



Agenda of Board Meeting

The Board of Trustees Montoursville Area School District

A Board Meeting of the Board of Trustees of Montoursville Area School District will be held Tuesday, August 18, 2026, beginning at 7:00 PM Montoursville Area High School, Broad Street Conference Room, 700 Mulberry Street, Montoursville, PA 17754.

1. Call to Order

- 1.1 Pledge of Allegiance
- 1.2 Roll Call Attendance
- 1.3 Recognition and Presentations

2. Approval of the Minutes

Description: Approval of Regular Meeting Minutes for July 21, 2026

3. Prior Presentation Period (5 minutes/person)

4. Public Comments on Agenda Items (3 minutes/person)

Description: Residents and Taxpayers may comment on matters of concern, official action, or deliberating before the board. Members of the Public will be provided one unpaused three-minute time frame.

5. Business Manager's Report

- 5.1 Approval of General Fund, Cafeteria Fund, and Capital Projects Treasurer's Report - TR-1, TR-2, TR-3

Description: Approval of General Fund, Cafeteria Fund, and Capital Projects Treasurer's Report - TR-1, TR-2, TR-3

- 5.2 Presentation of Bills - PB-1, PB-2, PB-3 (Roll Call)

Description:

PB-1 General Fund (Attached)

Approve list of bills per attached list:

Noncheck Batch from Tax Account	\$0.00
Noncheck Batch from General Fund	\$1,358,891.36
Amounts paid from General Fund	\$862,859.37
Amounts to be paid at this meeting	\$65,555.62
TOTAL	\$2,287,306.35

PB-2 Cafeteria Fund (Attached)

Approve list of bills per attached list:

Noncheck Batch from Food Service	\$0.00
Amounts paid since last meeting	\$20,406.65
Amounts to be paid at this meeting	\$0.00
TOTAL	\$20,406.65

PB-3 Capital Project Fund (Attached)

Approve list of bills per attached list:

Amounts paid to reimburse General Fund	\$0.00
Amounts paid since last meeting	\$1,115,480.90
Amounts to be paid at this meeting	\$743,170.68
TOTAL	\$1,858,651.58

6. Board Reports

6.1 Administrative Board Reports

6.2 Superintendent Report

7. General Agenda Items

Description: Approval of the 2026-2027 Montoursville Area School District Faculty, Student and Athletic Handbooks: (Available online)

7.1 Approval of Montoursville Area School District Handbooks for the 2026-2027

7.2 Approval of the following agreement between Montoursville Area School District and Lycoming-Clinton Joinder Board: (Attachment)

7.3 Approval of Use of Facilities from Jennifer Hoffman, Truth Seekers, Loyalsock Valley Classroom, October 20 to April 27, 2027 (Tuesdays), 3:15 - 4:30 PM, Category 1: (Attachment)

7.4 Approval of Use of Facilities from Bradley Laubacher, State Basketball Championship, Montoursville High School and Middle School Gym, March 19, 20, 2027, 3:30 - 10:00 PM and March 21, 2027, 7:00 AM to 5:00 PM, Category 4 & 5: (Attachment)

7.5 Approval of the following Field Trip Requests from members of the Professional Staff: (Attachment)

Description:

Name	Event	Location	Date(s)	Days	# of Students	Expense to District	Expense to Activity
Natalie Smith	Geisinger Co-op	Geisinger	September 16, 2026 to June 2, 2027	all school year	20	\$425 per day	0

Chris Morgan	Music Trip	Nashville, TN	April 23 to 26, 2027	4	70	0	0
Rich Delong	Veterans Day Service	Montoursville Cemetery	November 11, 2026	1	20	0	0
Rich Delong	Gene Yaw State Government Seminar	Penn College	March 11, 2027	1	30	\$270.00	0
Rich Delong	Homecoming Reading	Lyter Elementary	October 6, 2026	1	20	0	0
Rich Delong	Homecoming Reading	Loyalsock Valley Elementary	October 8, 2026	1	10	\$130.00	0

7.6 Approval of a proposal from LIVIC Civil for Baseball Field Improvements to include design, bidding, and construction administration (Attached).

Description: The total fee for these services is not to exceed \$15,000 per proposal.

8. Personnel

8.1 Approval of additions/changes/resignations of Staff:

Description: Approval of additions/changes/resignations to the Staff:

Additions:

Employee	Position	Salary	Effective	Replacement for:
Dan Taormina	Food Service Director	\$10,000	July 1, 2026	Brandy Smith
Carol Brezan, pending receipt of clearances	Paraprofessional	\$17.00/hour 5.5 hours per day	September 3, 2026	Mariah Mahserjian-Smith
Harley Lentz	Paraprofessional	\$17.00/hour 5.0 hours per day	September 3, 2026	Aliya Taylor
Reese Holmes	Paraprofessional	\$17.00/hour 5.5 hours per day	September 3, 2026	Pamela Bardell

Coaching Staff:

Coach	Sport	Position	Stipend	Replacement for:
Mikayla Arnold	Jr High Softball	Head Coach	\$1,200	Hailey Stetts
Drew Arnold	Jr High Softball	Assistant	\$2,400	Mikayla Arnold

Brianna Stetts	Jr High Softball	Assistant	\$1,200	Kayla Zimmerman
Kayla Zimmerman	Jr High Softball	Volunteer	NA	NA
Misty Emick	Girls Tennis	Volunteer	NA	NA

Mentors

Teacher	Mentor	Mentor year	Stipend
Shannon Perrotta	Chad Sartori	Year 2 of 2	\$200
Brennan Warner	Natalie Smith	Year 2 of 2	\$200
Damian Catherman	Jennie Crawford	Year 1 of 2	\$750
Michael Hummel	Linda Keiser	Year 1 of 2	\$750
Sydney Hunsinger	Amanda Walter	Year 1 of 2	\$750
Katherine Bergen	Payton Robbins	Year 1 of 2	\$750
Tiffany Barnhart	Cindy Wentzler	Year 1 of 2	\$750
Ashley Christ	Krista Wise	Year 1 of 1	\$200
James Rinehimer	Shane Laudenslager	Year 1 of 1	\$200

Movements

Employee	Position from/to	Effective
Susan Wood	Interpreter Lyter to Loyalsock Valley	July 1, 2026
Mary Hensler	Paraprofessional Loyalsock Valley to Lyter	July 1, 2026

Extracurricular and Extra Duty Positions

Employee	Position	Stipend	Replacement for:
Julie Quick	Sophomore Class Advisor	\$500.00	NA
Misty Emick	Sophomore Class Advisor	\$500.00	NA
Sandra Trick	Freshman Class Advisor	\$500.00	NA
Sandra Trick	Freshman Class Advisor	\$500.00	NA
Shealei Long	MS Spec Ed Department Head	\$750.00	Shane Laudenslager
Kelsey Essick	Student Government Advisor	\$475.00	Jessica Stauffer
Lydia Albert	Detention Monitor	\$12.50 per hour	Garrett Kutches

Resignations

Employee	Position	Effective date
Aliya Taylor	Paraprofessional	July 28, 2026
Pamela Bardell	Paraprofessional	August 10, 2026
Mariah Mahserjian-Smith	Paraprofessional	August 11, 2026

8.2 Approval to set the Rate of Pay for the 2026-2027 School Year for Substitute Teachers to \$125.00 per day, Substitute Support Staff to \$12.50 per hour, and substitute nurse aides at \$15.00 per hour.

8.3 Approval of the Substitute lists for the 2026-2027 school year: (Attachment)

Description:

Positions
Professional Substitute Teachers (Exclusive, secondary, special areas and elementary)
Substitute Paraprofessionals
Substitute Custodians
Substitute Building and Event Staff
Substitute Health Care Aides

9. Transportation

9.1 Approval of the following School Bus Driver List for the 2026-2027 school year: (Attachment)and Aide List

10. Lyter Elementary Additions and Renovations Project

10.1 Approval of a change order for Lecce Electric: (Attachment)

11. Committee Reports

Description:

Committee	Chairperson
PSBA	None
Policy	Ms. McCloy
BLaST IU#17	Mrs. Meyer
Lyco CTC	Mr. Eisenhower alternate Mr. Gardner
Memorial Gardens	Mr. Houseknecht
Budget	Mrs. Meyer and Mr. Houseknecht
Montoursville Foundation	Mr. Young
Buildings and Grounds	Mr. Albert
Extra-Curricular	Mr. Badger and Mr. Houseknecht
Safety and Security	Mr. Young
Wellness	Ms. McCloy

12. Public Comment (3 minutes/person)

Description: Residents and taxpayers may comment on matters of concern, official action, or deliberation before the board. Members of the public will be provided one unpaused

three-minute time frame.

