS UNCOOPERATIVE (WILL NOT TURN OVER THE SUBSTANCE, RESPONDS WITH ARROGANCE).**
- 4.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Report. (Exhibit 2)
 - 4.2. The Principal will request the student to empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.
 - 4.3. If the student refuses to be searched the parents will be contacted, the situation described, and an immediate conference arranged. The student must not be left unattended at any time. The police will also be notified (Exhibit 3) and the student will then be searched by the police in the presence of the Administration and parents.
 - 4.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The Administration will make the referral to the team and complete the appropriate referral. (Exhibit 1)
 - 4.5. All substances will be sealed, documented, and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.
 - 4.6. Following an informal hearing the student will be suspended for a period of ten school days. (Exhibit 4) During the 10 days suspension the student will be referred to the MAAEP (Exhibit 5). That placement will be for a minimum of 45 school days. If the student is not recommended for this program the administration will recommend a formal board hearing for expulsion from school for no less than 45 school days and up to permanent expulsion from school. The student will also be referred to the Student Assistance Team and will be required to abide by the recommendations of that screening process.
- 5. A STUDENT IS CAUGHT A SECOND TIME IN POSSESSION OF A SMALL AMOUNT OF ALCOHOL OR DRUG SUBSTANCE OR PARAPHERNALIA.**
- 5.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Report. (Exhibit 2)
 - 5.2. The Principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy. Police will be involved if the student is uncooperative. (Exhibit 3)
 - 5.3. The parent will be contacted, the situation described, and an immediate conference arranged. If the student is uncooperative the police will be summoned and the student will be interviewed and searched by the police in the presence of the administration and parents.
 - 5.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The Administration will make the referral to the Team and complete the appropriate referral. (Exhibit 1)
 - 5.5. All substances will be sealed, documented, and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings. The Administration will complete the appropriate form (Exhibit 3).
 - 5.6. Following an informal hearing, the student will be suspended for a period of ten school days. (Exhibit 4) A formal board hearing will be required to consider the student's future in the Montrose Area School District. An administrative recommendation will be made providing for either (1) placement in the MAAEP for no less than 45 school days, or (2) expulsion from school for no less than 45 school days and up to permanent expulsion. If referred to the MAAEP the parent will be notified of the time and day of the conference. (Exhibit 5) The student will also be referred to the Student Assistance Team and will be required to complete an assessment and abide by the recommendations of that screening process.
- 6. A STUDENT IS CAUGHT A THIRD TIME IN POSSESSION OF A SMALL AMOUNT OF ALCOHOL OR DRUG SUBSTANCE OR PARAPHERNALIA.**
- 6.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Report. (Exhibit 2)
 - 6.2. The Principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to the policy.
 - 6.3. The parent will be contacted, the situation described, and an immediate conference arranged. If the student refuses to empty his/her pockets or purse and volunteer all drug substances, the police will be notified and conduct the search in the presence of the Administration and parents. The Administration will complete the appropriate form. (Exhibit 3)
 - 6.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The Administration will make the referral to the Team and complete the appropriate form. (Exhibit 1)
 - 6.5. All substances will be sealed, documented, and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.

- 6.6. Following an informal hearing, the student will be suspended for a period of ten school days. (Exhibit 4). A formal Board hearing will be required with an administrative recommendation to consider permanent expulsion. If the student is of compulsory school age they will be recommended for placement in an alternative education setting (either the MAAEP or in home instruction) until they are 17 years of age and then will be recommended for permanent expulsion. If the student is to be placed in the MAAEP the parents will be notified as to the time and date of the conference. (Exhibit 5) The student will be referred to the Student Assistance Team and will be required to undergo a complete assessment and abide by the recommendations of that screening process if they remain a student of the Montrose Area School District.
 - 6.7. Police will be called and the substance will be turned over to them. The police will take charge of the investigation. The Administration will complete the appropriate form. (Exhibit 3)
- 7. A STUDENT IS CAUGHT IN POSSESSION OF ALCOHOL OR DRUGS INDICATING THE INTENTION TO SELL OR DISTRIBUTE.**
- 7.1. The teacher will summon the Principal or escort the student to the Principal's office. The student will not be left alone. The teacher will then complete a Discipline Misconduct Form. (Exhibit 2)
 - 7.2. The Principal will request that the student empty his/her pockets or purse and volunteer all drug substances. The student's locker will be searched according to policy.
 - 7.3. The parent will be contacted, the situation described and an immediate conference arranged. If the student refuses to empty his/her pockets or purse and volunteer all drug substances, the police will be notified and conduct the search in the presence of the administration and the parents. The administration will complete the appropriate form. (Exhibit 3)
 - 7.4. Information will be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action. The administration will make the referral to the Team and complete the appropriate form. (Exhibit 1)
 - 7.5. All substances will be sealed, documented and turned over to the police with request for analysis. The substances may be used as a basis and evidence for legal proceedings.
 - 7.6. Following an informal hearing, the student will be suspended for a period of ten school days. (Exhibit 4) A formal Board hearing will be required with an administrative recommendation to consider permanent expulsion. If the student is of compulsory school age they will be recommended for placement in an alternative education setting (either the MAAEP or in home instruction) until they are 17 years of age and then will be recommended for permanent expulsion. If the student is placed in the MAAEP the parents will be notified as to the time and date of the conference. (Exhibit 5) The student will be referred to the Student Assistance Team and will be required to complete an assessment and abide by the recommendations of that screening process if they remain a student of the Montrose Area School District.
 - 7.7. Police will be called and the substance will be turned over to them. The police will take charge of the investigation. The Administration will complete the appropriate form. (Exhibit 3)
- 8. A STUDENT VOLUNTARILY SEEKS HELP TO COMBAT A DRUG OR ALCOHOL PROBLEM. THE STUDENT IS REFERRED TO THE STUDENT ASSISTANCE TEAM AND WILL BE REQUIRED TO ABIDE BY THE RECOMMENDATIONS OF THE TEAM.**
- 8.1. The Administration will inform the Student Assistance Team of the student's request for help. The Administration will complete the appropriate referral. (Exhibit 1)
 - 8.2. The Administration will take a detailed statement from the student regarding the incidents and extent of the drug and alcohol abuse problem. That statement will remain confidential and be forwarded to the Team to be utilized in the assessment.
 - 8.3. The parent will be contacted, the situation described, and a conference arranged. This is necessary because family involvement is extremely important in order for the student to successfully combat his/her abuse problem.
 - 8.4. Information shall be limited to the initial parties who have knowledge of the incident and may only be extended to the Student Assistance Team. The Team will convene to discuss possible action.
 - 8.5. All substances will be sealed and documented for disposal.
 - 8.6. It is not mandated to notify the police unless a violation of law is evident involving the sale and distribution of a controlled substance. Any controlled substance turned over by the student will be delivered to the police for disposal.

ALTERNATIVE EDUCATION PROGRAM
(MONTROSE AREA ALTERNATIVE EDUCATION PROGRAM)

ADOPTED AUGUST 1998

The nature of the Montrose Area Alternative Education Program (MAAEP) is that of an evening school. Students enrolled in the program will be governed by the basic rules and regulations of the regular Montrose Area Junior/Senior High School, but will be removed from its day-to-day functioning by attending after regular school hours have concluded. This removal is intended as a form of social prohibition. Classes will be held daily Monday through Friday and will follow the regular classroom curriculum. Individualized instruction will be provided by certified teachers. It is the intent of the MAAEP to increase student academic and social performance, to develop a commitment to school, and to assist in the prevention of delinquency.

This program will also be made available for Special Education students who may qualify for alternative education placement. Due process procedures for Special Education students will be strictly adhered to in the placement for this program. Placement in this program will be initiated by the school district and parents will be given a handbook which explains the rules, regulations, and processes of the program.

ATHLETIC ELIGIBILITY

We are members of the Pennsylvania Interscholastic Athletic Association (PIAA) and as such we are obligated to enforce eligibility rules. The PIAA scholastic rating regulations are as follows:

A student must be in school by 11:30 am to participate in an athletic event or practice, however, the Montrose Attendance Policy mandates 10:00 am.

ABSENCE: "A pupil who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he has been in attendance for a total of sixty (60) days following his twentieth day of absence, except where there is a consecutive absence of five (5) or more school days due to confining illness, injury, or quarantine, such absence may be waived from the application of this rule by the district committee, if a thorough and complete investigation warrants such a waiver. Attendance at summer school does not count toward the sixty (60) days required."

ACADEMICS: "To be eligible for interscholastic competition a pupil must pursue a curriculum approved by the Principal and must maintain for the current semester or term a passing grade in at least four (4) full credit subjects (PIAA), however the Montrose Varsity Club Policy mandates five (5) full credit subjects, or the equivalent, approved by the Pennsylvania Department of Education. Scholastic eligibility shall be determined by the pupil's progress in each subject of an approved curriculum. Scholastic eligibility is defined as maintaining an acceptable grade as certified by the Principal in a minimum of five full credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of the semester and reported on a weekly basis."

ATHLETIC REGULATIONS

STUDENTS MAY PARTICIPATE ON A SPORTS TEAM PROVIDED:

1. The health office has on file a current medical examination.
2. The health questionnaire and PIAA permission form has been completed and signed by the parent.
3. They abide by PIAA eligibility rules.
4. They must obtain the regular school insurance policy or present evidence through an affidavit that parents have home and family accident-health insurance. Be sure the home policy covers athletics.

MONTROSE FIELDS THE FOLLOWING SPORTS:

FALL: Cross Country -Boys & girls (junior high, junior varsity, varsity)
Field Hockey - Girls (junior high, junior varsity, varsity)
Football - Boys (junior high, junior varsity, varsity)
Football cheerleaders*
Girls Tennis
Golf - Boys & girls
Soccer – Boys (co-ed junior high, junior varsity, varsity)
Soccer – Girls (co-ed junior high, varsity)
Tennis - Girls

WINTER: Basketball - Boys (Jr. high, freshmen, jr. varsity, varsity)
Boys Basketball cheerleaders*
Basketball - Girls (junior high, junior varsity, varsity)
Wrestling - (Junior high, junior varsity, varsity)
Wrestling cheerleaders*

SPRING: Baseball - Boys (junior high, junior varsity, varsity)
Softball - Girls (junior high, varsity)
Tennis - Boys
Track - Boys and girls (junior high, junior varsity, varsity)

(*Cheerleaders are also subject to PIAA rules.)

ATTENDANCE POLICY GUIDELINES

BOARD APPROVED June 13, 2001; REVISED 3/13/02, 4/16/04, 5/11/05

PURPOSE

The Montrose Area School District (MASD) is committed to providing a positive learning environment for all students. It is necessary that students be in attendance at school in order to receive all the benefits of daily instruction. Achievement depends upon the presence of the pupil in the classroom on a regular basis to maintain continuity of instruction and classroom participation. The school board considers presence in class to be an important indicator of a student's academic achievement.

RESPONSIBILITY

The Superintendent of Schools is responsible for developing administrative guidelines and procedures to implement and enforce this policy. Building administrators and school personnel shall follow guidelines and procedures set forth in this policy as they deal with students who are not attending school on a regular basis.

AUTHORITY

All staff members have the obligation to report to the building principals or his/her designee names of those students who are in violation of the guidelines of the attendance policy. This policy is meant to encourage regular school attendance to ensure satisfactory course progress. STATUTORY AUTHORITY: 22 PA CODE 11 & 12

INTRODUCTION

Attendance is an important factor in the educational process. Regular attendance in school/classes is of the utmost importance to ensure satisfactory course progress and the awarding of credit for a particular subject. Successful completion of tests does not indicate that a student has mastered a particular subject. Instructors' lectures, in-class discussions, successful completion of homework assignments and class participation are also factors that determine satisfactory course completion and credit attainment. Excessive absenteeism from school may result in credit not being awarded for a particular course or courses. In the case of a student who is 17 years or older, excessive absenteeism may result in dismissal from school.

GENERAL GUIDELINES

1. Any student who is absent from school must present to the Dean of Students or the homeroom teacher (within 3 days) a written excuse for such absence.
2. Excuses must be written and signed by the pupil's parent or guardian and must contain the following information: 1. full name of student, 2. student's grade level, 3. date(s) of absence, 4. reason for absence, 5. signature of parent or guardian. Students are not to write their own excuses.
3. Failure to submit an excuse will result in an illegal absence if the student is 16 years of age or younger or an unexcused absence if the student is 17 years of age or older.
4. Excused absences are limited to illness, quarantine, death in the immediate family, impassable roads, and inclement weather. Impassable roads and inclement weather are determined by the school buses' inability to operate.
5. Examples of ILLEGAL or UNEXCUSED absences include (but are not limited to) missing the bus, shopping, baby-sitting, visiting relatives, hunting, fishing, personal business, working at home, and remaining home to do school work.
6. After 10 days of absence from school in any given school year, a student may be required to present an excuse from a medical professional for future absences from school. (Exhibit JH-E1) Parents will receive notification by mail that such a medical excuse is necessary. If a medical excuse is not provided, the absence will be considered illegal (16 or younger) or unexcused (17 or older).
7. The parent/guardian may be contacted to verify a student's absence from school.
8. The parent/guardian will be contacted for any student who misses 3 consecutive days of school.
9. Teachers are asked to be actively involved in the monitoring of student attendance. Teachers are required to complete an attendance referral form (Exhibit JH-E7) to be returned to the building administration should they have a concern regarding student attendance.
10. Any student caught skipping school will result in disciplinary actions according to the number of days skipped and repeat offenses.