13. **Adjournment**

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: GENERAL FUND							
NCB	07/10/2026	1041	PA DEPARTMENT OF REVENUE	0-033-485-499	10.0155.000.000.00.000.000.000.0000	YEARBOOK SALES TAX	\$926.98
NCB	07/02/2026	1040	SERVE SAFE	10922962	10.0132.000.000.00.000.000.000.0000	ONLINE COURSE	\$179.00
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	EXPO Dry Erase Markers, Low Odor Ink, Chisel Tip, 16	\$14.32
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	Really Good Stuff Standard Privacy Shield, 3 Colors, Set	\$37.99
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	12 Pieces Educational Math Posters for Kids	\$13.49
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	SUIN 1–inch 3 Ring Binder with 2 Interior Pockets,	\$24.69
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	Coosilion 97 PCS Magnetic Numbers for Whiteboard,	\$16.99
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	ABACO OFFICE MAGNASHEET SQUARES	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	SCRIBBLEDO Multiplication Practice 9"x12" Small White	\$9.79
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	Happy Teaching Checkbox Grading Stamps – Teacher	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	111-0864021-2898636	10.0421.000.000.00.000.000.000.0000	M&G 24 Pack White Erasers Bulk, Pencil Erasers 4B	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.000.0000	Rocket Arm: An Action–Packed Football	\$11.40
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.000.0000	My Weirdtastic School #4: Miss Nichol Is in a Pickle!	\$5.59
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.000.0000	My Weirdtastic School #5: Mrs. Marge Is in Charge!	\$5.59

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	My Weirdtastic School #6: Ms. Greene Is Mean!	\$5.49
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	Amari and the Metalwork Menace: A Magical Novel in	\$14.99
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	My Weirdtastic School #7: Mr. and Mrs. Phelps Need	\$5.59
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	My Weirdtastic School #8: Mr. Plummer Is Dumber!	\$5.50
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	My Weirdtastic School #9: Miss Sherman Is	\$5.59
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	Moonleapers, Book 1: Moonleapers: The First New	\$10.30
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	The Mysterious Benedict Society and the Prisoner's	\$7.59
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	The Mysterious Benedict Society and the Riddle of	\$7.24
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	The Naturals Paperback Boxed Set	\$22.61
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	The Inheritance Games Paperback Collection	\$22.38
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	The Last Kids on Earth and the Destructor's Lair	\$8.80
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	Fatal Forecast: An Incredible True Tale of Disaster and	\$10.20
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	Al Capone Throws Me a Curve (Tales from Alcatraz)	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	39 Clues: The Sword Thief: A Graphic Novel (39 Clues	\$10.99
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	The Inkwell Chronicles Collection	\$25.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	111-1317579-0443415	10.0421.000.000.00.000.000.0000	Big Nate: Code Red! (Volume 34)	\$9.48
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint For Kids – Yellow (1 Gallon),	\$23.69
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint For Kids – Black (1 Gallon), Kids	\$55.14
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Red Paint, 1 Gallon Size, Painting	\$27.04
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint (1 Gallon), White Paint,	\$56.76
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint for Kids – Green (1 Gallon), Kids	\$26.99
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint, Orange Paint, Classroom	\$32.39
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint For Kids, Violet 1 Gallon, Kids	\$21.99
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint for Kids – Blue (1 Gallon), Kids	\$26.89
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint (12ct), Teacher Classroom	\$49.79
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Crayola Washable Paint, Magenta, Gallon	\$50.03
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Elmer's EPIE904 RUBBER CEMENT, REPOSITIONABLE,	\$37.76
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	AdTech Hot Glue Sticks, 4 Inch Mini Size, Clear (550	\$38.38
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	2200 Pieces – Pom Poms Balls for Craft Supplies –	\$32.24
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	8"100Pcs KTOJOY Jumbo Wooden Craft Sticks	\$7.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Rainbow Colored Duct Tape Bulk 2 Inch x 360 Yards,12	\$42.65
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Oleitodh 16 Pack Silver Heavy Duty Duct Tape Bulk	\$45.59
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	Neng-Q 2500PCS Googly Eyes, 48 Styles Googly Eyes	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	800Pcs Colorful Craft Rooster Feathers 3-5-inch	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	111-3440067-6573835	10.0421.000.000.00.000.000.0000	SWRT Painters Tape, Blue Painters Tape 1 Inch x 55	\$27.99
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Carson Delloso Traditional Cursive Manuscript -	\$7.85
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Avery Easy Peel Printable Address Labels with Sure	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Paper Mate Arrowhead Pink Pearl Cap Erasers, 144	\$7.11
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Paper Mate Flair Felt Tip Pens, Medium Point	\$14.32
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Loctite 1087306 Fun-Tak Mounting Putty, 2 oz, Blue	\$2.69
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	BIC Wite-Out EZ Correct Tear-Resistant Correction	\$13.42
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Scotch Masking Tape, 3 Rolls, 0.70 in x 54.6 yd,	\$11.29
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Stikkiworks Damage-Free Reusable Removable	\$18.14
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Elmer's Disappearing Purple School Glue Sticks,	\$19.94
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Ticonderoga Wood-Cased Pencils, Pre-Sharpended, 2	\$11.69

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	Lineon Erasable Gel Pens, 15 Pack Red Retractable	\$29.06
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	MaxGear Whiteboard Erasers, 48 Pack Magnetic	\$11.49
NCB	07/02/2026	1040	AMAZON.COM	111-4012886-0203429	10.0421.000.000.00.000.000.0000	(24 Pads) Sticky Notes 3x3 in Post, 12 Bright Colors	\$8.54
NCB	07/02/2026	1040	AMAZON.COM	111-5136244-1478668	10.0421.000.000.00.000.000.0000	Funnysoft 24 Pcs DIY Foam Sun Visors for Women White	\$24.99
NCB	07/02/2026	1040	AMAZON.COM	111-5136244-1478668	10.0421.000.000.00.000.000.0000	MhdunueSK Mailbox for Classroom 24 Slots, Mail	\$89.00
NCB	07/02/2026	1040	AMAZON.COM	111-6489468-3145816	10.0421.000.000.00.000.000.0000	Avery Printable Shipping Labels with Sure Feed, 2" x	\$5.38
NCB	07/02/2026	1040	AMAZON.COM	111-6489468-3145816	10.0421.000.000.00.000.000.0000	hand2mind Reading Readiness Activity Set,	\$16.79
NCB	07/02/2026	1040	AMAZON.COM	111-6489468-3145816	10.0421.000.000.00.000.000.0000	hand2mind Little Minds at Work Science of Reading	\$149.99
NCB	07/02/2026	1040	AMAZON.COM	111-9800788-3685062	10.0421.000.000.00.000.000.0000	Paper Mate Arrowhead Pink Pearl Cap Erasers, 144	\$13.78
NCB	07/02/2026	1040	AMAZON.COM	111-9800788-3685062	10.0421.000.000.00.000.000.0000	Paper Mate Erasers, Pink Pearl, 12 Count – Latex Free	\$20.34
NCB	07/02/2026	1040	AMAZON.COM	111-9800788-3685062	10.0421.000.000.00.000.000.0000	Sharpie Pocket Highlighters, Chisel Tip, Assorted Colors,	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	111-9800788-3685062	10.0421.000.000.00.000.000.0000	Fiskars 7" Student Scissors for Kids Ages 12–14	\$13.78
NCB	07/02/2026	1040	AMAZON.COM	111-9800788-3685062	10.0421.000.000.00.000.000.0000	Madisi Wood–Cased #2 HB Pencils, Yellow,	\$21.98
NCB	07/02/2026	1040	AMAZON.COM	111-9800788-3685062	10.0421.000.000.00.000.000.0000	Two Pocket Folders with Prongs, LAYZZ 60 Pack Poly	\$113.97
NCB	07/02/2026	1040	AMAZON.COM	112-0244086-1667435	10.0421.000.000.00.000.000.0000	GoSports Blocking Pad 24 x 16 Inch – Multisport	\$119.97

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Crayola Crayon Classpack, Teacher Classroom Must	\$54.49
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Scotch Magic Tape, Invisible, Home Office	\$15.43
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	ForPro Professional Embossed Pop-Up Hair Foil	\$14.75
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Zing Stikbot 8 Solid Pink/Yellow/Light	\$39.99
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Amazon Basics Wood-Cased #2 Pencils for Writing,	\$14.36
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Toy Wheels - Bulk Pack of 100 Small Plastic Toy	\$18.38
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	X-ACTO Teacher Pro Electric Pencil Sharpener, Heavy	\$41.99
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Creproly Stainless Steel Pencil Dispenser/Pen Holder	\$27.96
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Rarlan Washable Markers Bulk, Markers for Kids, Bulk	\$39.88
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	(8 Pads) Lined Sticky Notes 4x6 in Post, 8 Colors Self	\$8.54
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Physics Science Kids Magnet Kit for Education	\$14.24
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Lucky Art White Crayons Bulk - 80 Count Regular	\$15.98
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	300 Pcs Dowel Rods, 1/8 x 12 Inch Wooden Dowels	\$14.99
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	MITINU 50 Pack Basswood Sheets for	\$45.98
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Janlaugh 24 Pcs Washable Markers Bulk Broad Line	\$9.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-0919371-1796219	10.0421.000.000.00.000.000.0000	Icyhit 50 PCS Ramdom Minifigures, Mini Figure	\$26.80
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	Elmer's Disappearing Purple School Glue Sticks,	\$19.94
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	Play Doh Modeling Compound 10-Pack Case of	\$15.98
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	Shrinky Dinks Creative Pack 10 Sheets Frosted Ruff n'	\$11.50
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	Really Good Stuff Welcome to First Grade Folders - 12	\$46.80
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	Better Office Products Navy Blue Folders with 3 Metal	\$23.99
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	Mengyatege 50 Pieces 22 x 12 mm Antique Silver Hand	\$7.88
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	EXPO Dry Erase Markers, Low Odor Ink, Assorted	\$52.48
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	PRALB 400PCS Pencil Top Erasers Caps for Pencils,	\$14.69
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	ARTLYMERS Birthday Crowns for Kids, 30 Pack	\$6.64
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	LEOBRO Keychains, 40PCS Key Rings and Keychain	\$11.98
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	coruscant Highlighter - 36 pack color highlighter, color	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	VABAMNA 84ft Bee Bulletin Board Borders Bee	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	Joybe 100 Pack 8x4.75x10 Inch Medium Black Kraft	\$26.59
NCB	07/02/2026	1040	AMAZON.COM	112-1222201-2514642	10.0421.000.000.00.000.000.0000	PETAFLOP Wooden 5x7 Picture Frame Set of 18,	\$25.64

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Learning Resources I Sea 10! Game, Math Games,	\$11.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	hand2mind Ten Frame Dice, Large Foam Dice for	\$23.39
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Amazon Basics Clear Thermal Laminating Sheets	\$15.29
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Sooez 24 Pack Mesh Zipper Pouch Bags with Label	\$9.49
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	RAINBOW TOYFROG Chain Link Math Manipulatives –	\$13.19
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	26 Packs Number Line Dry Erase Boards Cards, Double	\$7.59
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	DIYMAG Magnets with Adhesive Backing, 360Pcs	\$11.39
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	JarThenaAMCS Boho Book Window Clings Inspirational	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	GAMENOTE Magnetic Number Tracing Board, 2 in	\$19.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Zddaoole 100 Pcs Cute Pencil Topper	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	EduLok Math Games for Kids 5–7, Addition and	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Literature Organizers, 32 Compartments Office	\$95.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	DoubleFill 3 Pcs Sharp and Dull Pencil Holder Eraser	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	SkilLify Math Board Games for Kids with Dice Poppers,	\$20.89
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	ULEGIE Cool Kids Read Book Wall Art Decor, Reading	\$11.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	30PCS Magnetic Blocks, Waterproof Building Blocks,	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Henoyso 24 Pcs Folders with Pocket School to Home	\$25.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	BEYGORM 2 Pack Plastic Magnetic Pen Holder for	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	LovesTown Preschool Learning Toys, Educational	\$12.98
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	White Plastic Desktop Organizer – Stackable Office	\$26.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	36 Pack Self Adhesive Name Tags for Classroom Student	\$13.29
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	STEM Toys Pixel Art Kit for Kids – Arts and Crafts for	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Quixorblex Classic Children's Book Banner	\$9.49
NCB	07/02/2026	1040	AMAZON.COM	112-1621067-8549031	10.0421.000.000.00.000.000.0000	Magnetic Blocks 103PCS 1 inch Magnetic Building	\$12.99
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.0000	Learning Resources Magnetic Number Line	\$21.99
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.0000	EXPO Dry Erase Markers Chisel Tip Black Low-Odor	\$26.24
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.0000	Learning Resources Giant Magnetic Array Set – Math	\$19.85
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.0000	LEARNING ADVANTAGE Giant Magnetic Foam Ten	\$10.44
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.0000	Samsill 500 Pack Heavy Duty Sheet Protectors,	\$27.23
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.0000	Wodison 24 Packs 3 Ring Binder Pen Pencil Case	\$29.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	SUNEE 30 Packs Oversized Reusable Dry Erase Pocket	\$18.29
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	Mr. Pen- Binder Clips, 1.25 inch, 25 Pack, Colored	\$5.84
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	12 Pack Magnetic Sentence Strips for Teachers 12 x 3	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	2 Inch Extra Large Binder Clips (24 Pack), Assorted	\$9.69
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	2 Rolls Bulletin Board Borders,99 ft Colorful	\$12.99
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	INFUN Heavy Duty Plastic Pocket Folder with Prongs	\$46.90
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	75 PCS Magnetic Number Bonds Set - Magnetic	\$26.97
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	Dry Erase LapBoards, PANDRI 26 Pack Double	\$35.87
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	ANCOMEDO Large 12" Magnetic Writable Dry Erase	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	SCRIBBLEDO 24" x 30" Giant Magnetic Notebook Paper	\$29.39
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	24 Pack Black Printing Privacy Floders for Student	\$48.99
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	Kosiz 6 Pcs Magnetic File Holder Magnetic Wall File	\$29.99
NCB	07/02/2026	1040	AMAZON.COM	112-2178418-1323462	10.0421.000.000.00.000.000.000.0000	Binder Rings 2 Inch, 40 Pcs Metal Rings for Index Cards,	\$8.82
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.000.0000	Scotch Desktop Tape Dispenser, Black, 2.7 in. x	\$4.49
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.000.0000	Mr. Sketch Scented Markers, Chisel Tip, Assorted Colors,	\$7.89

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Mr. Sketch Scented Stix Markers, Fine Tip, 10 Count	\$13.00
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Oxford Twin-Pocket Folders, Textured Paper,	\$13.02
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Honey-Can-Do Wooden Clothespins - Heavy-Duty	\$9.74
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	BIC Brite Liner Highlighters, Chisel Tip, 24-Count Pack	\$9.47
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Amazon Basics Dry Erase Whiteboard Markers, Chisel	\$6.64
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Amazon Basics Lowe-Odor Dry Erase Whiteboard	\$12.92
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Paper Mate Flair Felt Tip Pens, Medium Point,	\$17.99
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	BagDream White Gift Bags 10x5x13 50Pcs Large Kraft	\$21.65
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Edupress Pete The Cat Computer Paper, 8.5 inches	\$11.99
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Better Office Products Heavyweight Plastic 2	\$20.99
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Really Good Stuff Chalkboard Style Grades	\$33.71
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Lya Vinyl 55 Pack Permanent Adhesive Vinyl	\$19.94
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	GOFLAME 15-Drawer Rolling Storage Cart, Craft	\$84.57
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	BagDream 24PCS Medium Party Favor Paper Gift Bags	\$27.70
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	TEWRLNDE 16 Packs Heavy Duty 3 Pockets Folders with	\$23.74

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Tiizze 10 Pack Adhesive Pencil Holder for Desk,	\$13.98
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	300 Pack Laminating Sheets, 3 Mil, 9 x 11.5	\$23.89
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	Covzoe 12 Pack Clear Pencil Box, Plastic Crayon Case	\$19.78
NCB	07/02/2026	1040	AMAZON.COM	112-5733648-2697065	10.0421.000.000.00.000.000.0000	32 Set End of Year Student Gifts Crazy Straws with	\$20.89
NCB	07/02/2026	1040	AMAZON.COM	112-6179971-2125844	10.0421.000.000.00.000.000.0000	Amazon Basics Cardstock Paper, 8.5" x 11", 65 lb/176	\$25.10
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	EXPO Dry Erase Markers, Low Odor Ink, Assorted	\$9.59
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	ThinkFun Math Dice Junior Game – Engaging Math	\$9.74
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Scotch Thermal Laminating Pouches, 100 Count–Pack of	\$15.98
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Crayola Ultra Clean Washable Markers (40ct),	\$18.89
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	hand2mind Math Activity Dice Set, Foam Math Dice	\$24.49
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Paper Mate Flair Felt Tip Pens, Medium Point	\$9.97
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Really Good Stuff Jumbo Magnetic Chart 120 Grid – 1	\$30.02
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Teacher Created Resources Rhyming Words Splat Game	\$14.89
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	hand2mind Sea Animals Dice Poppers, Math Dice	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	AFMAT Electric Pencil Sharpener for Colored	\$36.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	hand2mind Magnetic Dry Erase Activity Trays,	\$22.19
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	hand2mind Sensory Number Trays, Learning Numbers	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Bekayshad Stickers for Water Bottles, 300 PCS Cute	\$6.99
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	TECKNET Wireless Mouse, 2.4G Quiet Computer Mouse	\$12.99
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Learning Resources Say-a-Sound Sorting Sharks	\$21.49
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	Sharpie S-Gel Gel Pens, Medium Point (0.7mm),	\$13.99
NCB	07/02/2026	1040	AMAZON.COM	112-6487360-5739469	10.0421.000.000.00.000.000.0000	gisgim 48 Word Ladders Flip Books Sight Words Flash	\$20.99
NCB	07/02/2026	1040	AMAZON.COM	113-1369183-9839452	10.0421.000.000.00.000.000.0000	Really Good Stuff Paw Prints Primary Journals – Assorted	\$205.74
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Emmie & Friends: Truly Tyler: A Graphic Novel – A	\$18.39
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	My Weirdtastic School #1: Miss Banks Pulls Lots of	\$5.59
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	My Weirdtastic School #2: Uncle Fred Is a	\$5.59
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	My Weirdtastic School #3: Professor Pitt Is a Nitwit!	\$5.59
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Warriors: Changing Skies #2: Hidden Moon: An Action	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Warriors: Changing Skies #3: Chasing Shadows: An	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	My Weirdtastic School #10: Mrs. Granger Is in Danger!	\$5.60

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Hilo Book 1: The Boy Who Crashed to Earth: (A Graphic	\$8.93
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Hilo Book 2: Saving the Whole Wide World: (A	\$9.51
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Hilo Book 7: Gina--The Girl Who Broke the World: (A	\$11.99
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	PAWS: The Trouble with Leo: A Graphic Novel	\$9.09
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	I Survived the American Revolution, 1776	\$15.80
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Science Comics: Prehistoric Mammals: From the Jurassic	\$21.99
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Stolen Girl	\$8.38
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Fire & Ash (Rot & Ruin)	\$24.94
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	The Blossom and the Firefly	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Oathbound (The Legendborn Cycle)	\$11.63
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	Isle of Ever	\$12.60
NCB	07/02/2026	1040	AMAZON.COM	113-2070480-3055467	10.0421.000.000.00.000.000.0000	The Curse Breaker (Isle of Ever, 2)	\$13.59
NCB	07/02/2026	1040	AMAZON.COM	113-2192222-0959403	10.0132.000.000.00.000.000.0000	Grass Tiomos 110° furniture hinge with damping (3 hole	\$60.78
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Avery Easy Peel Printable Address Labels with Sure	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	BIC Wite-Out EZ Correct Correction Tape, White, No	\$6.39
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Scotch Thermal Laminating Pouches, 100 Count-Pack of	\$15.98

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Elmer's Disappearing Purple School Glue Sticks,	\$19.94
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Play-Doh Bulk Pack of 48 Cans, 6 Sets of 8 Modeling	\$29.39
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	DecorRack 600 ct Small Cotton Balls, 100% Pure	\$13.29
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Amazon Basics 3 Hole Punch, 10 Sheet Capacity,	\$8.79
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Binder Clips – Assorted Sizes 100 Count, X Large,	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	SANNIX 16 Pack Pencil Grippers for Kids	\$7.88
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	UPINS 300 Pcs Black Wiggle Googly Eyes with	\$3.88
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Amazon Basics Basket Coffee Filters for 8–12 Cup	\$1.94
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Reskid 100pk of 3 x 18in White Sentence Strips for	\$17.99
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Lemicin 48 Pcs Happy Birthday Crowns Party Hats	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Qutuus 10x5x13 White Paper Bags 50 Pcs Gift Bags	\$22.69
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	MaxGear Whiteboard Erasers Magnetic, 24 Pack	\$7.89
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Kasfalc Math Board Games for Kids with Dice	\$20.99
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Hadley Designs Large Teacher Desk Calendar	\$19.35
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	WALENGIF Boho Desk Name Tags for Classroom – 36 Pcs	\$8.49