GUIDELINES FOR STUDENTS 16 YEARS OR YOUNGER

1. After three (3) illegal absences from school, the student and the parent/guardian will receive through certified mail a first offense notice for truancy.
2. At the next illegal absence, the student and parent/guardian will be reported to the magistrate for being in violation of the truancy laws.
3. After 10 days of absences, a medical excuse may be required. Parents will receive notification by mail that such a medical excuse is necessary. At that point any excuse not signed by a medical professional will be recorded as an illegal absence.
4. Students who miss 20 or more illegal days of school will not receive credit for classes taken during that school year. Special consideration will be given to medical or court assigned absences which are VALID and properly DOCUMENTED.
5. Students who reach 20 illegal days of absence will remain in their classes in GOOD STANDING (continued attendance, satisfactory department, and completion of all course requirements) in order to qualify for make up credit. If summer school is an option for students in Grades 9-12, it will be announced prior to March 2 of any given school year. Summer school will NOT be an option for students who fail to meet the "GOOD STANDING" requirements.
6. Upon reaching 20 illegal days of absence, the student and the parent/guardian will receive written notification that credit will not be awarded. (Exhibit JH-E3)
7. A student who enrolls for less than one full year (less than 180 days) will have a pro-rated limit of days missed to lower the grade in each subject area.
8. Students who miss 20 or more illegal days of school will be able to regain credit for classes in which a passing grade was issued by taking two (2) credits in summer school. If summer school is not offered, the student will be required to repeat two (2) academic credits the following school year.

GUIDELINES FOR STUDENTS 17 YEARS OR OLDER

1. After ten (10) days of unexcused absences, the parent and student will receive written notification.
2. After 10 days of absence, a medical excuse may be required. Parents will receive notification by mail that such a medical excuse is required. At that point any excuse not signed by a medical professional will be recorded as an unexcused absence.
3. Students who are absent for 10 or more consecutive unexcused days will be dropped from the active membership roles. Students who provide medical documentation for such absences will not be subjected to dismissal. 22 PA CODE 11.24
4. Students who have 12 unexcused days of absence will be required to meet with the District Superintendent to create an attendance plan that is to be followed for the remainder of the school year.
5. Students that have reached 15 unexcused absences will be required to meet with the Superintendent for possible expulsion.
6. Students who have 20 or more unexcused absences will be dropped from the active membership roles.
7. Re-entry will be done through a meeting with the parent/guardian, student, and building principal or designee. Any further unexcused absences will result in dismissal.
8. Any student who has clearly failed to demonstrate any serious intent to be a productive member of the Montrose Area School District will be dropped from the active membership roles.
9. Students who fail to meet all aspects of student responsibility will be dropped from active membership roles. PA CODE 22 – 12.1

TARDINESS

1. A student who arrives at school after 8:05 am and prior to 10:20 am is considered tardy to school unless that student arrived via a school bus.
2. A written excuse for tardiness must be provided to the Dean of Students office. This excuse must contain the following: a. Student's full name; b. Student's Grade Level; c. Date of Tardiness; d. Reason for Tardiness; and e. Signature of parent/guardian.
3. Students will be assigned an after school detention on the 4th and each subsequent illegal tardy to school. Students who have driving passes will lose their privilege to drive for twenty (20) school days on their 5th tardy to school. Students with driving privileges will permanently lose their parking pass on the 6th tardy to school.
4. Any student participating in extracurricular activities, practices, competitions, etc. must be in school by 10:00 am in order to participate in that day's activities. An excuse written by a medical professional will be accepted for a student arriving later.
5. Any student reporting to school between 10:20 am and 1:00 pm will be considered absent for ½ day. Any student reporting to school after 1:00 pm will be considered absent for the entire day.

STUDENTS LEAVING SCHOOL EARLY

1. Students who become ill at school must report to the school nurse. If the nurse deems it necessary for the student to leave school, she will make the necessary phone calls to the parent/guardian and arrange for transportation.
2. Students may not decide to leave school because of illness without seeing the nurse. In addition, students are not allowed to use cell phones, school phones, or pay phones to make arrangements to leave school. In such instances, disciplinary action will be taken.
3. A student may obtain permission to leave school early for a medical appointment by bringing in a note from the parent/guardian.
4. This request to leave school early will be processed and approved or disapproved by the Administration.
5. Students will NOT be excused from school during the school day for casual reasons such as attending to business, running errands, repairing cars, etc.
6. Students who leave school prior to 1:00 pm and do not return will be charged with a ½ day absence.
7. Any student who leaves school before the time of dismissal without properly signing out subjects himself to suspension in or out of school.
8. For the safety of all students, a parent/guardian, or a person approved by the parent/guardian must come in to the attendance to sign out students who must leave school early. Student drivers will be allowed to sign out only with a note from a parent/guardian.

ABSENCES FOR EDUCATIONAL TRAVEL

1. The Montrose Area School District provides exceptions to the normal attendance regulations for educational trips, tours, or family vacations.
2. Pre-approval forms for educational travel are available from the attendance secretary or building principal.
3. Prior attendance records, previous requests, frequency of such requests, and the weighted value of the requested experience will be taken into consideration by the Administration when approving or disapproving travel requests.
4. Montrose Area allows only 10 days of absence during the school year for educational or family trip travel. All work missed must be completed by the student within three (3) days upon returning to school. Any days missed beyond the 10 days will be illegal days if the student is 16 or younger and unexcused days if the student is 17 or older.

BACK PACKS

Students are allowed to utilize back packs or book bags to transport books to and from school. Back packs and book bags must remain in the lockers during the course of the school day. Back packs and book bags may be searched with reasonable cause.

BUS REGULATIONS

The bus driver is responsible for the operation of his/her vehicle and shall have the same authority over pupils on the bus as a teacher in the classroom. Abuse of the student's riding privileges may result in loss of transportation.

Students who ride the bus are expected to act as if they were in a classroom during the instruction period and follow all rules accordingly. Proper respect is to be displayed toward the driver and peers at all times. Any behavior on a school bus that distracts the driver or jeopardizes the safety of all students will be referred to the office for disciplinary action.

1. The bus driver is authorized to assign seats when needed. All students shall remain seated at all times while on the bus and keep the aisle clear.
2. A student must have a note signed by a parent/guardian to ride a different school bus or go home with another student. Bus drivers may not allow any pupil to ride a bus other than his or her own unless the student has an authorized pass. This pass must be approved by the Principal in the main office before being given to the bus driver.
3. Pupils must be at the bus stop neither less than five (5) minutes nor more than ten (10) minutes before the scheduled bus arrival time. If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait a reasonable length of time (at least 1/2 hour in inclement weather) then return to his home and notify the school. Whether the school bus is on time or late, the bus will not stop if there is no indication of pupils coming.
4. Other rules may be established at the discretion of the driver.

LATE BUS ROUTES & REGULATIONS

Late bus runs have been established to transport those students who are authorized to stay after school for supervised activities only. All buses will depart from the bus parking lot on the side of the high school at 5:30 pm unless otherwise announced. Students must sign up to ride the late buses during lunch periods. This is to ensure that the school is able to obtain the necessary number of buses to transport the students safely. Disciplinary actions will be given for repeat offenders. Any students who sign up for and ride the late bus and did not stay on school grounds (example: walked downtown & back) will receive discipline action and possibly lose their chance to stay for any after-school activities.

ROUTE A - LAWSVILLE

Upon leaving the school grounds the bus will proceed to Lake Montrose where it turns right onto Route 29. The bus follows Route 29 north through Franklin Forks, Lawsville Center and Brookdale to the New York state line. The bus will then turn around and proceed south to the Laurel Lake Road. It will then turn right and follow this road past Laurel and Quaker Lakes, and straight through Murphy's Corners to Route 267 in Choconut. Here the bus will turn right (north) onto Route 267 for approximately 1/4 mile to Hawley-ton Turnpike where it will turn right and run the entire length to State Line Road. Here it will turn right onto State Line Road and follow it to Route 167. At Route 167 the bus will turn right and proceed south back toward Montrose. (Last drop off will be along Route 167 no further south than Factory Bridge.)

ROUTE B - BIRCHARDVILLE

Upon leaving the school grounds the bus will turn left to access Route 706 east toward New Milford. Upon reaching the sharp turn the bus will turn around and proceed west on Route 706 to downtown Montrose by way of Grow Avenue and Church Street. At the traffic light it will turn left and proceed south on Route 29 to South Montrose. At the blinker light the bus will turn right onto the Ridge Road and proceed to Fairdale. At Fairdale the bus will cross Route 706 and continue north to Forest Lake drop off at Stone's Corners and continue to St. Joseph and turn left and head south on Route 267 to Birchardville (last drop off will be at the Birchardville Baptist Church).

ROUTE C - LITTLE MEADOWS

Upon leaving the school grounds the bus will proceed toward Montrose by way of Lake Avenue. Upon reaching Prospect Street (old jail) it will turn right and proceed to Route 167 (Catholic Cemetery), turning right and heading north to the North Road and following this north to St. Joseph and the junction with Route 267, taking a left onto Route 267 south to the Friendsville Road where it will turn right and continue to Little Meadows Boro. The bus will turn around and backtrack south on Route 858 to Bow Bridge Road, turning left and heading back toward Choconut. (Last drop off will be on the Stanley Lake Road at the Choconut Elementary School.)

CAFETERIA

Prices for the paying student for the 2011-2012 school year are \$1.75 for lunch and \$1.00 for breakfast. Second lunches for all students are \$2.00.

The cafeteria uses a computer based meal line system called "Point of Sale". Parents prepay by check, money order or online with by credit card and money is deposited into their child's account. As the student makes meal or beverage purchases, the purchases are deducted from their account. Students who wish to purchase a la carte items such as ice cream must have money to cover these purchases in their account on the day they want to make purchases.

Negative Balances: High School students that carry a negative balance of \$5.00 or more and Elementary School students that carry a negative \$20.00 or more will be have their lunch entrée replaced with a peanut butter and jelly sandwich. Students will not be allowed to make any a la carte purchases if their account is negative, or if the purchase will make their account negative. Any students who maintain a negative balance of \$20.00 or more at the end of the school year will be referred to the district magistrate for collection.

FREE/REDUCED PRICE LUNCHES AND BREAKFASTS

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

CHANGE OF STUDENT INFORMATION

Students and/or parents are required to notify the District Attendance Clerk at 570-278-6230, when there is any change of address, telephone number, email address, custodial changes, and/or emergency contacts.

CHILD ABUSE

Each school district in the Commonwealth is required to adopt a set of procedures for reporting suspected child abuse. A reporter must be appointed in each school building. The law provides for confidentiality in reporting. Suspected cases must be reported to the local child welfare office within forty-eight (48) hours of suspicion. Child Welfare decides whether a report is founded or unfounded. "Abused child" means a child less than eighteen (18) years of age who exhibits evidence of serious physical or mental injury not explained by available medical history.

A copy of the Child/Student Abuse Policy is on file and available in the health office and the Principal's office.

In the Montrose Area School District, the School Nurse Practitioner has been appointed the district reporter. All school district employees who come in contact with children and who have reason to believe that a child is abused or neglected are required by Act 124 to report their suspicions to the School Nurse Practitioner.

The above explained process does not prevent any person from directly reporting their suspicions to the Child Welfare Agency. Remember that by identifying an abused or neglected child, you may be able to save that child's life.

COOPERATIVE EDUCATION

1. Students are required to take the co-op class during their junior year in order to be eligible to become part of the co-op work program.
2. The co-op program is a privilege and is meant to be a learning experience. It must not be abused.
3. Students are required to call in by 8:00 am when they are not in attendance at school: 570-278-6050.
4. Students are required to sign out daily in the main office before leaving school.
5. Once co-op students leave the building, they are not to return to school without the permission of an administrator.
6. Co-op students may not take another student with them when they leave.
7. Any co-op student who misses five unexcused days prior to the middle of the school year (or ten unexcused days before the end of school) will be dropped from the co-op program. They will be reassigned a full class schedule.
8. An official note from a doctor or dentist will be an excused absence. A note from a parent regarding illness is not an excused absence and would count as one of their allowable 10 days.
9. A student's previous year's attendance is used to help determine co-op eligibility for participation the following year.
10. Driving to school for co-op students is a privilege and students must adhere to the same rules as everyone else.
11. Co-op students who receive school consequences for discipline offenses will serve those consequences as is expected of any other student in the school. Students who receive a detention or suspension in school (Supervised Special Studies) will be required to serve these in full. A student who is suspended out of school may not work on the days of suspension from school. Also students who are suspended from school may be removed from the program.

COUNSELING SERVICES

The school shall provide counseling services through certified, accredited agencies and/or individuals screened by the administration and the Student Assistance Team. Counseling services are available in both group and individual settings and will take place in the school during regular school hours. Counseling services shall not be available to a student whose parents have notified school authorities in writing that such services are not to be made available to their son or daughter. Counseling services require written permission by parent/guardian.

DISCIPLINE

The administration of discipline is not intended in any instance to be vindictive or solely punitive. Always the individual's rights, his/her future, the circumstances, and the origins of an individual's problems shall be foremost considerations.

The ultimate purpose of discipline in the Montrose Area Junior/Senior High School is to change behavior and to enable students to recognize the limits within which they must function in order to develop interpersonal relationships. It should function to enable students to recognize and exercise their rights and the rights of other members of the society in which they live. Whatever technique of discipline is used, it will be appropriate in degree to the infraction and applied relative to an evaluation of each individual case.

An accumulation of numerous detentions will result in Supervised Special Studies or out-of-school suspension. Serious discipline infractions or an accumulation of numerous suspensions may result in a referral to the Montrose Area Alternative Education Program (MAAEP) placement team for placement in the Montrose Area Alternative Education Program.

All rules and regulations apply from the time the student either arrives at school or appears at a bus stop preparing to board a school bus that applies throughout the school day until the student leaves the school grounds or alights from his bus at home. They also apply during all school-sponsored activities and athletic events, school dances and parties, field trips and activity trips.