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	Diycoming 6pcs Adjustable Headbands,Replace or Add	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	113-2512756-6801012	10.0421.000.000.00.000.000.0000	2000PCS Pom Poms, 0.39inch/10mm Multicolor	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	113-3918623-0873025	10.0421.000.000.00.000.000.0000	Latch Retraction Kit, Use with 98 Series	\$415.84
NCB	07/02/2026	1040	AMAZON.COM	113-3918623-0873025	10.0421.000.000.00.000.000.0000	Keltrion 8 PCS Screw in Tent Stakes for Women Men	\$39.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	The 100 Hats of the Cat in the Hat: A Celebration of	\$5.98
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Trend Enterprises: Seasons & Holidays, Scented Scratch	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Prang Washable Tempera Paint, White, 16 Oz., 1	\$4.89
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Raymond Geddes 66869 Dr Seuss Assorted Bookmarks	\$8.34
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Jtshy Jumbo Silver Jingle Bells,(24 pieces)	\$6.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Minetom Globe String Lights, 33 Feet 100 Led	\$15.98
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Teacher Created Resources Everyone is Welcome	\$13.19
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	QIYUHOY Kids Classroom Reading Corner Rainbow	\$9.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Post-it 100% Recycled Paper Super Sticky Notes, 3 in. x 3	\$4.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Teacher Created Resources Wonderfully Wild 8" Hanging	\$12.84
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Toovip 100 Pack 8x4.75x10 Inch Medium White Kraft	\$24.69

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	MaxGear 24 Pack Dry Erase Erasers, Magnetic	\$7.89
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Tiizze 10 Pack Adhesive Pencil Holder for Desk,	\$6.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Teacher Created Resources Calming Colors Paper	\$25.59
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	BEYGORM Magnetic Dry Erase Marker Holder for	\$12.59
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	BURVAGY 30 Packs 5" Small School Student Blunt Tip	\$17.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	cridoz 162 Shrinky Sheets Keychain kit, Including 20	\$15.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	JarThenaAMCS 73 Pcs Modern Boho Class Jobs	\$9.98
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Zonon Classroom Bulletin Board Border 65 Feet Polk	\$12.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Zonon 264 Pcs Polka Dot Wall Decals for Classroom	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Henoyso 24 Pcs School and Home 2 Pocket Folders with	\$38.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Mr. Pen- Paper Gift Bags with Handles, 32 Pack, 8.3"	\$12.67
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	100 Days of School Gumball Crafts - 36Pcs Happy 100	\$8.54
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	SYKIARIOL Utility Cart with 5 Drawers,Storage Cart with	\$49.89
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Dandat 16 Pcs Plastic Book Bins for Classroom Library	\$39.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	WALENGIF Boho Desk Name Tags for Classroom - 36 Pcs	\$8.49

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Clabby 12 Pcs Plastic Crayon Organizer Case for	\$21.99
NCB	07/02/2026	1040	AMAZON.COM	113-4099623-4048223	10.0421.000.000.00.000.000.0000	Mini Glow in The Dark Animal Resin Models,	\$16.80
NCB	07/02/2026	1040	AMAZON.COM	113-5184407-4657067	10.0421.000.000.00.000.000.0000	Samsill Durable 4 inch 3 Ring Binder, D Ring Binder,	\$19.26
NCB	07/02/2026	1040	AMAZON.COM	113-5184407-4657067	10.0421.000.000.00.000.000.0000	Crayola Fine Line Markers for Kids (12 Boxes), Bulk	\$93.12
NCB	07/02/2026	1040	AMAZON.COM	113-5705038-1154624	10.0421.000.000.00.000.000.0000	Amazon Basics Cardstock Paper, 8.5" x 11", 65 lb/176	\$24.38
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	Sharpie Permanent Markers, Fine Tip, Black, 12 Count -	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	Paper Mate Flair Felt Tip Pens, Medium Point	\$14.78
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	Pacon® Composition Paper, Unpunched, 3/8" Rule, 8	\$10.47
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	BIC Wite-Out EZ Correct Tear-Resistant Correction	\$13.42
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	Avery Marks-A-Lot Permanent Markers, Large	\$13.51
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	Teacher Created Resources Confetti Happy Birthday	\$5.40
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	Lineon Erasable Gel Pens, 15 Pack Red Retractable	\$14.98
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	LAYZZ Plastic 2 Pocket Folders with Prongs, 30	\$25.95
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	LAYZZ Plastic 2 Pocket Folders with Prongs, 30	\$26.59
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	LAYZZ Plastic 2 Pocket Folders with Prongs, 30	\$26.59

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	LAYZZ Plastic 2 Pocket Folders with Prongs, 30	\$26.59
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	(24 Pads) Sticky Notes 3x3 in Post, 12 Bright Colors	\$8.54
NCB	07/02/2026	1040	AMAZON.COM	113-5972489-7651462	10.0421.000.000.00.000.000.0000	SHARBDA Lined Sticky Easel Pad, 15 * 18 inch,Self-Stick	\$39.95
NCB	07/24/2026	1028	WEX BANK	113573551	10.0421.000.000.00.000.000.0000	ACCOUNTS PAYABLE	\$524.77
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Elmer's Disappearing Purple School Glue Sticks,	\$9.97
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	BIC Brite Liner Highlighters, Chisel Tip, 12-Count Pack	\$10.26
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	BIC Xtra Strong Mechanical Pencils with Erasers, Thick	\$29.35
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Sharpie Flip Chart Markers, Bullet Tip, Assorted Colors,	\$9.19
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	EXPO Dry Erase Markers, Low Odor Ink, Black, Fine	\$25.94
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Paper Mate Flair Felt Tip Pens, Medium Point	\$14.99
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Board Geeks 25 Pack Small White Boards for Students -	\$32.99
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Mr. Pen Erasers for Pencils, 120 Pack, Pencil Top	\$5.80
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Post-it Super Sticky Easel Pad, 25-inch x 30-inch,	\$31.01
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Amazon Basics Rectangular Erasers for School and	\$7.14
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	bagmad 50 Pack 8x4.75x10 inch Medium White Kraft	\$16.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	JUNWRROW 500 Pieces 3/4 inch Transparent 6 Color	\$5.69
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	2026 Desk Calendar – Large Desk Calendar 2026, Jan.	\$5.99
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Favide 24 Pack Magnetic Whiteboard Dry Erase	\$8.49
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Post-it Super Sticky Notes, 6 Sticky Note Pads, 3 x 3 in,	\$7.36
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Sabary 48 Pcs Happy Birthday Pencils Rubber	\$8.99
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	June Gold 960 Pieces, 0.9 mm HB #2 Lead Refills, 12	\$8.98
NCB	07/02/2026	1040	AMAZON.COM	114-0990382-3097016	10.0421.000.000.00.000.000.0000	Blue 24-Pack Desk Dividers for Students, Space Style	\$45.99
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Play-Doh Modeling Compound 36-Pack Case of	\$24.00
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	EXPO Dry Erase Markers Chisel Tip Black Low-Odor	\$26.24
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Post-it Super Sticky Notes, 24 Sticky Note Pads, 3 x 3	\$16.99
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Really Good Stuff 24PK Zaner-Bloser Self-Adhesive	\$73.24
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Amazon Basics Purple Washable School Glue Sticks	\$13.63
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Amazon Basics Rectangular Erasers for School and	\$7.14
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Bedwina Watercolor Paint Sets for Kids – Bulk Pack of	\$14.99
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Dry Erase Erasers, Eeoyu 40 Pack Magnetic Whiteboard	\$12.98

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Iconikal 32 Player Easter Bingo Set with Bonus Pin the	\$4.89
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Junkin 32 Pcs Writing Tools Spacers for Writing	\$12.49
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	The Fidget Game Word Pop, CVC Word Games for Kids	\$28.49
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Cra-Z-Art Washable Tempera Paint Bulk Pack	\$21.87
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Valentine Bottle Ring Toss Game for Kids Party Activity,	\$18.79
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Atiloy 30 Pieces Birthday Crowns for Classroom	\$7.79
NCB	07/02/2026	1040	AMAZON.COM	114-3763665-8808205	10.0421.000.000.00.000.000.0000	Alphabet Flash Cards for Kids Ages 4-8, 148	\$14.99
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Teacher Created Resources Black Better Than Paper	\$19.04
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Favourde 48 Pack Magnetic Whiteboard Dry Erase	\$13.29
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	MR.SIGA Microfiber Cleaning Cloth,Pack of 12,Size:12.6"	\$12.33
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Amazon Basics Dry-Erase Whiteboard Erasers with	\$7.08
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Amazon Basics Rectangular Erasers for School and	\$7.14
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Favide 24 Pack Magnetic Whiteboard Dry Erase	\$8.49
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Cholemy 72 Packs Pocket Folders with Prongs Heavy	\$52.99
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Black 24-Pack Desk Dividers for Students, Waterproof	\$47.49

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Yocfon Dry Erase Markers 148 Pack, Bulk Black	\$25.59
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Dry Erase Boards 32 Pack, Double Sided Small	\$44.46
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	Mr. Pen- Pencil Erasers Toppers, 1000 Pack,	\$21.44
NCB	07/02/2026	1040	AMAZON.COM	114-3978351-1566633	10.0421.000.000.00.000.000.0000	EXPO Dry Erase Markers, Low Odor Ink, Assorted	\$32.99
NCB	07/02/2026	1040	AMAZON.COM	114-4057889-0547462	10.0421.000.000.00.000.000.0000	Labelife M-K231 PTM95 Label Tape Replace for	\$13.89
NCB	07/02/2026	1040	AMAZON.COM	114-4057889-0547462	10.0421.000.000.00.000.000.0000	Tz-231 12mm 0.47 Laminated White Tze Label	\$17.59
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	Avery Easy Peel Printable Address Labels with Sure	\$19.01
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	Sharpie Permanent Markers, Fine Tip, Black, 12 Count -	\$8.79
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	BIC Wite-Out EZ Correct Correction Tape, School	\$5.97
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	Paper Mate Flair Felt Tip Pens, Medium Point	\$9.97
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	BIC Xtra Smooth Mechanical Pencil with 0.7 mm Medium	\$8.27
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	Amazon Basics Sturdy File Folders with Reinforced	\$12.44
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	Mr. Sketch Scented Markers, Chisel Tip, Assorted Colors,	\$13.93
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	Juvale Colored Sentence Strips - 100 Count, 3 x 24	\$16.48
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.0000	Binder Rings 1 Inch 100 pcs-Sturdy Book	\$7.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	Ctosree 24 Pcs Math Poster Educational Math Keywords	\$11.58
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	Secopad Scrapbook Tape, 4 Pack Double Sided Tape	\$6.98
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	CAREGY Thermal Laminating Pouches, 500	\$35.45
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	SCRIBBLEDO Dry Erase Number Chart for Students	\$9.49
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	(12 Pack) Lined Sticky Notes 4x6 in, Large Notepads with	\$8.95
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	Scribbledo 10 Pack Telling Time Teaching Sheets -	\$9.49
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	SCRIBBLEDO Coin Practice 9"x12" Small White Board	\$9.49
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	Grabie Erasable Gel Pens, Medium Point 0.7 mm	\$15.19
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	SkilLify Sight Words Flash Cards Kindergarten, 30	\$24.69
NCB	07/02/2026	1040	AMAZON.COM	114-4918402-1269810	10.0421.000.000.00.000.000.000.0000	4 Sheet 23.6x5.9inch Dry Erase Magnetic Sentence	\$17.99
NCB	07/02/2026	1040	AMAZON.COM	114-5942679-4848244	10.0421.000.000.00.000.000.000.0000	Quality Park 6 x 9 Clasp Envelopes, Clasp and	\$45.28
NCB	07/02/2026	1040	AMAZON.COM	114-5942679-4848244	10.0421.000.000.00.000.000.000.0000	Smead Value Filing 100% Recycled Pressboard	\$54.28
NCB	07/02/2026	1040	AMAZON.COM	114-9310311-4519417	10.0421.000.000.00.000.000.000.0000	Really Good Stuff Paw Prints Primary Journals - Assorted	\$242.48
NCB	07/02/2026	1040	CROWN AWARDS	15981799	10.0421.000.000.00.000.000.000.0000	#CM49APLRG	\$92.24
NCB	07/02/2026	1040	MINDCHUK	1717-5903	10.0421.000.000.00.000.000.000.0000	MINDCHUK	\$45.00
NCB	07/02/2026	1040	SUPPLY HOUSE	27618029	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$80.70

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/02/2026	1040	WALMART COMMUNITY/GECRB	466153602857067	10.0421.000.000.00.000.000.000.0000	PG6 ENVEL	\$5.24
NCB	07/02/2026	1040	WALMART COMMUNITY/GECRB	466153602857067	10.0421.000.000.00.000.000.000.0000	PG 6 ENVEL	\$4.56
NCB	07/02/2026	1040	PASBO	591066	10.2511.810.000.00.000.000.000.0000	SUPERVISION OF FISCAL SERVICES DUES AND FEES	\$200.00
NCB	07/02/2026	1040	PASBO	591066	10.2519.810.000.00.000.000.000.0000	OTHER FISCAL SERVICES DUES AND FEES	\$600.00
NCB	08/04/2026	1042	PENNSYLVANIA UNEMPLOYMENT COMP FUND	72492637	10.0462.011.000.00.000.000.000.0000	UNEMPLOYMENT	\$2,519.36
NCB	07/02/2026	1040	TRACTOR SUPPLY CO	908421	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$89.99
NCB	07/02/2026	1040	FINCH TURF	B63609	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$337.89
NCB	07/02/2026	1040	SUN GAZETTE CO	BE87BC79-0032	10.2310.540.000.00.000.000.000.0000	BOARD SERVICES ADVERTISING AND PUBLIC	\$160.20
NCB	07/02/2026	1040	SUN GAZETTE CO	BE87BC79-0032	10.2310.540.000.00.000.000.000.0000	BOARD SERVICES ADVERTISING AND PUBLIC	\$10.00
NCB	07/02/2026	1040	SUN GAZETTE CO	BE87BC79-0032	10.2310.540.000.00.000.000.000.0000	BOARD SERVICES ADVERTISING AND PUBLIC	\$17.02
NCB	07/02/2026	1040	SUN GAZETTE CO	BE87BC79-0034	10.0421.000.000.00.000.000.000.0000	06/11/2026	\$67.43
NCB	07/02/2026	1040	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	CS3065562	10.0153.000.000.00.000.000.000.0000	SUPERVISION OF FISCAL SERVICES DUES AND FEES	\$299.00
NCB	07/02/2026	1040	SOCIETY FOR HUMAN RESOURCE MANAGEMENT	CS3065562	10.2511.810.000.00.000.000.000.0000	SUPERVISION OF FISCAL SERVICES DUES AND FEES	\$299.00
NCB	07/02/2026	1040	1000BULBS.COM	CS429431	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$64.41
NCB	07/02/2026	1040	ZOOM VIDEO COMMUNICATIONS INC.	INV358328611	10.0421.000.000.00.000.000.000.0000	Zoom Rooms -- Annual Proration -- Jun 15, 2026 -	\$380.06
NCB	07/29/2026	1032	LYCOMING CTY. INS. CONSORTIUM	JULY 2026	10.0132.000.000.00.000.000.000.0000	HEALTH INSURANCE	\$2,024.40
NCB	07/29/2026	1032	LYCOMING CTY. INS. CONSORTIUM	JULY 2026	10.0462.025.000.00.000.000.000.0000	HEALTH INSURANCE	\$5,125.59

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/29/2026	1032	LYCOMING CTY. INS. CONSORTIUM	JULY 2026	10.0462.211.000.00.000.000.000.0000	HEALTH INSURANCE	\$304,205.18
NCB	07/29/2026	1032	LYCOMING CTY. INS. CONSORTIUM	JULY 2026	10.1110.211.000.00.000.000.000.0000	HEALTH INSURANCE	\$12,276.45
NCB	07/09/2026	1029	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	JUNE 2026	10.0421.000.000.00.000.000.000.0000	RETIREMENT	\$91,605.00
NCB	07/01/2026	1030	WASHINGTON NATIONAL INSURANCE COMPANY	JUNE 2026	10.0421.000.000.00.000.000.000.0000	INSURANCE	\$619.77
NCB	07/13/2026	1031	ALLSTATE BENEFITS	JUNE 2026	10.0462.025.000.00.000.000.000.0000	INSURANCE	\$155.06
NCB	08/03/2026	1043	KEYSTONE COLLECTIONS GROUP	K8013532	10.0462.006.000.00.000.000.000.0000	EIT	\$59,349.56
NCB	07/02/2026	1040	GLOWFORGE INC	MAY 2026	10.0421.000.000.00.000.000.000.0000	INST AND CURRICULUM DEVELOP BOOKS AND	\$253.34
NCB	07/02/2026	1040	REMARKABLE.COM	RMAS-2285005	10.0421.000.000.00.000.000.000.0000	MAY SUBSCRIPTION	\$38.06
NCB	07/17/2026	1018	PAYROLL ACCOUNT	V16099646	10.0402.000.000.00.000.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$215,415.88
NCB	07/31/2026	1024	PAYROLL ACCOUNT	V16396327	10.0101.000.000.00.000.000.000.0001	PHYSICAL CHECKS	\$2,487.29
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V17502514	10.0462.019.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,073.71
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V17502514	10.0462.230.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$878.51
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V17829409	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,935.00
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V20362104	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$320.58
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V2211827	10.0462.003.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$7,128.47
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V2211827	10.0462.220.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$7,128.47
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V22167342	10.0462.003.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$20,412.61

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V22167342	10.0462.220.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$20,412.61
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V23264879	10.0462.019.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$177.50
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V23264879	10.0462.230.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$47.33
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V26462725	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$245.00
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V29322315	10.0462.003.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$6,119.32
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V29322315	10.0462.220.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$6,119.32
NCB	07/17/2026	1015	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V29434893	10.1110.230.000.00.000.000.000.0000	T. ULMER – ER POS	\$600.40
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V30725183	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$360.15
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V32298055	10.0462.003.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$4,622.42
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V32298055	10.0462.220.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$4,622.42
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V33700923	10.0462.019.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$148.63
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V33700923	10.0462.230.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$39.63
NCB	07/17/2026	1022	WEX HEALTH INC	V34503854	10.0462.029.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$3,151.28
NCB	07/17/2026	1020	PA DEPARTMENT OF REVENUE	V35422936	10.0462.005.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$9,786.72
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V36233617	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$180.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V37152699	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$272.87
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V37711960	10.0462.019.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$148.63
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V37711960	10.0462.230.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$39.63
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V37733525	10.0462.003.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,667.15
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V37733525	10.0462.220.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,667.15
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V39685394	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$200.00
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V40012289	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$423.83
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V41490632	10.0462.003.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$4,774.11
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V41490632	10.0462.220.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$4,774.11
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V44866933	10.0462.019.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$177.50
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V44866933	10.0462.230.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$47.33
NCB	07/17/2026	1020	PA DEPARTMENT OF REVENUE	V4490591	10.0462.005.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$3,023.97
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V46923591	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$183.34
NCB	07/17/2026	1018	PAYROLL ACCOUNT	V51621344	10.0402.000.000.00.000.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$4,744.00
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V53024212	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$75.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V53351107	10.0462.022.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$533.72
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V55883802	10.0462.022.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$200.00
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V56475988	10.0462.022.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$100.00
NCB	07/31/2026	1024	PAYROLL ACCOUNT	V57056814	10.0402.000.000.00.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$80,533.62
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V58786577	10.0462.019.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$707.26
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V58786577	10.0462.230.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$578.69
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V59008683	10.0462.022.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$629.71
NCB	07/17/2026	1016	PA STATE COLLECTION & DISBURSEMENT UNIT	V59335578	10.0462.016.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$105.00
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V60254659	10.0462.002.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$25,042.74
NCB	07/31/2026	1024	PAYROLL ACCOUNT	V60813921	10.0402.000.000.00.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$4,744.00
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V61984423	10.0462.022.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$2,365.97
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V62565248	10.0462.002.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$9,220.44
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V64844013	10.0462.003.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,431.14
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V64844013	10.0462.220.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,431.14
NCB	07/17/2026	1022	WEX HEALTH INC	V65436199	10.0462.029.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$14,551.93