In addition, behaviors such as threats, harassment, and damage to property, defamation, or insubordination to any teacher, administrator, or school personnel will result in further disciplinary action or in legal prosecution. This will extend to all time outside the normal school day.

RULES AND REGULATIONS

MASD will hold all students responsible for having the highest degree of respect for teachers, administrators, peers and school property. Students are expected to comply with all established school rules, local, and state laws throughout the school day.

The following are examples of behaviors which may result in detention, supervised special studies, out of school suspension, alternative education placement, or expulsion from school. The list is by no means all inclusive. It is virtually impossible to anticipate rules for all circumstances and rules will be made and employed for unforeseeable actions if the procedure for carrying the rules out does not violate the concept of reasonableness and the procedure is non-arbitrary.

1. Students are expected to be in class on time. Students who are late to class will be warned on the first occasion. Any additional tardy to that same class for that particular marking period will result in an after school detention.
2. Students are not permitted to be in the hallways or elsewhere throughout the building during class periods without a signed hall pass from a teacher. Students who violate this policy will receive a warning for the first offense. Any additional violations during the same marking period will result in after school detention.
3. Fighting: Peer Mediation required upon re-entry to school. State Police may be notified.
4. Any electronic media devices (walkmans, MP3 players, I-Pods, personal DVD players, lap top computers, etc...) if brought to school are to remain in that student's locker in a turned off state and are not allowed to be used during the school day. Students who violate this policy will serve after-school detention for the first offense and Supervised Special Studies for each offense after the first. Furthermore, students who violate this policy will have the electronic media device taken by an administrator and returned to them at the end of the school day on the first offense. Subsequent offenses will result in the device being taken by an administrator and returned only when picked up by a parent and/or legal guardian. Students choosing to carry these items to school do so at their own risk. MASD will not be held responsible if these items are lost, stolen, or damaged.
5. Cell phones may be carried with the student during school hours BUT must be kept in the student's purse or pocket and MUST be turned off. Students are not allowed to have cell phones out at anytime during the school day including during the passing of classes, lunches, and lavatories. Students who violate this policy will serve after-school detention for the first offense and Supervised Special Studies for each offense after the first. Furthermore, students who violate this policy will have the cell phone taken by an administrator and returned to them at the end of the school day on the first offense. Subsequent offenses will result in the cell phone being taken by an administrator and returned only when picked up by a parent and/or legal guardian. Prior to handing over their cell phone to an administrator, students will remove and keep the battery to their cell phone. Students choosing to carry these items to school do so at their own risk. MASD will not be held responsible if these items are lost, stolen, or damaged.
6. With teacher's permission, students may carry water bottles purchased from the high school cafeteria.
7. Distasteful public displays of affection by students are not permitted. No students have the right to impose the embarrassing effects of their behavior on others. Kissing, hugging, etc., are not permitted. Hand holding is the limit of physical contact permitted. Teachers have been asked to directly caution any couple anywhere in the high school building displaying this form of conducts. Refusal to comply with the standards of decent public behavior will result in detention, with continued displays resulting in suspension out of school or Supervised Special Studies.
8. Card playing and gambling are not allowed on school grounds or at any school sponsored events.
9. MASD will not tolerate "cyber bullying" of one or multiple students towards another. This includes bullying or threatening another student using any type of instant messenger, chat program, email, or any other avenue of electronic communication. This includes students using any kind of electronic applications from their home or other computers. If such an incident is reported, MASD will investigate the matter and if warranted notify the proper authorities.
10. Students may not sell items for personal profit.

DETENTION:

Students may be assigned to after school detention for disciplinary concerns.

1. Detention will begin at 2:55pm and students will be excused 5 minutes before the late busses are scheduled to leave.
2. There will be no breaks or interruption of detention without written permission from an administrator.
3. Students will be given an assignment from an administrator that must be satisfactorily completed before the end of detention. Failure to complete this assignment will result in further disciplinary action.
4. Should students finish their assignment before the end of detention, they may work on school work only. No free reading, writing, or drawing is permitted.
5. Students must sit quietly and attentively at the desk assigned to them and may not put their head down or sleep.
6. Students may not talk, communicate with each other, or make disruptive noises of any kind.
7. Students must raise their hand if they have any questions.
8. Students are not permitted to bring gum, food, beverages, or snacks of any kind to detention.
9. Cell phones or electronic media devices of any kind (walkmans, MP3 players, I-Pods, personal DVD players, lap top computers, etc...) are not permitted in detention.
10. Breaking any of these rules will result in further disciplinary action.

SUPERVISED SPECIAL STUDIES:

Students may be assigned to supervised special studies (SSS) rather than an out-of-school suspension for disciplinary concerns.

1. SSS will be served from 8:05am to dismissal time in the supervised special studies room.
2. There will be no breaks or interruption of SSS without written permission from an administrator.
3. If the student is absent on the day he/she is assigned to SSS, it will be made up the first day back in school. If school should be closed due to an emergency or inclement weather, SSS will be extended one day for each day that classes are cancelled.
4. Students will be given an assignment from an administrator that must be satisfactorily completed before the end of SSS. Failure to complete this assignment will result in further disciplinary action.
5. Should students finish their assignment before the end of SSS, they may work on school work only. No free reading, writing, or drawing is permitted.
6. Students are required to bring all of his/her textbooks and required materials to the supervised special studies room.
7. Students must sit quietly and attentively at the desk assigned to them and may not put their head down or sleep.
8. Students may not talk, communicate with each other, or make disruptive noises of any kind.
9. Students must raise their hand if they have any questions.
10. Students are not permitted to bring gum, food, beverages, or snacks of any kind to SSS.
11. Cell phones or electronic media devices of any kind (walkmans, MP3 players, I-Pods, personal DVD players, lap top computers, etc...) are not permitted in SSS.
12. Breaking any of these rules will result in further disciplinary action.

SUSPENSION OUT-OF-SCHOOL:

Any student suspended out of school is not allowed on any school property and is not allowed to attend any school-sponsored activity during the dates of the suspension. If school should be closed due to an emergency or inclement weather, this suspension will be extended one day for each day that classes are cancelled. Students should check the web page at www.masd.info for homework information and class assignments or call 570-278-6224.

DRESS CODE POLICY

BOARD APPROVED 9/11/00; REVISED 3/13/02, 5/9/03, 4/16/04, 5/11/05, 5/11/09, 4/12/10

PURPOSE

The Montrose Area School District (MASD) requires that all students (K-12) wear appropriate and respectable dress while attending school. It is also necessary that students dress neatly and in good taste when attending or participating in any school sponsored activity. Clothing that disrupts or inhibits education or endangers the health, welfare, and safety of others is prohibited in school. Besides the normal acceptable attire, the types of clothing listed in the policy are either considered acceptable or unacceptable.

RESPONSIBILITY

It is the responsibility of the superintendent to develop procedures and guidelines for the control and administration of student dress at school and school sponsored events. The administration and staff in each school are responsible for following the guidelines of this policy. The cooperation of the entire staff is essential in the implementation of this policy. Parents are responsible for ensuring that their children conform to the dress code policy. This policy has been established for the health, welfare, and safety of the entire student body and to ensure that the climate of each school is conducive to effective learning.

AUTHORITY

The MASD receives its authority through the state laws and court decisions of Pennsylvania that allow for a school district to establish policies that control student behavior, including dress, in order to preserve the necessary atmosphere of a building that is conducive to the educational process.

DRESS CODE POLICY GUIDELINES

Although this policy addresses students in K-12 there are considerations within the guidelines for the differences that exist between elementary and secondary students. Those areas are clearly delineated within this policy.

GENERAL GUIDELINES

1. Pants: The only appropriate pants that can be worn are as follows: denim jeans, dress pants, and khakis. The following pants are not allowed: sweat pants, "scrubs", pajamas, yoga pants, and velvet/cotton pants. Additionally, gym/athletic shorts, cut-off shorts, cut-off jean shorts, cut-off sweatpants, or any cutup clothing are not suitable for school wear. Pants that are worn in such a manner as to expose underwear are unacceptable. Dresses, skirts, or shorts, or any attire bearing holes are prohibited. In addition, shorts and skirts that are higher than three (3) inches above a student's knees are unacceptable.
2. Shirts, "T" shirts, or patches with written and/or pictured references to drugs, alcohol, sex, tobacco products, nudity, or suicide are unacceptable. This shall include clothing with vulgar language, double meanings, or disrespectful references to religion, race, or ethnic origin. Tank tops and sleeveless shirts are unacceptable style of dress for boys, unless worn under another shirt. All boys' shirts must have sleeves. Girls must have at least 2" of material from the bottom of the neck extending toward the shoulder. Blouses or shirts are also prohibited from being cut below the collarbone in such a manner as to inappropriately expose a student's chest. Shirts of any type are prohibited from being worn off the shoulders.
3. MIDRIFF-The only way to create definite guidelines in this area is to be very specific. Skin can never be visible in this region of the body when a student is in a normal standing or seated position. Half or cut-off shirts, halter tops, mesh or see through clothing, or any clothing which exposes bare midriff on any student are unacceptable.
4. Spandex, tights, tube tops, or other skin tight clothing of any type unless worn under an acceptable style of dress are prohibited.
5. Any footwear that a student may choose to wear must be appropriate for the conditions of the classes in which they are participating. If a teacher deems a student's footwear as a safety issue for their class, they may ask the student to change them. Flip flops, shower shoes, athletic sandals, and slippers are prohibited.
6. Heavy winter jackets, gloves, trench coats, are strictly prohibited during school hours.
7. Students are also prohibited from wearing spiked jewelry as well as chains attached to clothing or worn as jewelry.
8. Students are not allowed to have facial piercings that are in and around the mouth area.
9. The wearing of hats or bandanas is prohibited inside the school building unless approved by the Administration.

ENFORCEMENT

Sanctions for violating this policy shall begin with the changing of the inappropriate clothing and proceed to punitive measures including after school detention and suspensions for repeat or serious digressions.

GUIDELINES FOR STUDENT OFFENDERS

Staff members who observe a student in violation of the dress code policy guidelines shall report the student to the administrator in charge. The administrator shall follow outlined disciplinary procedures in handling the infraction. The administrator shall record the policy infraction in the student's disciplinary file to facilitate the tracking of individual student dress code violations.

DISCIPLINE PROCEDURES FOR STUDENT OFFENDERS

1. The principal shall instruct the student to change the inappropriate clothing immediately. If appropriate clothing is unavailable the parent shall be contacted and appropriate clothing shall be made available. Appropriate clothing may be procured from another student or the health office. This first infraction of the dress code policy will be a warning.
2. On the second offense, the student will receive a detention or Supervised Special Studies at the discretion of the school administrator.
3. After the second offense, a letter may be sent home to the student's parent/guardian informing them of the violation committed by their son/daughter. The punishment for any further infractions of the policy will be at the discretion of the school administrator in charge.

EARLY ADMISSIONS POLICY

BOARD APPROVED JUNE 8, 1998

Students of the Montrose Area Junior/Senior High School may enter post high school institutions (either college or continuing education) prior to graduating from the Montrose Area Junior/Senior High School. This may be done on a full time or a part time basis at the expense of the parent/guardian. Contact the high school Principal at 570-278-6223 for further information.

(ESL)ENGLISH AS A SECOND LANGUAGE

If a student's primary language is not English, they may qualify to participate in the ESL Program.

The ESL Program assumes the goal of teaching all academic subject matter in English. The students are placed in regular education classes. They have one period per day, five days a week during which they attend an ESL class. The students are granted modifications in content subject classes if needed.

During ESL class, our goal is to develop academic literacy and oral skills through a reading, writing, speaking and listening program. The students read, write and discuss the content of their regular education classes. The students are learning language through content. The goal of the program is to help the students develop critical thinking skills as well as written and oral communication skills.

COMPLAINT PROCEDURES FOR ESL

If you have questions, concerns or complaints:

1. First consult the ESL teacher.
2. If problem is not solved, see the Building Principal
3. If problem is still not resolved, see the Superintendent.
4. As a final recourse, attend a School Board meeting.

GRADING

The Montrose Area Junior/Senior High School utilizes a straight numerical grading system ranging from 0 to 100 with the exception of the first marking period in which a student may not receive a grade below a 50. Passing grade at each grade level will be a 68. During the First (1st) Marking Period students will receive no grade below 50.

The number will appear on the report card. Numerical grades will be given in all courses. All courses will be included in the calculation of the Cumulative Grade Point Average EXCEPT Physical Education. AP Courses will receive an additional weight of 6% (.06) in calculating GPA. Honors courses will receive an additional weight of 3% (.03) in calculating GPA. The final grade for a course will be determined by adding the four marking periods and the final exam. This will be divided by five to get an average for the course. The schedule will provide an extended time period for the final exam.

A =	92 - 100
B =	84 - 91
C =	76 - 83
D =	68 - 75
F =	Below 68

HONOR ROLL

Three honor rolls are used:

High Honors: Grade point average 95 - 100 (No grade below 92)

First Honors: Grade point average 91 - 100 (No grade below 84)

Second Honors: Grade point average 85 - 100 (No grade below 76)

INCOMPLETES

An incomplete is a grade given by a teacher of a pupil who has missed major tests or assignments due to absences. Incompletes must be made up within two weeks of the distribution date of report cards. If that is not the case, teachers should notify the High School Principal as to the circumstances.

PROGRESS REPORTS

At the end of four weeks, notices indicating failure or possible failure in work within the current marking period will be sent to the home. The purpose of this notice is to keep the parent informed of progress or lack of it so that guidance counselor or teacher conferences may be arranged.

REPORT CARDS

1. The school year is divided into four nine-week marking periods.
2. Report cards will be issued to all students at the end of the first three nine-week periods.
3. The report card for the last nine-week period will include all grades for the year and will be mailed to the home.
4. Each student will receive a grade in all subjects meeting five periods a week in each nine-week report.
5. Financial obligations must be met before receiving report cards.
6. Report card covers are to be signed by a parent or guardian and returned each marking period.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students who are delayed for any reason to the extent that they are late for the following class must possess a pass from the previous teacher or from school personnel who was legitimately responsible for the delay. Failure to have a proper pass will result in detention.

Students are not allowed to go to another teacher's room unless they have a pre-signed pass from that teacher.

HEALTH CURRICULUM

The Montrose Area School District offers, as part of its Health Curriculum, HIV/AIDS prevention education. The goals of HIV/AIDS prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV/AIDS. Prevention education shall be taught at both the Junior and Senior High school levels, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of HIV infection.

Prior to HIV/AIDS instruction, the classroom teacher shall inform parents/guardians that curriculum outlines and materials used in the instruction shall be made available for review. Simply contact the teacher and they will be provided.

A student shall be excused from HIV/AIDS education when the instruction conflicts with the religious beliefs or principles of the student or parent/guardian, upon the written request of the parent/guardian.

HOMEBOUND INSTRUCTION

Homebound instruction is provided for any student who has a temporary disability which prohibits his/her attendance at school. A pupil may qualify for this type of instruction by providing the school with written verification from a physician. This statement must provide an acceptable reason why the student cannot attend regular classes. The written statement of the medical reason for the request must also contain a starting date for the service as well as an estimate of the length of time the student will be absent.

GENERAL RULES:

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

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

HOMEWORK REQUESTS DURING ABSENCES

Students should check the district web page for homework information and class assignments. www.masd.info

Requests for homework for students should be presented to the main office by note or telephone before 9:00 am to secure homework. Homework may be obtained for any absence of three (3) days or longer. Students who are out for only one or two days should obtain their homework on the following day. Arrangements should be made to have books and homework picked up by a friend or relative at the end of the school day no earlier than 3:00 PM.

Students who request prearranged excuses for educational trips or medical appointments are responsible for obtaining their assignments from their teachers. All students are responsible for making up class work missed while absent from school.

JUVENILE PROBATION SCHOOL BASED PROGRAM

The Court of Common Pleas of Susquehanna County, Pennsylvania, through the Juvenile Probation Department will conduct a "School Based Probation Program" at Montrose High School. A juvenile probation officer will provide approximately 2.5 days services weekly at our school. A specific schedule will be determined. The program will be staffed by a juvenile probation officer selected and assigned to the program by the Susquehanna County Juvenile Probation Department (SCJPD). The probation officer shall be an employee of the Susquehanna County Probation Department and subject to its supervision and control by the Court. The conduct of the program shall be further governed by the Pennsylvania Juvenile Act, and the policies and procedures of the Juvenile Probation Department and in cooperation with the school district.

THE GOALS OF THE PROGRAM ARE TO ADDRESS AND IMPACT THE FOLLOWING AREAS:

1. To strengthen the cooperation and communication between the School District and the Probation Department.
2. Enable juvenile justice staff to educate school personnel about the duties, functions, and also the limitations of the system.
3. Provide to the schools an alternative for dealing with the students with behavioral problems and those who are suspended.
4. Act as a liaison between the family, probation department, the school district, and the police department to meet the best educational interests and the needs of the students.
5. Attack drug use and abuse as well as violence by having the probation officers trained, join, and contribute to the school district's student assistance program.

THE LONG TERM OBJECTIVES OF THE PROGRAM, DESIGNED TO MEET THESE GOALS, ARE SPECIFIC. FOR THESE HIGH RISK YOUTH UNDER SCJPD SUPERVISION, THE PROGRAM IS DEVELOPED TO:

1. Decrease disciplinary referrals to the school.
2. Decrease the number of days and times of detention and suspensions.
3. Decrease the days of absenteeism.

4. Increase the number of positive school reports as measured by teacher quarterly comments, and increase the percentage of completed homework assignments as well as an eventual increase in grades.
5. A decrease in the drop out rate.
6. A reduction in recidivism.
7. Minimization of placement among the targeted youth.

Performance is measured by a quarterly comparison of individual disciplinary reports, numbers of suspensions and detentions, number of days absent, and grades from report cards, as well as quarterly teacher evaluations.

PROGRAM ACTIVITIES:

1. Information Updates - The school-based probation officers keep a designated person (school principal) at each school informed as to which students they are involved with.
2. Problem Solving - The school-based probation officers are available to deal with targeted students who are involved with school violations; normal school disciplinary procedures will be followed first and then a referral to the probation officer will be made; drug and alcohol violations, out-of-school suspensions and absenteeism are key areas of concern.
3. Student Advocate/Coordinator - The school-based probation officers refer targeted students to resources available in the school and community as needed.
4. Student Assistance Program - The school-based probation officers are members of the school Student Assistance Team that is already in place in the school. The probation officers are available to attend meetings and become actively involved when the Student Assistance Team is working with a targeted student; the probation officers attend Student Assistance Training; the probation officers help to keep the SAP team informed of Court ordered drug and alcohol assessments and treatment, also help in the in-school intervention/aftercare programs involving these students.
5. School Re-Entry Conferences - The school-based probation officers help coordinate re-entry conferences for targeted students returning to school following placements to help increase their chances of success. The following people are involved with the re-entry of the student: student, parent, Guidance Counselor, Principal, Dean of Dean of Students, probation officer, SAP representative.
6. Family Involvement - The school-based probation officers make home contacts and visits to involve the family in the student's program. Home visits are especially helpful when school absenteeism occurs.
7. Counseling - The school-based probation officers work individually with targeted students to improve skills in the following areas: decision making, social skills, coping skills, self-esteem, refusal skills, and home-school bonding. They also address other appropriate issues such as career goals.
8. Community Service Program - The school-based probation officers facilitate targeted students' involvement in the Susquehanna County Juvenile Probation Department's Community Service Program when applicable.
9. Out-of-School Suspensions - The school-based probation officers are immediately involved when targeted students are assigned to out-of-school suspension and set up an application for electronic monitoring, community service program house, or other arrangements to monitor the students.
10. School Student Presentations - The school-based probation officers visit classrooms to deliver messages to students concerning the juvenile justice system.
11. School Faculty Presentations - The school-based probation officers speak to faculty members to clearly define the school-based probation program and eliminate misconceptions about the juvenile justice system.
12. Reporting and Evaluation - The school-based probation officers comply with all reporting and evaluation procedures.

LAVATORY REGULATIONS

Restrooms may be used before and after school, between class periods, and during the lunch periods. Keep them clean. Do not loiter or smoke there, write on the walls or damage the facilities in any way. If you are feeling ill, report to the nurse's office. Do not remain in the restroom.

LOCKERS

HALLWAY LOCKERS:

All lockers are the property of the school. Each student is assigned a locker. No student may enter another's locker without permission. Locks on lockers are not compulsory but recommended.

A deposit of \$2.00 per lock will be collected by the office personnel. Students who wish to purchase their own locks must give a key or the combination to the school secretary. Failure to do this could result in the lock being cut off. Deposit is refunded when the lock is returned. If students have trouble with lockers or locks, they are to report this to the high school office. Responsibility for school materials must be assumed by the individual student. Misplaced items should be reported to the high school office immediately.

1. Keep lockers closed.
2. Keep lockers clean and neat. They will be periodically checked.
3. The school is not responsible for lost items.
4. Secure a lock and keep your locker locked.

PHYSICAL EDUCATION LOCKERS:

Combination locks for physical education lockers are available from the physical education teacher. A deposit of \$2.00 will be made for each lock. This deposit will be refunded at the close of the school year when the lock is returned. Every locker in the gym should be locked. Students may purchase their own locks, but the key or combinations should be given to the teacher.

Under no circumstances should money or valuables be placed in lockers. The teacher in charge of the class or activity will provide a place for the safekeeping of money and other valuables. Every effort will be made to search for any lost articles.

Lockers remain the property of Montrose Area Junior/Senior High School and the school reserves the right to search lockers as determined to be necessary to maintain the health and safety of the student body and to prevent the use of the lockers for unauthorized or illegal purposes.

LOST AND FOUND

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

MEDICATIONS POLICY **(ADMINISTERING MEDICATIONS TO STUDENTS)** BOARD APPROVED 8/11/97, REV. 6/8/98, ADOPTED 1/18/00

PURPOSE

The Montrose Area School District (MASD) requires that K-12 student medications, prescription and nonprescription, be monitored and administered in a consistent manner. All medications have potentially serious side effects if taken improperly. Therefore, students must register and turn in any medication that needs to be taken at school to the school nurse. A student who needs to carry an inhaler or an Epi-pen may do so only after a written physician's order is received stating the need for the student to self-administer the medication. The purpose of this policy is to assure that all medication(s) are properly monitored and administered to students during the school day.

RESPONSIBILITY

It is the responsibility of the Superintendent to develop procedures and guidelines for the control and administration of student medications during school hours. Pursuant to written authorization of a physician or dentist the school nurse is responsible for the implementation of the Medication Policy.

Parents are responsible for making sure they comply with the guidelines of this policy for the administering of student prescription and nonprescription medications during school hours. All medications that can be given outside of school hours are the responsibility of the parent/guardian. Example: Medication that is to be taken three times a day can be given at home before school, after school and in the evening.

This policy has been established for the safety of children and staff. Failure to follow the guidelines could result in medication errors and serious legal problems. The cooperation of all staff is important in the successful delivery of medication administration services.

AUTHORITY

The MASD is legally responsible and has the authority to control all prescription and nonprescription substances brought into the school environment by students. Any deviation to the Medication Policy, Guidelines, or Procedures must be reviewed and approved by the Superintendent of Schools. Any ramifications for the violation of this policy will be addressed through appropriate board policy, state and federal laws. No school employee shall be required to administer medications except for the school nurse or Principal's designee.

POLICY GUIDELINES

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

GENERAL GUIDELINES

1. Administering medications is the responsibility of the parent or guardian. All medications that can be administered outside of school hours without serious effects must be given before or after school. For example, medication that is to be given three times a day can be given at breakfast, after school and at bedtime unless otherwise indicated by a physician.
2. If there is a question as to whether a medication must be given during school hours, please consult with the school nurse.
3. If a dose of medication must be given during school hours, it can be administered at school.
4. A physician's order and parent permission is required for all prescription and non-prescription medications. If a parent does not give permission for the school nurse to give his/her child medication at school, the parent will be responsible for coming to school to give the medication.
5. All prescription and non-prescription medication is to be turned in to the school nurse.
6. A roster of all students on medication is to be maintained in the nurse's office.
7. The school nurse is not responsible for giving missed or late home doses of medication.
8. The first dose of any medication should be given at home in case there is an allergic reaction.
9. No child should take medication without the direct supervision of the school nurse.
10. Proper hand washing should occur before and after administration of medication.

PRESCRIPTION MEDICATION SHOULD ONLY BE ADMINISTERED IF:

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

NON-PRESCRIPTION MEDICATION SHOULD ONLY BE ADMINISTERED IF:

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

DO NOT ADMINISTER ANY MEDICATION:

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

CONSEQUENCES OF POLICY VIOLATION:

If a student violates the policy regarding non-prescription and/or prescription medications the following will be implemented:

- 1st Offense - The nurse and Principal will meet with the student to develop a written student contract and will also contact the parent.
- 2nd Offense - A parent conference will be held with the nurse and Principal.
- 3rd Offense - Two days suspension.
- 4th Offense - The Controlled Substance and Drug Abuse Policy shall be followed.

MEDICATION ON FIELD TRIPS:

1. Medication can be given 1/2 hour early or 1/2 hour late to meet the needs of the half-day field trip.
2. Parents of students taking medication will be notified two days in advance by the school staff of an all day or overnight field trip. The child will obviously have to miss that dose of medication unless the parent accompanies the child or a school nurse is available.
3. If a school nurse is present on the field trip, he/she will carry the original container and all medication forms in a closed backpack designated for medication. The backpack is to remain with the school nurse at all times.

GENERAL DIRECTIONS

1. If a student must carry his/her medication (Inhaler, Epi-pen), a physician's order must be written stating this need.
2. Every dose of medication administered to a student must be recorded on the Medication Record Form.
3. The school nurse or the Principal's designee must follow-up on all students who do not show-up for their medication.
4. Appropriate notes should be made to inform substitutes of a child's medication needs.
5. All medication errors must be reported and documented.
6. A form letter regarding administration of medication should be sent home with every student at the beginning of the school year. As new students enroll, parents should be given a copy of the letter. Another copy of the letter should be given to parents if compliance is a problem.
7. The school nurse must either return to the parent/guardian or destroy (with permission of the parent/guardian) any unused, discontinued, or obsolete medication. Medicine, which is not repossessed by the parent/guardian within seven (7) days of notification by the school nurse, is to be destroyed by the nurse in the presence of a witness.

PARENT CONFERENCES

Scheduling of all parent-teacher conferences will be done according to the following guidelines:

1. All conferences will be scheduled as to time and place by the guidance department.
2. Conferences may be requested by any member of the professional staff (teacher, counselor, and administrator).
3. Prior to the conference, the role of the student in that conference will be decided and agreed upon by all professional staff participating in the conference.
4. A guidance counselor or administrator will be available for all parent-teacher conferences.

PARENT PORTAL

Montrose Area School District uses an on-line parent portal system so that parents/guardians can now go on-line to access their child's grades, assignments, discipline, and attendance. In order to use this system, parents/guardians must have an email address on file with the district. If you do not have an email address on file, please contact the IT department at 570-278-6230. You can access the parent portal by going to the district website www.masd.info and click on the icon on the right side of the screen marked "Parent Portal". Once a parent/guardian has set up their own account, they can then set up an account for each of the children.