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/17/2026	1018	PAYROLL ACCOUNT	V67968894	10.0402.000.000.00.000.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$1,605.00
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V72674396	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,843.67
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V73233658	10.0462.019.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$1,056.52
NCB	07/31/2026	1025	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V73233658	10.0462.230.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$864.44
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V73477328	10.0462.002.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$8,094.14
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V75207091	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$355.00
NCB	07/31/2026	1026	PA DEPARTMENT OF REVENUE	V76380103	10.0462.005.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$3,523.69
NCB	07/31/2026	1024	PAYROLL ACCOUNT	V77012329	10.0402.000.000.00.000.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$228,132.17
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V80388631	10.0462.019.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$673.15
NCB	07/17/2026	1019	PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTE	V80388631	10.0462.230.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$550.77
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V81307712	10.0462.022.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$40.00
NCB	07/17/2026	1018	PAYROLL ACCOUNT	V84167302	10.0402.000.000.00.000.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$65,173.36
NCB	07/31/2026	1027	INTERNAL REVENUE SERVICE	V85645645	10.0462.002.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$27,468.30
NCB	07/17/2026	1016	PA STATE COLLECTION & DISBURSEMENT UNIT	V90267922	10.0462.016.000.00.000.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$259.07
NCB	07/31/2026	1024	PAYROLL ACCOUNT	V92578512	10.0402.000.000.00.000.000.000.0000	INTERFUND ACCOUNTS PAYABLE	\$1,605.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V95776357	10.0462.003.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$19,764.69
NCB	07/17/2026	1021	INTERNAL REVENUE SERVICE	V95776357	10.0462.220.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$19,764.69
NCB	07/31/2026	1026	PA DEPARTMENT OF REVENUE	V96335618	10.0462.005.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$10,107.71
NCB	07/17/2026	1017	TSA CONSULTING GROUP, INC.	V97506120	10.0462.022.000.00.000.000.0000	PAYROLL DEDUCTIONS AND WITHHOLDING	\$100.00
Check Total:							\$1,358,891.36
70608	07/17/2026	1012	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6216902	10.2590.525.000.00.000.000.0000	BONDING INSURANCE	\$100.00
Check Total:							\$100.00
70609	07/17/2026	1012	ASTROTURF, LLC	S-INV111461	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$50,364.00
Check Total:							\$50,364.00
70610	07/17/2026	1012	AT&T MOBILITY, LLC	287367761454X070826	10.0421.000.000.00.000.000.0000	ACCOUNTS PAYABLE	\$838.54
Check Total:							\$838.54
70611	07/17/2026	1012	Employee Vendor	25-26 MILEAGE	10.0421.000.000.00.000.000.0000	ACCOUNTS PAYABLE	\$1,331.55
Check Total:							\$1,331.55
70612	07/17/2026	1012	BLAST INTERMEDIATE UNIT 17	2601232	10.0411.000.000.00.000.000.0000	DUE TO OTHER	\$2,365.13
Check Total:							\$2,365.13
70613	07/17/2026	1012	BRODART CO.	678677	10.0421.000.000.00.000.000.0000	S CLEAR BK. REPAIR WINGS 24/PKG	\$28.32
Check Total:							\$28.32
70614	07/17/2026	1012	C H WALTZ SONS INC	SO47691	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS EQUIPMENT RENTAL	\$214.50
Check Total:							\$214.50
70615	07/17/2026	1012	ELERY W NAU INC	10514415	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$91.96
70615	07/17/2026	1012	ELERY W NAU INC	10544317	10.3250.752.000.30.810.060.000.0000	1/4 X 1.5 CARRIAGE BOLTS	\$14.59
70615	07/17/2026	1012	ELERY W NAU INC	10544317	10.3250.752.000.30.810.060.000.0000	MIDWEST MISC	\$1.96
70615	07/17/2026	1012	ELERY W NAU INC	10544317	10.3250.752.000.30.810.060.000.0000	MIDWEST MISC	\$1.16

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70615	07/17/2026	1012	ELERY W NAU INC	10544317	10.3250.752.000.30.810.060.000.0000	MIDWEST MISC	\$6.84
70615	07/17/2026	1012	ELERY W NAU INC	10544317	10.3250.752.000.30.810.060.000.0000	3" SWIV CASTER/BRAKE	\$31.98
70615	07/17/2026	1012	ELERY W NAU INC	10544317	10.3250.752.000.30.810.060.000.0000	3" RUBB RIGID CASTER	\$23.98
70615	07/17/2026	1012	ELERY W NAU INC	10549804	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$23.75
70615	07/17/2026	1012	ELERY W NAU INC	10551326	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$1.45
70615	07/17/2026	1012	ELERY W NAU INC	10551791	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$11.52
70615	07/17/2026	1012	ELERY W NAU INC	10555421	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$161.56
70615	07/17/2026	1012	ELERY W NAU INC	10555783	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$124.23
70615	07/17/2026	1012	ELERY W NAU INC	10556264	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$28.59
70615	07/17/2026	1012	ELERY W NAU INC	10556688	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$4.93
Check Total:							\$528.50
70616	07/17/2026	1012	FRED HAMM INC	108941	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS DISPOSAL SERVICES	\$329.54
70616	07/17/2026	1012	FRED HAMM INC	108941	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS DISPOSAL SERVICES	\$551.52
70616	07/17/2026	1012	FRED HAMM INC	108941	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS DISPOSAL SERVICES	\$1,196.13
70616	07/17/2026	1012	FRED HAMM INC	108941	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS DISPOSAL SERVICES	\$1,070.69
Check Total:							\$3,147.88
70617	07/17/2026	1012	FRONTLINE TECHNOLOGIES GROUP LLC	INVUS240367	10.2240.650.000.00.000.000.000.0000	Budget Management Analytics Subscription -	\$6,622.55

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70617	07/17/2026	1012	FRONTLINE TECHNOLOGIES GROUP LLC	INVUS240367	10.2240.650.000.00.000.000.000.0000	Comparative Analytics Subscription – powered by	\$6,622.55
70617	07/17/2026	1012	FRONTLINE TECHNOLOGIES GROUP LLC	INVUS240367	10.2240.650.000.00.000.000.000.0000	Financial Planning Analytics Subscription – powered by	\$13,544.08
Check Total:							\$26,789.18
70618	07/17/2026	1012	GOVCONNECTION INC	77689869	10.0421.000.000.00.000.000.000.0000	Surface Pro Keyboard & Slim Pen Bundle, Black	\$225.74
70618	07/17/2026	1012	GOVCONNECTION INC	77714902	10.0421.000.000.00.000.000.000.0000	Surface Pro 11 Core Ultra 5 236V / 16GB / 512GB SSD	\$1,523.46
70618	07/17/2026	1012	GOVCONNECTION INC	77714902	10.0421.000.000.00.000.000.000.0000	3 Year Complete for Business w / ADH for	\$219.00
Check Total:							\$1,968.20
70619	07/17/2026	1012	GUYETTE COMMUNICATIONS	52022	10.0421.000.000.00.000.000.000.0000	AV Equipment, Installation, and training per quote#	\$21,965.99
Check Total:							\$21,965.99
70620	07/17/2026	1012	HSLC	31206	10.2240.650.000.00.000.000.000.0000	Access PA/POWER Library Technology Support Fee July	\$325.00
70620	07/17/2026	1012	HSLC	31207	10.2240.650.000.00.000.000.000.0000	Access PA/POWER Library Technology Support Fee July	\$250.00
70620	07/17/2026	1012	HSLC	31208	10.2240.650.000.00.000.000.000.0000	Access PA/POWER Library Technology Support Fee July	\$250.00
70620	07/17/2026	1012	HSLC	31209	10.2240.650.000.00.000.000.000.0000	Access PA/POWER Library Technology Support Fee July	\$325.00
Check Total:							\$1,150.00
70621	07/17/2026	1012	HURWITZ BATTERIES , LLC	250549	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$843.80
70621	07/17/2026	1012	HURWITZ BATTERIES , LLC	250953	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$126.00
70621	07/17/2026	1012	HURWITZ BATTERIES , LLC	250953	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$189.00
Check Total:							\$1,158.80