PEER MEDIATION

BOARD APPROVED MARCH 8, 1999

Peer mediation is a violence prevention program that enhances school climate and can increase academic performance as a result of a more relaxed atmosphere. Peer mediators are a diverse cadre of students selected from the student body to receive specialized training in conflict management.

Using a problem-solving approach intended to clarify the nature of disputes; peer mediators do not solve problems for other students, but help them to think of ways to solve problems themselves in a peaceful manner. Empowering students to solve their own problems results in the likelihood of the solutions being carried out as both parties walk away from the dispute as "winners." The emphasis is on listening and trying to understand the other person's perspective.

Agreeing to use the peer mediation process is voluntary. Peer mediators are not police officers or judges, but rather facilitators of a unique process that helps students solve their own problems without adult intervention. Also, peer mediators gain personal insight and skills that enhance their own self esteem and academic performance.

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

RELEASE OF CUSTODY OF STUDENTS

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

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

SAFETY INSTRUCTIONS

Fire drill procedures must be posted by the door in each room and reviewed with each class. Fire drills will be held periodically throughout the year in accordance with the District Safety Plan. Fire drills are very important and necessary for the safety of the students and faculty. There will be a designated teacher for each safe area. This designated teacher will be responsible for communicating any problems with the principal via text messaging.

FIRE DRILLS:

GENERAL RULES:

1. Do not evacuate until an announcement is made over the intercom.
2. Close the windows.
3. Teachers will ensure that students follow designated exit instructions: Walk (do not run), refrain from talking, and proceed to a distance approximately 100 feet from point of exit. If the designated exit is blocked, move quickly to the next available exit.
4. The teacher will be the last one out of the room, take attendance book and keys, close the door, and remain with his/her class.
5. The teacher will take attendance once the class has reached its proper distance from the building.
6. If there are any attendance issues (missing students or additional students) the designated teacher for each area will communicate with the principal via text message. The principal's cell phone number will be emailed to all teachers at the beginning of the school year.
7. When the all-clear is sounded, all will return to their classrooms in the same orderly fashion.

SAFE LOCKDOWNS:

GENERAL RULES:

1. An announcement will be made over the intercom that the building is in safe lockdown.
2. Teachers must clear the immediate area outside of the classroom, lock their classroom door and keep students in the classroom until given further instruction from the main office.
3. Teachers and students should stay in their classrooms and be ready to receive any additional instructions from the main office via the intercom system.
4. Teachers will email the name of students to the office that they have removed from the hallways during a lockdown.
5. Teachers are not to call the office unless an emergency exists in their classroom.
6. Continue normal classroom procedures until notified over the intercom by the lockdown has been lifted.

EMERGENCY LOCKDOWNS:

GENERAL RULES:

1. An announcement will be made over the intercom that the building is in an emergency lockdown.
2. Teachers must clear the immediate area outside of the classroom, lock their classroom door and keep students in the classroom until given further instruction from the main office.
3. Students are to move to a designated area in the classroom and remain on the floor and below window level.
4. Teachers will take attendance and email any discrepancies to the office.
5. Teachers are not to call the office unless an emergency exists in their classroom.
6. Teachers will stay with students and help them to remain calm during the lockdown.
7. Everyone should remain hidden on the floor until the lockdown has been lifted or other instructions have been communicated from the office.

SEVERE WEATHER EMERGENCY

GENERAL RULES:

1. Do not evacuate until an announcement is made over the intercom.
2. Teachers will close all windows.
3. Escort students into the designated hallway area in a quiet, orderly fashion.
4. Teachers will instruct students to sit on the floor facing the wall.
5. Teachers must close all doors.
6. Remain at the designated area until the all-clear announcement is made over the intercom.

SAFETY PLAN

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

It is the goal of everyone involved in the Montrose Area School District to demonstrate our intolerance for any activity or offense that endangers the safety of the students and/or staff. It is our intention to make every reasonable effort within the capability of the district to provide an environment that is safe and secure for the students, staff, and public.

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

SCHOOL ATMOSPHERE

An atmosphere of calm is essential for a positive learning experience. A major contribution to this atmosphere is quiet: quiet voices; gentle handling of lockers, books, and desks; silence in the cafeteria and traffic areas such as halls, and lobbies. No mention need be made of the library as a silence zone! The second bell throughout the day and after your lunch period is the signal for beginning class. It is expected that talking cease immediately and students begin to work. There are 4 minutes between classes. Students should plan their schedules for the day and not loiter between classes. It is important that students are prompt to all assigned areas.

Courtesy will win you many friends among your teachers and fellow classmates. Teachers, aides, secretaries, maintenance, cafeteria workers, and bus drivers are your friends. You are expected to obey their requests quickly and cheerfully. If you don't agree with something you are asked to do, conform; then, talk about the problem privately with the teacher concerned or with your respective Principal. No teacher will tolerate "freshness", "swearing", or back talk. In all your school activities use courtesy, good taste, and common sense.

Every teacher, regardless of his/her subject, homeroom, or any other position has complete authority over all students (see Loco Parentis - 12.5 Regulations of the State Board).

SCHOOL CLOSING

In the event of inclement weather or an emergency situation, the school district may be closed, have a delayed start, and/or be forced to dismiss early for safety reasons. Any compromise of the normal operations of the school shall result in announcements being made over the television and radio stations listed below. All extracurricular/after-school activities will be cancelled if the school is closed or dismissed early for inclement weather or emergency.

590 AM	WARM	WBNG TV – Channel 12
1250 AM	WPEL	
1290 AM	WNBF	WNEP TV – Channel 16
1340 AM	WKRZ	
96.5 FM	WPEL	WYOU TV – Channel 22
98.1 FM	WHWK	
98.5 FM	WKRZ	WBRE TV – Channel 28
99.1 FM	WAAL	

You may sign up for emergency closing announcements via our web site: www.masd.info

Montrose Area School District will be utilizing an automated system to contact parents/guardians by phone or email when there are emergency closings or delays. Please make sure your contact information on file with the district is accurate. If you do NOT wish to be contacted by phone or email regarding closings/delays you must notify the district by calling the IT Department at 570-278-6230.

SEARCHES

Students may be searched for reasonable cause if deemed appropriate by the administration. Backpacks and book bags may also be searched with reasonable cause. This is in adherence to the Supreme Court decision of 1985, *New Jersey v. T.L.O.*

If a student is to be searched for reasonable cause and that student flees from the search, he/she will be suspended from school for ten (10) days and placed in an alternative education program for a minimum of 90 days.

Please be aware that the school buildings and the parking lots of the Montrose Area School District are school zones and may be subject to K-9 search, including vehicles. Dog's reaction to contraband may cause property damage, i.e. vehicles, backpacks, etc.

SEXUAL HARASSMENT POLICY - PUPILS

BOARD APPROVED MAY 9, 1994

PURPOSE

It is the policy of the Montrose Area School District to maintain a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Any student in the district who engages in conduct which constitutes sexual harassment as defined in this policy shall be subject to discipline up to and including expulsion. Any student in the district who is subjected to sexual harassment by district employees, agents, or students, or by others in the course of his or her attendance at school, shall have the right to file a complaint under this policy.

AUTHORITY

The Montrose Area School District will treat sexual harassment like any other form of student misconduct and it will not be tolerated.

Sexual harassment is a form of sex discrimination prohibited by Titles VII and IX of the Civil Rights Act of 1964, as amended, and the Pennsylvania Human Relations Act.

DEFINITION

It is illegal and against the policies of this district for any student, male or female, to sexually harass another person by:

- 1) Unwelcome sexual advances; or
- 2) Requests for sexual favors; or
- 3) Other unwelcome verbal or physical conduct of a sexual nature, where
 - a) Submission to such conduct is explicitly required of the recipient; or
 - b) Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with the recipient's work or school performance or of creating an intimidating, hostile, or offensive working or learning environment.

Any student in this district who is found to have engaged in conduct constituting sexual harassment may be subject to discipline up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities related to sexual harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

1. Severity of the misconduct;
2. Pervasiveness or persistence of the misconduct;
3. Effect on the victim or victims;
4. Intent of the perpetrator.

The district will act positively and aggressively to investigate alleged sexual harassment claims and to effectively remedy them when an allegation is determined to be valid.

Given the nature of the type of discrimination, the district also recognizes that false accusations of sexual harassment can have serious effects on innocent students. Therefore, false accusations will result in the same severe disciplinary action applicable to one found guilty of sexual harassment.

DELEGATION OF RESPONSIBILITY

Complaint procedures: The procedures through which incidents of sexual harassment shall be reported are listed below:

1. All administrators will be available to receive sexual harassment complaints. Complaints may be made in person or in writing by the person making the complaint.
2. Students shall also be informed that they may lodge sexual harassment complaints with other appropriate individuals in the district, including teachers, counselors or nurses. All sexual harassment complaints so lodged shall be promptly and thoroughly investigated.
3. Complaints involving student-to-student sexual harassment which is lodged at the classroom or building level may be resolved informally. If an informal resolution satisfactory to the complainant and/or complainant's parents is reached, no further investigation or action by the district is required. If the problem cannot be informally resolved, it should be referred to the District Superintendent for investigation as set forth below.
4. All other complaints shall be referred to the District Superintendent, who shall immediately initiate an investigation which shall include, but not be limited to, the following:
 - a. Interview of complainant
 - b. Interview of accused
 - c. Interview of any other persons with personal knowledge of the allegations of the complaint.

All employees involved in such an investigation shall maintain strict confidentiality. The Student Assistance Team may be used at the administration's discretion.

DISPOSITION OF COMPLAINT

1. In all cases investigated, the results of the investigation shall be reported in writing to the superintendent, and the staff member to whom the complaint was initially made. Such report shall include a conclusion and a summary of facts upon which such conclusion is based, and a recommendation as to remediation, if appropriate.
2. If it is determined that unlawful sexual harassment has occurred, the superintendent and/or building principal shall determine appropriate remediation and/or discipline. Any disciplinary action shall be subject to limitations of the School Code, state board regulations and other applicable law, and/or any other applicable law, rule, regulation, or pertinent agreement.
3. If it is determined that no unlawful sexual harassment has occurred, the superintendent shall be so notified. Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused student's record or released to any person other than the accused, the superintendent, and the staff member to whom the complaint was originally made, without consent of the accused, except by order of court.
4. If the investigation is inconclusive, the report shall so state. The superintendent and/or the building principal may, in his or her discretion, require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall an accused or a complainant be disciplined based upon an inconclusive investigation.
5. If it is determined that the accused is not guilty of unlawful sexual harassment, and that the complaint was lodged in bad faith, then the superintendent and/or the building principal may impose appropriate discipline on the complainant, subject to limitations of law. In addition, if it is concluded that the accused retaliated against the complainant in any way because of the complaint, then the superintendent and/or the building principal may impose appropriate discipline on the accused, subject to limitations of law.

SPECIAL EDUCATION PROGRAM

The Montrose Area School District uses the following procedures for locating, identifying and evaluating specified needs of school-aged students requiring special programs or services. These procedures, as required by law, are as follows:

The District, as prescribed by Section 1402 of the School Code routinely conducts screenings of a child's hearing acuity (grade levels or approximate dates), visual acuity (grade levels or approximate dates), and speech and language skills (annually, approximate date). Gross motor and fine motor skills, academic skills and social emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. These school records are always open and available to parents and only to school officials who have legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with appropriate authorization which involves written, signed permission by parents. Parents with concerns regarding their student may contact the building principal at any time to request a screening or evaluation of their child. Screening and or evaluations for elementary students will be processed through the District's Instructional Support Team. Communication with parents and exceptional students shall be in English or the native language of the parents.

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

The District contracts with the NEIU #19 for physical therapy, occupational therapy, hearing therapy, and vision therapy. These programs are also offered in district buildings. Students with more extensive handicaps are provided an educational program in "off campus" schools or agencies. These include life skills, serious emotional disturbance, neurological impairment, itinerant emotional support, autism, deafness-hearing impairment, blindness-visual impairment, and multi-handicapped conditions. Even though these programs are not located in district buildings, the district recognizes its responsibility to assume direct involvement with the program, the children, and their parents.

The Montrose Area School District also contracts with the Intermediate Unit for an Early Intervention Program. This program provides to qualified children a placement which meets their needs in the areas of developmental delays. The program designed for children with develop-mental delays extends to those who are between the ages of two years and nine months as of September 1 and have not reached five years of age before Sept. 1.

Information about Early Intervention, parent rights, mediation or Due Process Procedures, specific special education services and programs offered by the District and the District's Educational Records Policy are available upon request from the building principal in a child's school. A parent may request that the District initiate a screening or evaluation of their student's specified needs at any time by contacting the building principal in writing. Further information about these procedures may be obtained by calling Dr. Don Golden, 570-278-6219 or 6203.

STEALING

Any student who either attempts to commit or commits a theft shall be subject to suspension, expulsion, and/or referral to the appropriate legal authorities. Additionally, any student who is found breaking and/or entering the school at an unauthorized time shall be subject to the above disciplinary action.

Theft shall include stealing property from students, members of the staff, and the school. Breaking and entering shall include the school building, lockers, desks, files, and/or other areas prohibited to students. Stolen or lost items are to be reported to the office immediately. Items of value are not to be brought to school.

STUDENT ACCIDENT INSURANCE

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

STUDENT ASSISTANCE PROGRAM

This program is composed of a core group of school personnel who have been specially trained as a unit to work with students in crisis areas such as alcohol use, drug use, suicide, and mental health issues.

The program is designed as one of intervention rather than treatment. Its primary aim is to identify and help students who are having problems which interfere with their success in school. The program provides a channel through which members of the school staff help students. The purposes include:

1. Recognizing students in crisis.
2. Providing direction and support for these students.
3. Referring them to appropriate community agencies and support groups.
4. Maintaining communication lines among teachers, parents, and students.
5. Minimizing the disruptions in school caused by a student's personal crisis.

If a student or parent has a concern about another student, please feel free to relay the information to a member of the support team.

STUDENT DEBT

Board approved 8/11/97

If a student is delinquent in meeting his/her financial obligations because of a lost book, failure to pay back money raised during a class project, refusal to make restitution for damage to school property, failure to pay for a shop project, failure to return uniforms or other school property, the district may deny the pupil his/her report card, participation in school activities, and/or diploma until the obligation is resolved.

The Montrose Area School District will assess a \$20.00 fee on any check which is made payable to the District, or any of its accounts, that is returned by the writer's bank for non-payment. This fee will be added to the face value of the check.

STUDENT DRIVING AGREEMENT AND REGULATIONS

Revised 5/9/03, 4/16/04, 5/11/05

Seniors and Juniors who have approval to drive to school must abide by the following regulations. The student and his/ her parent or guardian must complete and sign the agreement form and return it to the Dean of Students office where it will be kept on file. Signing this form is an agreement by the student to comply with the regulations and an agreement by the parent/guardian to support the enforcement of these regulations.

1. Any Senior can apply for a driving permit and Juniors who are involved in a supervised extra-curricular after-school activity or work.
2. Students who are absent from school are not allowed on school property to pick up or drop off other students. Students who do not have permission to drive to school are not allowed to enter the parking lot with vehicles until after 3:00 pm. Students will receive Supervised Special Studies for failure to comply.
3. Any student driving to school without permission from an administrator will receive three days of Supervised Special Studies in school and forfeit any driving privilege for that school year or the next year if it occurs during the last month of school.
4. Proof of insurance, vehicle registration, inspection, and driver's license must be provided before vehicle is driven on school property. Any student who registers a vehicle with MAHS must be an insured driver on that vehicle's auto insurance policy. Students are required to supply the office with updated vehicle information whenever it becomes available.
5. Vehicles must not be driven above 10 MPH at any time while on school grounds. Reckless driving of any kind will result in loss of driving privilege and/or suspension from school.
6. Repeated failure to display permit will result in loss of driving privileges for a period of time.
7. Student drivers who allow someone else to use their permit will lose driving privileges. The person who used the permit will also lose any further driving privileges.
8. Student parking permits must be turned in to the Dean of Students office at end of driving term. Students will be charged \$10.00 for permits not returned. Student's who do not pay this fee will have their diploma, report card and/or schedule withheld.
9. All student drivers are to be in their homeroom by 8:05 am. Students who have driving passes will lose their privilege to drive for twenty (20) school days on their 5th tardy to school. Students with driving privileges will permanently lose their parking pass on the 6th tardy to school.
10. Student drivers will receive a 20-day driving suspension on the 5th (fifth) unexcused absence to school and will receive a permanent driving suspension on the 6th (sixth) unexcused absence.
11. Any student driver leaving school early and taking someone else with him/her without permission will lose his/her driving privileges.
12. Students are not permitted to be in or near any vehicles during school hours unless permission is given by an administrator. This includes lunch periods.
13. All vehicles must be properly parked facing the school in the parking lot. Students may not park in the first 2 rows of the student parking lot.
14. Any student driving a vehicle other than the one properly registered will forfeit driving privileges.
15. Students with continual discipline problems will have their driving privileges revoked.
16. The Montrose Area School District is not responsible for any damages to vehicles while on school premises.
17. SCHOOL BUSES have the right of way over student vehicles.
18. Students who cut across Lake Montrose Plaza parking lot or vicinity to get ahead of buses will lose their driving privileges.
19. All rules and regulations of the Pennsylvania Department of Transportation Bureau of Motor Vehicles must be observed.
20. The administration reserves the right to make additional rules in order to guarantee the safety of the student body and staff.
21. Student driver/parent assumes all responsibility for occupants in his/her vehicle.
22. All school rules apply to student drivers while on school property.
23. All student drivers will be required to sign a consent form for searches of their vehicles. (See consent form on driving application form.)
24. Student vehicles may be subject to a search by school personnel, Juvenile School Based Probation, and/or Pennsylvania State Police. The MASD will not be liable for any property damage that may occur to vehicles of students who refuse to unlock their vehicles for these searches. Students who refuse to unlock their vehicle for a search will be required to sign the following statement: REFUSAL STATEMENT: "I have been asked to unlock my vehicle and I acknowledge that I have refused. I have been informed that the school/police personnel will be entering the vehicle and that due to my refusal, property damage may occur."
25. Students will lose driving privileges when the school receives a call from the community in complaint of hazardous driving of students on their way to or from school.

STUDENTS RIGHTS AND RESPONSIBILITIES

ADOPTED 8/25/75; REVISED 5/14/84, 5/14/91, 8/5/91

The Board of School Directors of the Montrose Area School District has developed a concise written policy outlining the rights and responsibilities accorded every student in his or her endeavor to be a good school citizen. It is the function of this policy to clearly define to every student his or her rights and privileges while attending school and to outline or define the responsibilities students have in exercising the freedoms accorded them and to recognize the mandates of the law in requiring reasonable rules and regulations governing the operation of the school. The primary right of every citizen is, or ought to be, the realization of where their rights end and their responsibilities begin.

The following policy entitled STUDENTS' RIGHTS AND RESPONSIBILITIES addresses itself clearly to this subject and brings into focus the kind of relationship that must exist in our school society if students are to be afforded certain freedoms while exercising those responsibilities which make for constructive school citizenship and an optimum learning climate.

In accordance, the Board of Directors of the Montrose Area School District establishes the following policy with respect to "Students' Rights and Responsibilities".

Section

- 12.1 Free education and attendance
- 12.2 Student responsibilities
- 12.3 School rules
- 12.4 Discrimination
- 12.6 Exclusions from school
- 12.7 Exclusion from classes -- Supervised Special Studies
- 12.8 Hearings
- 12.9 Freedom of expression
- 12.10 Flag salute and the Pledge of Allegiance
- 12.11 Hair and dress
- 12.12 Confidential communications
- 12.13 (Reserved)
- 12.14 Searches
- 12.15 Counseling Services
- PUPIL RECORDS**
- 12.31 General requirements
- 12.32 Elements of the plan
- 12.33 Guidelines

SECTION 12.1 FREE EDUCATIONS AND ATTENDANCE

1. All persons residing in this Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools.
2. Parents or guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. Students who have not graduated may not be asked to leave school merely because they have reached 17 years of age if they are fulfilling their responsibilities as students. A student may not be excluded from the public schools or from extra-curricular activities because of being married or pregnant.

SECTION 12.2 STUDENT RESPONSIBILITIES

1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner.
4. It is the responsibility of the students to conform to the following:
 - a. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
 - b. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
 - c. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - d. Assist the school staff in operating a safe school for all students enrolled therein.
 - e. Comply with Commonwealth and local laws.
 - f. Exercise proper care when using public facilities and equipment.
 - g. Attend school daily and be on time for all classes and other school functions.
 - h. Make up work when absent from school.
 - i. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
 - j. Report accurately and not use indecent or obscene language in student newspapers or publications.

SECTION 12.3 SCHOOL RULES

1. The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A School Board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.
2. School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.
3. Each Board of School Directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of student rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents. Copies of the code shall also be available in each school library.

SECTION 12.4 DISCRIMINATION

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), no student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or disability.

SECTION 12.6 EXCLUSIONS FROM SCHOOL

1. The Board of School Directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by 22 Pa. Code 13.62 and 341.91 (relating to right to education and disciplinary exclusions of certain handicapped students from special education placement).
2. Exclusion from school may take the form of suspension or expulsion.
 - A. Suspension is exclusion from school for a period of from one (1) to ten (10) consecutive day of school.
 - a) Suspensions may be given by the Principal or person in charge of the public school.
 - b) No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
 - c) The parents and the Superintendent of the district shall be notified immediately in writing when the student is suspended.
 - d) When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in Section 12.8(c) (relating to hearings).
 - e) Suspensions may not be made to run consecutively beyond the ten (10) school day period.
 - f) Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the Board of School Directors.
 - B. Expulsion is exclusion from school by the Board of Education for a period exceeding ten (10) days of school and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under Section 12.8 (relating to hearings).
3. During the period prior to the hearing and decision of the Board of School Directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
4. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others, and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
5. Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
 - A. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's Superintendent.
 - B. If the parents or guardian are unable to provide for the required education, they must within 30 days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If 30 days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph 3 or do both.
 - C. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 Pa. C. S. Section 6301-6308), so that the child will receive a proper education. See Section 12.1(b) (relating to free education and attendance.)

SECTION 12.7 EXCLUSION FROM CLASSES—SUPERVISED SPECIAL STUDIES

1. No student may receive a Supervised Special Studies unless the student has been informed of the reasons for the suspension and has been given an opportunity to respond before the suspension becomes effective.
2. Communication to the parents or guardian shall follow the suspension action taken by the school.
3. When the Supervised Special Studies exceeds ten (10) consecutive school days, an informal hearing with the Principal shall be offered to the student and the student's parent or guardian prior to the eleventh (11th) school day in accordance with the procedures in Section 12.8 (relating to hearings).
4. The student's school district has the responsibility to make some provision for the student's education during the period of the Supervised Special Studies.

SECTION 12.8 HEARINGS

1. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing which is a fundamental element of due process.
2. A formal hearing is required in all expulsion actions. This hearing may be held before the Board of School Directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire School Board is required to expel a student.
 - A. The following due process requirements are to be observed with regard to the formal hearing:
 - a) Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - b) Sufficient notice of the time & place of the hearing must be given.
 - c) The hearing shall be held in private unless the student or parent requests a public hearing.
 - d) The student has the right to be represented by counsel.
 - e) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - f) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - g) The student has the right to testify and present witnesses on his own behalf.
 - h) A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - i) The proceeding must be held with all reasonable speed.
 - B. Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.
2. The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
 - A. The informal hearing is meant to encourage the student's parents or guardian to meet with the Principal to discuss ways by which future offenses can be avoided.
 - B. The following due process requirements are to be observed in regard to the informal hearing:
 - a) Notification of the reasons for the suspension shall be given in writing to the parents/guardian and to the student.
 - b) Sufficient notice of the time and place of the informal hearing shall be given.
 - c) A student has the right to question any witnesses present at the hearing.
 - d) A student has the right to speak and produce witnesses on his own behalf.
 - e) The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

SECTION 12.9 FREEDOM OF EXPRESSION:

1. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Community School District*, 393 U. S. 503 (1969). Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
2. Students have the right to express themselves unless such expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
3. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication, provided that the use of public school communication facilities shall be in accordance with the regulations of the authority in charge of those facilities.
 - A. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
 - B. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
4. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
5. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
6. Bulletin boards shall conform to the following:
 - A. School authorities may restrict the use of certain bulletin boards.
 - B. Bulletin board space shall be provided for the use of students and student organizations.
 - C. School officials may require that notices or other communications be officially dated before posting, and that such materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
7. School newspapers and publications shall conform to the following:
 - A. Students have a right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraphs (4) and (5).
 - B. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and to edit other material that would cause a substantial disruption or interference with school activities.
 - C. School officials may not censor or restrict material simply because it is critical of the school or its administration.
 - D. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom the material is to be submitted and shall establish a limitation on the time required to make a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.

- E. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.
- 8. The wearing of buttons, badges, or armbands shall be permitted as another form of expression within the restrictions listed in sub-section (c).
- 9. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
 - A. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.
 - B. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- 10. School officials should adopt and publish guidelines for student use of school facilities and equipment.
- 11. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
 - A. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
 - B. The students themselves have sole responsibility for any statements published.
 - C. Approval procedures must be followed prior to distribution or display of materials on school property. See subsection (I).

SECTION 12.10 FLAG SALUTE & THE PLEDGE OF ALLEGIANCE

It is the responsibility of every citizen to show proper respect for his country and its flag.

- 1. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- 2. Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

SECTION 12.11 HAIR AND DRESS

- 1. Students have the right to govern the length or style of their hair including facial hair. Any limitation of this right shall include evidence that the length or style of hair causes a disruption of the educational process or constitutes a health or safety hazard. Where length or style of the hair presents a problem some types of covering should be considered.
- 2. School officials may not impose limitations on dress unless the attire causes the disruption of the educational process or constitutes a health or safety hazard.
- 3. Students may be required to wear certain types of clothing while participating in physical education classes, shops, extra-curricular activities, or other situations where special attire may be required to insure the health or safety of the student.
- 4. Students have the responsibility to keep themselves, their clothes, and their hair clean. School officials may impose limitations on student participation in the regular instructional program where there is evidence that the lack of cleanliness constitutes a health hazard.

SECTION 12.12 CONFIDENTIAL COMMUNICATIONS

- 1. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example, 42 Pa. C. S. Section 5945 (relating to confidential communications to school personnel).
- 2. Information received in confidence from a student may be revealed to the student's parents, the Principal, or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

SECTION 12.13 (RESERVED)

SECTION 12.14 SEARCHES

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker search students shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning.

SECTION 12.15 COUNSELING SERVICES

The school shall provide counseling services through certified, accredited agencies and/or individuals screened by the administration and the Student Assistance Team. Counseling services are available in both the group and individual setting and will take place in the school during regular school hours. Counseling services shall not be available to a student whose parents have notified school authorities in writing that such services are not to be made available to their son or daughter.

PUPIL RECORDS

SECTION 12.31 GENERAL REQUIREMENTS

- 1. The governing board of every school district, intermediate unit and area Vocational-technical School shall adopt a plan for the collection, maintenance and dissemination of pupil records and submit the same to the Department for approval.
- 2. Copies of the approved plan shall be maintained by the local educational agencies and updated as required by changes in State or Federal law. Copies of the updated plan shall be submitted to the Department only upon the request of the Secretary.