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70622	07/17/2026	1012	INFOCON CORPORATION	ICOMN0022373	10.2330.330.000.00.000.000.0000	REAL PROPERTY TAX COLLECTION	\$281.29
70622	07/17/2026	1012	INFOCON CORPORATION	ICOMN0022373	10.2330.330.000.00.000.000.0000	ADDITIONAL DEVICES	\$67.94
Check Total:							\$349.23
70623	07/17/2026	1012	INSTITUTIONAL SPECIALTIES, INC.	0726-148	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$11,925.00
Check Total:							\$11,925.00
70624	07/17/2026	1012	INTERNAL REVENUE SERVICE	720-V 2026	10.0155.000.000.00.000.000.000.0000	OTHER RECOVERABLE DISBURSEMENTS	\$1,127.75
Check Total:							\$1,127.75
70625	07/17/2026	1012	JOHNSON CONTROLS FIRE PROTECTION LP	25483415	10.2620.431.000.10.210.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$1,740.00
70625	07/17/2026	1012	JOHNSON CONTROLS FIRE PROTECTION LP	25483415	10.2620.431.000.10.220.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$5,340.00
70625	07/17/2026	1012	JOHNSON CONTROLS FIRE PROTECTION LP	25483415	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,620.00
70625	07/17/2026	1012	JOHNSON CONTROLS FIRE PROTECTION LP	25483415	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$11,270.00
Check Total:							\$21,970.00
70626	07/17/2026	1012	JUNIOR LIBRARY GUILD	750679	10.0421.000.000.00.000.000.000.0000	HI-LO PG MIDDLE	\$144.45
70626	07/17/2026	1012	JUNIOR LIBRARY GUILD	750679	10.0421.000.000.00.000.000.000.0000	INTERMEDIATE READERS	\$177.48
Check Total:							\$321.93
70627	07/17/2026	1012	KEYSTONE NATURAL TURF	415	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$1,595.00
70627	07/17/2026	1012	KEYSTONE NATURAL TURF	415	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$440.00
70627	07/17/2026	1012	KEYSTONE NATURAL TURF	415	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$1,500.00
70627	07/17/2026	1012	KEYSTONE NATURAL TURF	418	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,600.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70627	07/17/2026	1012	KEYSTONE NATURAL TURF	420	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$3,000.00
70627	07/17/2026	1012	KEYSTONE NATURAL TURF	421	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,000.00
Check Total:							\$13,135.00
70628	07/17/2026	1012	LECCE ELECTRIC, INC.	24917	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$20,850.00
70628	07/17/2026	1012	LECCE ELECTRIC, INC.	24918	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$12,550.00
Check Total:							\$33,400.00
70629	07/17/2026	1012	LEVIN LEGAL GROUP P.C.	48145	10.0421.000.000.00.000.000.000.0000	ACCOUNTS PAYABLE	\$840.00
Check Total:							\$840.00
70630	07/17/2026	1012	LOWES	366501143	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$115.84
70630	07/17/2026	1012	LOWES	758425858	10.0421.000.000.00.000.000.000.0000	3/6-4-8 PERFORATED	\$23.69
70630	07/17/2026	1012	LOWES	944755446	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$187.92
Check Total:							\$327.45
70631	07/17/2026	1012	Employee Vendor	EDFN 545	10.0421.000.000.00.000.000.000.0000	MASTER OF ENGLISH	\$1,200.00
Check Total:							\$1,200.00
70632	07/17/2026	1012	NITTANY LEARNING SERVICES	1915	10.1442.330.000.20.510.000.000.0000	ALT. ED. PROGRAMS OTHER PROFESSIONAL SERVICES	\$92,820.00
Check Total:							\$92,820.00
70633	07/17/2026	1012	OTIS ELEVATOR COMPANY	100402362217	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$4,573.68
70633	07/17/2026	1012	OTIS ELEVATOR COMPANY	100402362340	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,722.52
70633	07/17/2026	1012	OTIS ELEVATOR COMPANY	100402362354	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,739.92
Check Total:							\$12,036.12

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70634	07/17/2026	1012	PACE ANALYTICAL SERVICES	265313579	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS OTHER PURCHASED	\$71.00
70634	07/17/2026	1012	PACE ANALYTICAL SERVICES	265711295	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS OTHER PURCHASED	\$292.00
Check Total:							\$363.00
70635	07/17/2026	1012	PENNSYLVANIA SCHOOL BOARDS ASSOCIATION	2627-SD-0306	10.2310.810.000.00.000.000.0000	BOARD SERVICES DUES AND FEES	\$2,000.00
70635	07/17/2026	1012	PENNSYLVANIA SCHOOL BOARDS ASSOCIATION	2627-SD-0306	10.2310.810.000.00.000.000.0000	BOARD SERVICES DUES AND FEES	\$16,109.18
Check Total:							\$18,109.18
70636	07/17/2026	1012	PPL	03510-44007 06/16/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$26.75
70636	07/17/2026	1012	PPL	06140-47004 06/19/26	10.0421.000.000.00.000.000.0000	ATHLETICS ELECTRICITY FOOTBALL	\$630.19
70636	07/17/2026	1012	PPL	13920-44004 06/17/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$26.63
70636	07/17/2026	1012	PPL	14120-44002 06/17/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$27.01
70636	07/17/2026	1012	PPL	15110-44000 06/16/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$8,528.77
70636	07/17/2026	1012	PPL	18720-47009 06/17/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$1,596.40
70636	07/17/2026	1012	PPL	37740-46000 06/19/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$3,432.49
70636	07/17/2026	1012	PPL	37940-46006 06/19/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$27.01
70636	07/17/2026	1012	PPL	43600-96004 06/30/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$36.27
70636	07/17/2026	1012	PPL	76300-45007 06/15/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$116.21

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70636	07/17/2026	1012	PPL	83597-67005 06/19/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$10,591.64
70636	07/17/2026	1012	PPL	97092-37015 06/19/26	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$71.40
Check Total:							\$25,110.77
70637	07/17/2026	1012	PRO SUPPLY	82284	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$5,258.10
Check Total:							\$5,258.10
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$2,024.96
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$2,383.52
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$2,327.20
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$2,421.68
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$3,467.68
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2730.390.000.00.000.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$510.00
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2730.390.000.00.000.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$510.00
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2730.390.000.00.000.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$540.00
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2730.390.000.00.000.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$600.00
70638	07/17/2026	1012	PROMISED LAND BUSING INC	JULY 2026	10.2730.390.000.00.000.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$600.00
Check Total:							\$15,385.04

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70639	07/17/2026	1012	RENTOKIL NORTH AMERICA, INC.	715118C	10.2620.460.000.10.210.000.000.0000	OPERATION OF BUILDINGS EXTERMINATION SERVICES	\$80.72
70639	07/17/2026	1012	RENTOKIL NORTH AMERICA, INC.	715118C	10.2620.460.000.10.220.000.000.0000	OPERATION OF BUILDINGS EXTERMINATION SERVICES	\$74.98
70639	07/17/2026	1012	RENTOKIL NORTH AMERICA, INC.	715118C	10.2620.460.000.20.510.000.000.0000	OPERATION OF BUILDINGS EXTERMINATION SERVICES	\$87.35
70639	07/17/2026	1012	RENTOKIL NORTH AMERICA, INC.	715118C	10.2620.460.000.30.810.000.000.0000	OPERATION OF BUILDINGS EXTERMINATION SERVICES	\$74.98
Check Total:							\$318.03
70640	07/17/2026	1012	RUBICON WEST LLC	AT-261189	10.2240.650.000.00.000.000.000.0000	Atlas Subscription: 1706 student(s) from Jul 17, 2026	\$8,181.65
70640	07/17/2026	1012	RUBICON WEST LLC	AT-261189	10.2240.650.000.00.000.000.000.0000	Atlas – Premium Support: 1706 school(s) from Jul 17,	\$716.63
70640	07/17/2026	1012	RUBICON WEST LLC	AT-261189	10.2240.650.000.00.000.000.000.0000	FariaLearn Asynchronous Courses from Jul 17, 2026	\$1,652.65
70640	07/17/2026	1012	RUBICON WEST LLC	AT-261189	10.2240.650.000.00.000.000.000.0000	Atlas – Public Site: 1706 school(s) from Jul 17, 2026	\$551.25
Check Total:							\$11,102.18
70641	07/17/2026	1012	Employee Vendor	06/22/26-07/03/26	10.0421.000.000.00.000.000.000.0000	OTHER PROFESSIONAL SERVICES	\$1,426.16
Check Total:							\$1,426.16
70642	07/17/2026	1012	SHERWIN WILLIAMS	7119-4	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$29.95
Check Total:							\$29.95
70643	07/17/2026	1012	SUSQUEHANNA FIRE PROTECTION COMPANY	12503716	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$658.50
70643	07/17/2026	1012	SUSQUEHANNA FIRE PROTECTION COMPANY	12503717	10.2620.431.000.10.220.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$146.00
70643	07/17/2026	1012	SUSQUEHANNA FIRE PROTECTION COMPANY	12503718	10.2620.431.000.10.210.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$118.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70643	07/17/2026	1012	SUSQUEHANNA FIRE PROTECTION COMPANY	12503719	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$137.00
Check Total:							\$1,059.50
70644	07/17/2026	1012	SUSQUEHANNA PHYSICIAN SERVICES	00081571-00	10.0155.000.000.00.000.000.000.0000	RHIAN BOWER	\$75.00
Check Total:							\$75.00
70645	07/17/2026	1012	SYNOVIA SOLUTIONS LLC	523688	10.2720.610.000.00.000.000.000.0000	VEHICLE OPERATION SUPPLIES	\$155.00
70645	07/17/2026	1012	SYNOVIA SOLUTIONS LLC	523688	10.2720.610.000.00.000.000.000.0000	VEHICLE OPERATION SUPPLIES	\$50.00
Check Total:							\$205.00
70646	07/17/2026	1012	SysCloud	IN2026070010	10.2240.650.000.00.000.000.000.0000	Backup – Microsoft 365 Student	\$0.00
70646	07/17/2026	1012	SysCloud	IN2026070010	10.2240.650.000.00.000.000.000.0000	Backup Google Workspace Staff	\$2,700.00
70646	07/17/2026	1012	SysCloud	IN2026070010	10.2240.650.000.00.000.000.000.0000	Backup Google Workspace Student	\$0.00
70646	07/17/2026	1012	SysCloud	IN2026070010	10.2240.650.000.00.000.000.000.0000	Backup Office 365 Staff	\$3,732.00
Check Total:							\$6,432.00
70647	07/17/2026	1012	TECHNOLOGY INSURANCE COMPANY	WORKERS COMP 26-27	10.1110.260.000.00.000.000.000.0000	REGULAR PROGRAMS WORKERS' COMPENSATION	\$61,547.00
Check Total:							\$61,547.00
70648	07/17/2026	1012	TYLER TECHNOLOGIES INC	025-556864	10.2240.340.000.00.000.000.000.0000	Project Management	\$60.00
70648	07/17/2026	1012	TYLER TECHNOLOGIES INC	025-559470	10.2240.340.000.00.000.000.000.0000	Project Management	\$60.00
70648	07/17/2026	1012	TYLER TECHNOLOGIES INC	025-559470	10.2240.340.000.00.000.000.000.0000	Implementation	\$960.00
Check Total:							\$1,080.00
70649	07/17/2026	1012	UGI ENERGY SERVICES LLC	G7075014	10.2620.621.000.30.810.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$50.63
70649	07/17/2026	1012	UGI ENERGY SERVICES LLC	G7075027	10.2620.621.000.10.220.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$18.61