SECTION 12.32 ELEMENTS OF THE PLAN

- 1. The plan for pupil records shall conform to Section 12.33 (relating to guidelines), except that a school district may modify Section 12.33 with the approval of the Secretary, to conform to local policy.
- 2. The plan shall establish policies on pupil records consistent with the minimum requirements of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g) and in 34 C.F.R. Part 99 (relating to privacy rights of parents and students).

SECTION 12.33 GUIDELINES

1. The full text of the Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records appears at 4 Pa.B. 1092.
2. Portions of Guidelines for the Collection, Maintenance, and Dissemination of Pupil Records are attached hereto as Exhibit A and made a part of this regulation.

STUDY HALLS

The time a student spends in a study hall should be devoted to accomplishing assigned academic work. It is a quiet time. Care should be given to respecting the rights of your fellow students who do want to study.

1. Students will not be excused from study hall unless there is an appointment, a call from the office, a restroom request, or a visit to the library in order to use materials.
2. Study hall work should always be conducted in a quiet, individual manner. The wise use of study hall time is important to every student.
3. Talking will be permitted only by permission of the teacher in charge of the class.
4. If a student leaves a study hall, he/she must sign out on the sheet provided recording his/her name, destination, and time out. The student must carry a hall pass authorizing his/her release from study hall. Upon returning, the student must record time of return.
5. If a student wishes to spend all or part of a study period under the supervision of another teacher, he/she must obtain a pre-signed pass from that staff member. After the student has the pass signed by the study hall teacher (noting the time out), he/she is to report to the requesting teacher.

TECHNOLOGY ACCEPTABLE USE POLICY

Adopted July 11, 2003/Revised July 12, 2010

PURPOSE

The Board supports use of the computers, internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

DEFINITIONS

The term child pornography is defined under both federal and state law:

Child pornography - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Child pornography - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law:

Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that: taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion; depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it: predominantly appeals to the prurient, shameful, or morbid interest of minors; is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

Obscene - any material or performance, if: The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; the subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and the subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

AUTHORITY

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Director of Technology.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors: 1) Defamatory; 2) Lewd, vulgar, or profane; 3) Threatening; 4) Harassing or discriminatory; 5) Bullying; 6) Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access. Upon request by students or staff, the Director of Technology shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy. Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the superintendent or designee for expedited review.

RESPONSIBILITY

The district shall make every effort to ensure that this resource is used responsibly by students and staff. The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet. Building administrators shall make initial determinations of whether inappropriate use has occurred. The Superintendent shall be responsible for implementing technology and procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: Interaction with other individuals on social networking web sites and in chat rooms. Cyberbullying awareness and response.

GUIDELINES

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.

PROHIBITIONS

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Job assignment or non-school assignment work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences For Inappropriate Use

1. The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.
4. Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.
5. Copyright: The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.
6. District Web Site: The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies. Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal. Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

TELEPHONE - PUBLIC

Public telephones are available for use by students before 8:05 am and after 2:48 pm. All office telephones are reserved for business purposes. Students will not be called out of class to the telephone. Only in an emergency situation will a message be delivered to a student. Administrative approval must be obtained to use the telephone for an emergency.

TEXTBOOKS

All textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean, covered, and handled carefully. Be sure your name, grade and school are written on a book label in case the book is misplaced. Students will be required to pay for lost or damaged books.

TOBACCO CONTROL POLICY for STUDENTS

ADOPTED 1/18/00

(REPLACES SMOKE FREE SCHOOL POLICY OF 12/4/95 & SCHOOL SMOKING/POSSESSION ACT 1996-145 OF 2/10/97)

PURPOSE

The Montrose Area School District (MASD) works to promote the adoption of healthy lifestyles by students and employees and to provide a healthful environment in which students and staff members may learn and work. The purpose of this policy is to promote achievement of those two goals by prohibiting the use of and distribution of tobacco products in school buildings, on school grounds, in school-leased or school-owned vehicles, and at all school affiliated functions in order to improve the health of students and school personnel. Students may not possess any tobacco product at any time. No one of any age may use tobacco in any school building or on any school grounds. The use of tobacco products has a direct link to numerous health problems, and this policy is intended to prevent students, school personnel, and visitors from being exposed to secondhand smoke and to prevent youth addiction to tobacco products. This policy is intended to promulgate a positive, pro-active approach to tobacco control. In addition, school personnel shall act as positive role models for students by not distributing or using tobacco products in school buildings, on school grounds, in school-leased or school-owned vehicles, and at all school affiliated functions.

RESPONSIBILITY

The Superintendent shall develop administrative guidelines and procedures as necessary to implement this policy. Building administrators and school personnel shall follow guidelines and procedures set forth in this policy as they deal with persons found using or possessing tobacco products. Parents are asked to monitor and talk with their children about the risks of using tobacco. Parents are also encouraged to discuss this policy with their children and explain the ramifications of violating its intent.

AUTHORITY

The MASD receives its authority through the state laws of Pennsylvania that prohibit the use of tobacco by anyone under the age of eighteen (18) and the use of tobacco by anyone in a school building or on school grounds/property.

STATUTORY AUTHORITY 35 PS & 1223.5 24 PS & 1547

GENERAL GUIDELINES for STUDENTS

INTRODUCTION

This policy shall apply to any building, property, or vehicle leased, owned, or operated by the Montrose Area School District. It shall also be applied to any private building or other property including automobiles or other vehicles used for school activities when student or staff is present. No person shall distribute, possess or use any tobacco product in any area defined in these guidelines. (In addition, students under the age of eighteen (18) are not allowed to possess any tobacco products at any time on school district property).

Individuals supervising students off school grounds are prohibited from distributing or using tobacco products while in the presence of students or at any time while engaged in activities directly involving students. No school district property or publication may be used for advertising tobacco products. Groups utilizing school buildings or school owned property must sign an agreement complying with this policy. Students, parents, and spectators must be informed that this policy remains in force on evenings, weekends, and at all other times the schools are not in session.

Every school in the district shall follow this Student and Employee Tobacco Control Policy and adhere to the following guidelines concerning administration, communication, prevention education, cessation support, enforcement and policy review.

ADMINISTRATION

1. It is the responsibility of each school administrator to implement the provisions of this policy within his/her school.
2. It is the responsibility of each school to follow District procedures for intervention and referral of students with tobacco-related problems. These procedures should be included in the student and staff handbooks.
3. It is the responsibility of each building Principal to maintain an environment for students, staff and visitors that presents no physical harm, discomfort, or unsanitary conditions resulting from tobacco product use.

COMMUNICATION

1. Ongoing communications shall be a vital part of the District procedures for communicating the policy to students, staff, parents or families, visitors, and the community.
2. The Director of Educational Services will coordinate appropriate staff development regarding the Student and Employee Tobacco Control Policy.
3. Employee and student handbooks shall include complete information regarding the scope of the policy and, in accordance with due process, sanctions for violations.
4. It is the responsibility of each building Principal to notify parents of the guidelines for enforcement and disciplinary procedures that will be enacted should their child violate this policy. Parents of transfer students who enroll at any time during the school year shall be provided this information by the receiving school.
5. Signs shall be posted at all schools and in all vehicles designating the property's status as tobacco-free. The policy shall be announced at all school-sponsored events. The policy shall be stated in written agreements with all groups using the school facilities and property.
6. Principals and teachers should discuss the policy with students at orientation meetings and make it part of the educational curriculum dealing with the use of tobacco.
7. District administrators and coordinators shall notify their immediate staffs of the policy. The school nurse is responsible for providing information on the availability of cessation programs.

PREVENTION EDUCATION

The District health education staff shall coordinate the K-12 health education curriculum with Safe and Drug-Free-Schools initiative to provide a comprehensive tobacco prevention program. The K-12 health education curriculum should include instructional objectives related to prevention of tobacco use, assessment of hazards of tobacco and benefits of remaining tobacco-free, and skills to refuse peer pressure to use tobacco, including smokeless tobacco products.

District-wide or targeted grade-level programs sponsored by Safe and Drug-Free Schools funds shall be coordinated with other prevention education efforts and meet guidelines and stipulations set forth in the Drug-Free Schools grants for use in prevention education efforts.

CESSATION SUPPORT EDUCATION

The MASD will provide interested employees and students with a list of available cessation programs. Cessation support education shall not be used as a consequence for those caught violating this policy, although the school nurse shall provide referral information to those individuals.

ENFORCEMENT

Sanctions for violating the policy shall include an educational process as well as punitive measures. Administrators shall follow specified guidelines and procedures for enforcement of all policy offenders.

GUIDELINES FOR STUDENT OFFENDERS

INTRODUCTION

Staff members, students, or other adults who observe a student possessing, using or distributing tobacco products in school buildings, on school grounds, in school-leased or school-owned vehicles and/or at any school affiliated function shall report the student to the administrator in charge. The administrator shall follow outlined disciplinary procedures in handling the infraction. The administrator shall record the policy infraction in the student's permanent file to facilitate tracking his/her individual student tobacco-related disciplinary incidents. The school nurse is responsible for keeping a log of tobacco infractions in order to support the necessary data collection for policy and program planning.

Tobacco offenses shall accumulate from year to year for students enrolled in grades 7-12. In grades below 7, tobacco offenses shall accumulate within the school year only and not transfer from year to year.

DISCIPLINARY PROCEDURES FOR FIRST TIME STUDENT OFFENDERS

1. The Principal shall send a letter to the student's parent(s)/guardian(s) outlining policy and notifying them of the violation(s) committed by their child and the sanctions being imposed.
2. Adhering to due process guidelines, the Principal shall suspend in school the offender for a period of three (3) school days and cause the offender to attend two one-hour educational programs on the harmful effects of tobacco presented by the school nurse.
3. The student who fails to complete the two one-hour educational programs shall serve an additional three-day (3) suspension from school.
4. Adhering to Pennsylvania statutes, the administrator shall initiate a referral to the local magistrate documenting the offense by the student.

DISCIPLINARY PROCEDURES FOR SECOND TIME STUDENT OFFENDERS

1. The Principal shall send a letter to the student's parent(s)/guardian(s) outlining policy and notifying them of the violation(s) committed by their child and the sanctions being imposed.
2. Adhering to due process guidelines, the Principal shall suspend from school the offender for five (5) days and cause the offender to attend two one-hour educational programs on the harmful effects of tobacco presented by the school nurse.
3. The school nurse shall conduct a conference with the student and the student's parents/guardians concerning the student's use of tobacco.
4. Adhering to Pennsylvania statutes, the administrator shall initiate a referral to the local magistrate documenting the offense by the student.

DISCIPLINARY PROCEDURES FOR THIRD TIME STUDENT OFFENDERS

1. The Principal shall send a letter to the student's parent(s)/guardian(s) outlining policy and notifying them of the violation(s) committed by their child and the sanctions being imposed.
2. Adhering to due process guidelines, the Principal shall suspend the student from school for a period of ten (10) days.
3. The school nurse shall conference with the student to develop an action plan for tobacco cessation.
4. Adhering to Pennsylvania statutes, the administrator shall initiate a referral to the local magistrate documenting the offense by the student.
5. The student shall be referred to the school's Student Assistance Team (SAT) for review.

SCHOOL SMOKING/POSSESSION

ACT 1996-145 (SENATE BILL 1315 PN 2426)

ADDS 18 CPS 6306.1 CHANGES OFFENSE TO SUMMARY BOARD APPROVED 2/10/97

Legislature revision makes use or possession of tobacco in schools a summary offense under Crimes Code. Legislature added to Senate Bill 1315, Printer Nos. 2426, revisions long sought by school authorities and District Justices enforcing possession or smoking of tobacco in schools on school premises. This Act provides another way to handle cases throughout the Commonwealth and includes the opportunity to use community service by the District Justice in lieu of fines. However, while the new law permits school officials to prosecute students, it does not address adults or school district employees who smoke on school property. Existing Board anti-smoking policies providing for internal school discipline for students, i.e., detention, suspension or expulsion, are still effective and may be used in conjunction with the new law.

18 C.P.S.A. 6306.1 USE OF TOBACCO IN SCHOOLS PROHIBITED.

1. Offense defined -- A pupil who possesses or uses tobacco in a school building, a school bus or on school property owned by, leased by or under the control of a school district commits a summary offense.
2. Grading -- A pupil who commits an offense under this section shall be subject to prosecution initiated by the local school district and shall, upon conviction, be sentenced to pay a fine of not more than \$50 for the benefit of the school district in which such offending pupil resides, and to pay court costs. When a pupil is charged with violating subsection (a), the court may admit the offender to an adjudication alternative as authorized fewer than 42, PA. C.S. S 1520 (relating to adjudication alternative program) in lieu of imposing the fine.
3. Nature of offense -- A summary offense under this section shall not be a criminal offense of record, shall not be reportable as a criminal act and shall not be placed on the criminal record of the offending school-age person if any such record exists.
4. Definitions -- As used in this section, the following words and phrases shall have the meanings given to them in this subsection:
 - A. "Pupil" - A person between the ages of 6 and 21 years who is enrolled in school.
 - B. "School" - A school operated by a Joint Board, Board of Directors or School Board where pupils are enrolled in compliance with Article XIII of the Act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949, including area vocational schools and intermediate units.
 - C. "Tobacco" - A lighted or unlighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form.

SMOKE FREE SCHOOL POLICY

BOARD APPROVED 12/4/95

The Board recognizes that smoking and the use of tobacco products present a significant health and safety hazard which can have serious consequences for the smoker and non-smoker and the safety of the district and is, therefore, of concern to the Board. It is the intent of the Board to provide a healthful environment for all students, staff, and visitors by having the district be smoke and tobacco free. For purposes of this policy, smoking shall mean all forms of tobacco, including cigars, cigarettes, pipes, snuff, chewing tobacco and any other form of tobacco.

In order to protect all students and others from the health hazards resulting from the use of tobacco by themselves and/or others, and because the Board does not condone the use or possession of tobacco in any form, the Board prohibits the possession or use of tobacco in any form in school buildings, on school grounds, on school buses/vehicles, at school bus stops and on any premises leased by the school district.

This policy shall apply to all employees, students, visitors, guests, and/or users of school district facilities.

All employees who violate this policy will be subject to disciplinary action according to the District's procedures in dealing with violations of the District's smoking policy.

Students who violate this policy and the Code of Discipline as approved by the Board shall be subject to discipline as provided in the Student Behavior Code.

All visitors, guests, and/or users of school district facilities who violate this policy shall be directed to refrain from use. If the individual fails to comply, his/her violation shall be referred to the administrator or authorized person in charge for appropriate action. Violations may result in the offender being permanently excluded from district buildings and events.

The Superintendent is authorized and directed to designate appropriate District officials and personnel to be responsible for the enforcement of this policy. The Superintendent or his/her designate (s) shall develop procedures to implement this policy, which shall include:

1. Informing all students, employees, staff members and the general public of the smoke-free school regulations of the District.
2. Monitoring school buildings, facilities, buses, and all indoor public facilities which are owned, leased or under the control of the District.
3. Directing building principals and supervisors to post "No Smoking" signs in each school building, structure or facility room, as well as in all school buses, vans and in other District-owned vehicles and on all other indoor public facilities owned, leased or under control of the school district to which the smoke-free spirit of the policy shall apply.

Notification of the enactment of this policy shall be made to all employees, students, parents and citizens of the District community by publishing it in student handbooks, newsletters, post signs, as a notice in local newspapers and through other efficient means as may be available.

This policy is adopted in accordance with the "Goals 2000: Educate America Act of 1994", Title X, Part C, establishing the "Pro-Children Act of 1994".

TRUANCY POLICY

BOARD APPROVED 8/12/96

The Pennsylvania Government has passed Senate Bill 98 which is now called Act 29. Act 29 establishes provisions of the Public School Code regarding compulsory school attendance (that is mandatory attendance for students up to 17 years of age). Under this new Act, a parent who fails to comply with the provisions of the Code can be ordered to pay a fine not exceeding \$300.00 and to pay court costs, or be sentenced to complete a parenting education program, or up to six months community service. This is a summary offense. A parent will not be convicted if they show that they took every reasonable step to ensure attendance of the child at school. If this is proven to be the case, Act 29 provides that a child who is 13 years old and fails to comply with the Act, or is habitually truant from school without justification commits a summary offense and shall, upon conviction, be sentenced to pay a fine not exceeding \$300.00, community service, or be assigned to an adjudication alternative program pursuant to 42 PA C.S. 1520.

Act 29 also provides that children convicted of the newly created summary offense will be subject to a 90 day suspension of their operating privileges by the Department of Transportation. A second conviction will require a six month suspension period. Unlicensed youth will be restricted from acquiring these privileges when they apply for the aforementioned period of time. This aspect of Act 29 becomes effective March 18, 1996. The Act also grants state, municipal, port authority, transit authority, housing authority, truant officer and school police with the power of arrest or apprehension of a child who fails to attend school in compliance with the provisions of the Act.

The Montrose Area School District, in compliance with this newly enacted state law has reconstructed and amended its current truancy policy. Our aim is to aid those students or the guardians/parents of those students, to comply with this new law prior to court involvement. This may include but is not limited to notices of truancy, phone calls, visitation to the home by the school attendance officer and the school based probation officer, Student Assistance Team referrals, and possibly the taking into custody of the truant student.

TRUANCY

Any student who is truant, cuts classes or leaves school without permission will receive a "0" for the classes missed.

VANDALISM

Students are forbidden to damage school property. School furniture, walls, ceilings, floors, equipment, books, uniforms, etc. are not to be marked with pen, pencil, or any other instrument. Students are not to tamper with the fire alarms, fire extinguishers, or any electrical systems. Any student, who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students, will be referred to the proper law enforcement agency. He/she will be subject to suspension and/or expulsion from school.

VARSITY CLUB POLICY

ADOPTED 8/14/95; REVISED 7/8/96, 6/29/98 (FORMERLY EXTRACURRICULAR POLICY)

A primary objective of the Montrose Area School District is to provide the best education possible for all students. Extracurricular programs are an important part of this education. Students involved in athletics (including cheerleading) and the marching band program in grades 7-12 (henceforth referred to as Varsity Club programs) are enrolled in the Varsity Club and agree to adhere to this extracurricular policy in order to participate in those programs.

A primary purpose of the extracurricular program is to promote the physical, mental, social, emotional and moral well being of each participant during his entire high school career. While any student gives time, energy and loyalty to the program, he/she must also accept the rules, regulations, and responsibilities which are unique to that particular program. Involvement in any Varsity Club program is not a right but a privilege. As a representative of the Montrose Area School District, all participants in these activities are governed by the Montrose Junior-Senior High School Varsity Club Policy in addition to the rules and standards established by policies of the Montrose Area School Board and the by-laws of the PIAA.

Individual head coaches/directors may also establish additional standards. All additions will be in writing and presented to the student prior to beginning participation.

Students who wish to participate in the Varsity Club programs at the Montrose Area Junior-Senior High School must abide by the following conduct code.

The Varsity Club Policy is intended to inform students and parents of state and local regulations governing interscholastic athletics, as well as extracurricular rules and regulations. It is hoped that by being aware of rules, regulations and expectations that unfortunate situations can be avoided.

VARSITY CLUB CONDUCT CODE

All rules apply for grades 7-12. This code is intended to be in effect for the entire career of any student. It will be a two-tiered policy in that any first offense accrued in 7th or 8th grade will be purged as a student enters grade 9. Students will be under the rules and regulations of the extracurricular code upon enrollment in a Varsity Club program and will remain under the policy for the remainder of their school career.

The following rules will apply to both in-school and school-related activities, practices or competitions off premises:
Specific disciplinary action for violation of tobacco, drugs or alcohol pertaining to this policy are as follows:

TOBACCO: Any student using and/or possessing tobacco products:

- 1) **First offense:** The participant will be suspended for the period of five (5) school days from any Varsity Club program and awards ceremonies associated with those programs.
- 2) **Second offense:** The participant will be suspended for the period of forty-five (45) school days from any Varsity Club program and awards ceremonies associated with those programs.
- 3) **Third offense:** The participant will be suspended for the period of one hundred eighty school days (180) from any Varsity Club program and awards ceremonies associated with those programs.
- 4) **Fourth offense:** The participant will be suspended for the remainder of his/her high school career from any Varsity Club program and awards ceremonies associated with those programs.

DRUGS OR ALCOHOL: In consideration of the health, safety and welfare of all students, particularly those exposed to stressful activity such as extracurricular sports, any conduct involving actual use or voluntary exposure to drugs/paraphernalia/alcohol/foreign substances during any in-school related activities, practices or competitions off premises, shall be subject to disciplinary action, including suspension or dismissal from the team.

- 1) **First offense:** the participant will be suspended for the period of forty five (45) school days from any Varsity Club program and awards ceremonies associated with those programs.
- 2) **Second offense:** the participant will be suspended for the period of one hundred eighty school days (180) from any Varsity Club program and awards ceremonies associated with those programs.
- 3) **Third offense:** the participant will be suspended for the remainder of his/her high school career from any Varsity Club program and awards ceremonies associated with those programs.

****All Drug and Alcohol incidents will be referred to the Student Assistance Team as a policy referral for the appropriate action. If an assessment is required that student must abide by the recommendations of that assessment before returning to a Varsity Club program.

SPORTSMANSHIP

Members of Varsity Club programs must abide by the PIAA rules and regulations regarding ejection from a contest.

ACADEMICS

All participants will abide by the Montrose Area School District standard. Any student who is not passing five one credit courses will be ineligible for participation the following week. The coach/director will set up appropriate remediation for any failing grades.

All infractions of the tobacco, drug and alcohol sections of this code will be reviewed by a committee, consisting of the administration, athletic director, and head coaches/directors teaching at the Montrose Junior-Senior High School. Appeals shall be directed to the Superintendent of Schools.

After an initial investigation of any reported incident the parent will be contacted, the situation described and a conference arranged.

VISITORS

The school district welcomes and encourages interest in district educational programs and other school-related activities. The district recognizes that such interest may result in visits to school by parents/guardians, adult residents, and interested educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the district to establish policy governing school visits.

The Superintendent and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations. The Superintendent shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms. Persons wishing to visit a school or teacher should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they will receive a pass or a badge. After the start of the school day, only one (1) entrance shall be used by visitors to the school. All other entrances shall be locked. Staff members shall be expected to require that a visitor has registered at the school office and received authorization to be present for the purpose of conducting business. All staff members shall be responsible for requiring a visitor demonstrates that s/he has a visitor's pass. No visitor may confer with a student in school without the approval of the principal. Should an emergency require that a student be called to the school office to meet a visitor, the principal or designee shall be present during the meeting.

Trespassing

District personnel shall be granted the authority to prosecute trespassers on school property and to make the violators financially responsible for any damages.

Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations. The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit. Parents/Guardians shall be limited to one (1) class period per month, per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy. The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to

leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges. Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent may authorize additional or longer classroom visits by a parent/guardian.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

DANGEROUS WEAPONS POLICY

BOARD APPROVED 11/11/95

The District's goals in enacting this policy are:

1. To prevent potential injury to its students, personnel, and visitors.
2. To minimize the threat or fear of violence resulting from the existence of weapons on school property at school sponsored activities or on any public conveyance providing transportation to a school or school sponsored activity.
3. To provide a safe environment in which students can maximize their educational potential.

DANGEROUS WEAPONS IN THE SCHOOLS

Weapons and replicas of weapons are forbidden at school or any school sponsored activity or on any public conveyance providing transportation to a school or school sponsored activity.

Weapons shall include, but not be limited to, any knife, cutting instrument, cutting tool, Nunchaku, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury.

Any unauthorized loaded or unloaded firearm or dangerous weapon possessed on or about a person while on district property at school or any school sponsored activities or public conveyances providing transportation to a school or school sponsored activity is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the local law enforcement officials. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and with students who assist possession in any way. The Superintendent shall initiate expulsion from school, for a period of not less than one (1) year, any student who violates this policy and shall report such incidents relating to expulsion to the Department of Education. The Superintendent may recommend discipline short of expulsion on a case-by-case basis.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may prescribe special conditions or procedures to be followed before giving such authorization.

This is a supplement to the District's student rules and regulations handbook and all District rules and regulations and due process procedures are also in effect.

This policy is in compliance with the Improving America's Schools Act of 1994 Public Law 103-382, October 20, 1994 and Act 26 of 1995 which amends the Public School Code of Pennsylvania.

DISTRICT WEB PAGE

WWW.MASD.INFO

WITHDRAWAL FROM SCHOOL

Any student moving to another school and/or quitting school must complete a "student withdrawal form" which is available in the attendance or guidance office. This form will allow for books and equipment to be returned, payment for lost or damaged items, and for classroom and school clearance by teachers, the school nurse, the librarian, the Vocational-technical School, and the main office. The guidance office will make arrangements for the transfer of all student records and/or transcripts to your next school.

WORK PERMITS

Before a student can obtain working papers for summer employment he must be at least 14 years of age. However, the entire employment procedure is governed by the state and at age 14 the number of employment opportunities is limited.

In accordance with law, a student must be 16 years of age in order to secure permanent working papers and leave school. Prior to the preparation of working papers, a parent and Principal conference may be held to insure that the parents are in agreement and fully understand the situation.

Further information and applications for working papers can be obtained in the High School Attendance/Discipline Office. Before working papers can be issued, a parent must appear in person to sign the application. (This is a legal requirement of the State of Pennsylvania.)

YELLOW RIBBON PROGRAM
www.yellowribbon.org

Because of the internal nature of depression and loneliness, thousands of youth who appear to be happy are screaming silently in the deepest emotional pain. We can help youth with the yellow ribbon suicide prevention program.

Teens and youth use this very unique program – they are learning a vital skill and lives are being saved. Teens are learning that “It’s OK to ask 4 HELP”. Cards are issued with the number of a 24 hour toll-free hotline: 1-800-784-2433. An assembly program is provided for students and handouts are given out with regard to the Yellow Ribbon Program and where to go for assistance.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Montrose Area School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School District decides not to amend the record as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Directory Information Notice

The School District may disclose certain information, known as directory information, in its discretion without consent. Parents or eligible students may refuse to let the School District release any or all of this information. If you do not want this information released, you must send written notice annually to the school’s main office before September 15th. The following information regarding students is considered directory information: (1) name, (2) photograph, (3) address, (4) telephone number, (5) date and place of birth, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) awards received, (10) the most recent previous educational agency or institution attended by the student, and (11) other similar information that would not generally be considered harmful or an invasion of privacy if disclosed.

MONTROSE AREA HIGH SCHOOL REQUEST FOR STUDENT VISITOR

Requested by _____ Grade _____

Date of Visit _____

Name of Visitor _____ Grade _____

Address _____

Name of School Presently Attending _____

Telephone of above School _____

THE FOLLOWING **MUST** BE FILLED OUT BY THE VISITOR'S ATTENDING SCHOOL PRINCIPAL:

I, _____, Principal of _____ School verify that the above mentioned student has notified this school that he/she will be absent from school on the above date(s). In addition, I verify that this student does not have any discipline issues that should prevent him/her from visiting Montrose Area Jr-Sr High School.

_____ date _____
(principal's signature)

VISITOR APPROVED

VISITOR DENIED

_____, Mr. James Tallarico, Principal



Montrose Area Junior - Senior High School