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70649	07/17/2026	1012	UGI ENERGY SERVICES LLC	G7075113	10.2620.621.000.20.510.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$53.92
Check Total:							\$123.16
70650	07/17/2026	1012	UGI UTILITIES INC	411005352389 070226	10.2620.621.000.30.810.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$1,187.08
70650	07/17/2026	1012	UGI UTILITIES INC	411005971196 062526	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$72.02
70650	07/17/2026	1012	UGI UTILITIES INC	411006397862 062526	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$36.44
70650	07/17/2026	1012	UGI UTILITIES INC	411007891558 070226	10.2620.621.000.20.510.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$380.99
70650	07/17/2026	1012	UGI UTILITIES INC	411007891624 070226	10.2620.621.000.10.220.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$426.66
Check Total:							\$2,103.19
70651	07/17/2026	1012	UNICO SEALING INC	1119	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$15,800.00
70651	07/17/2026	1012	UNICO SEALING INC	1119	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,000.00
Check Total:							\$18,800.00
70652	07/17/2026	1012	VENTRIS LEARNING	20264417	10.0421.000.000.00.000.000.000.0000	UFLI Foundations Teachers Manual	\$70.00
70652	07/17/2026	1012	VENTRIS LEARNING	20264417	10.0421.000.000.00.000.000.000.0000	Printed UFLI Sound Wall Card Set	\$120.00
Check Total:							\$190.00
70653	07/17/2026	1012	VERITIV OPERATING COMP.	1954457	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$937.94
Check Total:							\$937.94
70654	07/17/2026	1012	WAYFARE SPORTS FLOORS	2350	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,797.00
70654	07/17/2026	1012	WAYFARE SPORTS FLOORS	2350	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$9,597.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$13,394.00
70655	07/17/2026	1012	WEATHERPROOFING TECH. INC.	98595278	10.0421.000.000.00.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$1,712.63
Check Total:							\$1,712.63
70656	07/17/2026	1012	WELD TEC SERVICE & SALES	MONTA.H.2606	10.0421.000.000.00.000.000.0000	300 (336) ARGON	\$40.95
70656	07/17/2026	1012	WELD TEC SERVICE & SALES	MONTA.H.2606	10.0421.000.000.00.000.000.0000	200 ARGON/CO2	\$13.65
70656	07/17/2026	1012	WELD TEC SERVICE & SALES	MONTA.H.2606	10.0421.000.000.00.000.000.0000	4 AIRCO ACETYLENE	\$27.30
70656	07/17/2026	1012	WELD TEC SERVICE & SALES	MONTA.H.2606	10.0421.000.000.00.000.000.0000	60 ARGON	\$13.65
70656	07/17/2026	1012	WELD TEC SERVICE & SALES	MONTA.H.2606	10.0421.000.000.00.000.000.0000	300 (380) ARGON/CO2	\$27.30
70656	07/17/2026	1012	WELD TEC SERVICE & SALES	MONTA.H.2606	10.0421.000.000.00.000.000.0000	141 OXYGEN	\$13.65
70656	07/17/2026	1012	WELD TEC SERVICE & SALES	MONTA.H.2606	10.0421.000.000.00.000.000.0000	200 (282) OXYGEN	\$27.30
Check Total:							\$163.80
70657	07/17/2026	1012	WILLIAMSPORT AREA SCHOOL DIST	2600000073	10.0421.000.000.00.000.000.0000	ACCOUNTS PAYABLE	\$1,800.00
Check Total:							\$1,800.00
70658	07/17/2026	1012	WITMER PUBLIC SAFETY GROUP, INC.	INV919647	10.2660.610.000.30.810.000.000.0000	SUPPLIES	\$402.00
Check Total:							\$402.00
70659	07/17/2026	1012	ZANER-BLOSER	INVZB105386	10.0421.000.000.00.000.000.0000	Zaner-Bloser Handwriting 2025 Grade 2C Teacher	\$456.60
70659	07/17/2026	1012	ZANER-BLOSER	INVZB105386	10.0421.000.000.00.000.000.0000	Zaner-Bloser Handwriting 2025 Grade 2C Student	\$1,438.81
Check Total:							\$1,895.41
70660	07/31/2026	1033	ANGEL TRAX	0677424	10.0155.000.000.00.000.000.0000	FROM VAN 27 TO BUS 26	\$2,125.00
Check Total:							\$2,125.00
70661	07/31/2026	1033	APEX WATER AND PROCESS INC	AR152472	10.2620.431.000.10.210.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$788.75
70661	07/31/2026	1033	APEX WATER AND PROCESS INC	AR152472	10.2620.431.000.10.220.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$788.75
70661	07/31/2026	1033	APEX WATER AND PROCESS INC	AR152472	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$788.75

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70661	07/31/2026	1033	APEX WATER AND PROCESS INC	AR152472	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$788.75
Check Total:							\$3,155.00
70662	07/31/2026	1033	ARBITER SPORTS LLC	INV82768	10.3250.330.000.30.810.060.000.0000	800- REGISTRATION SUB YEAR 1	\$2,250.00
70662	07/31/2026	1033	ARBITER SPORTS LLC	INV82768	10.3250.330.000.30.810.060.000.0000	800- INITIAL IMPLEMENTATION &	\$795.00
Check Total:							\$3,045.00
70663	07/31/2026	1033	BLAST INTERMEDIATE UNIT 17	2601232 PART II	10.0421.000.000.00.000.000.000.0000	Design, development, and deployment of a custom	\$8,500.00
Check Total:							\$8,500.00
70664	07/31/2026	1033	BRADY EVANS	027687	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$900.00
Check Total:							\$900.00
70665	07/31/2026	1033	CAFETERIA ACCOUNT	25-26 SUBSIDIES	10.0402.000.000.00.000.000.000.0000	2025-2026 SHARE OF FICA SUBSIDY	\$1,568.46
70665	07/31/2026	1033	CAFETERIA ACCOUNT	25-26 SUBSIDIES	10.0402.000.000.00.000.000.000.0000	2025-2026 SHARE OF RETIREMENT SUBSIDY	\$7,043.74
Check Total:							\$8,612.20
70666	07/31/2026	1033	CDW	AK1PP3R	10.0421.000.000.00.000.000.000.0000	NEAT BAR GENERATION 2	\$2,966.90
70666	07/31/2026	1033	CDW	AK1PP3R	10.0421.000.000.00.000.000.000.0000	NEAT PAD - CTRLR/SCHEDULING	\$793.85
70666	07/31/2026	1033	CDW	AK1PP3R	10.0421.000.000.00.000.000.000.0000	NEAT BAR 2 3Y PULSE PRO	\$963.75
Check Total:							\$4,724.50
70667	07/31/2026	1033	CENTRAL SUSQUEHANNA REGION	JULY 2026	10.0421.000.000.00.000.000.000.0000	LIFE INSURANCE	\$959.31
Check Total:							\$959.31
70668	07/31/2026	1033	CONTRACT PAPER GROUP, INC.	43009951101	10.2590.610.000.00.000.000.000.0000	WHITE 8 1/2 X 11 20LB 92 BRIGHTNESS "LASER	\$651.00
70668	07/31/2026	1033	CONTRACT PAPER GROUP, INC.	43009951301	10.1110.610.000.30.811.000.000.0000	WHITE 8 1/2 X 11 20LB 92 BRIGHTNESS "LASER	\$1,627.50
70668	07/31/2026	1033	CONTRACT PAPER GROUP, INC.	43009951301	10.1110.610.000.30.811.000.000.0000	BLUE 8 1/2X11, 20 LB	\$164.85

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70668	07/31/2026	1033	CONTRACT PAPER GROUP, INC.	43009951301	10.1110.610.000.30.811.000.000.0000	YELLOW 8 1/2X 11, 20 LB	\$109.90
70668	07/31/2026	1033	CONTRACT PAPER GROUP, INC.	43009951301	10.1110.610.000.30.811.000.000.0000	GREEN 8 1/2X 11, 20 LB	\$164.85
70668	07/31/2026	1033	CONTRACT PAPER GROUP, INC.	43009951301	10.1110.610.000.30.811.000.000.0000	PINK 8 1/2X 11, 20 LB	\$164.85
70668	07/31/2026	1033	CONTRACT PAPER GROUP, INC.	43009951301	10.1110.610.000.30.811.000.000.0000	BLUFF 8 1/2X 11, 20 LB	\$329.70
Check Total:							\$3,212.65
70669	07/31/2026	1033	COOLE SCHOOL	CS-32748	10.1110.610.000.10.211.000.000.0000	Primay Agendas	\$144.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-32748	10.1110.610.000.10.211.000.000.0000	Imprint	\$5.00
70669	07/31/2026	1033	COOLE SCHOOL	CS-32748	10.1110.610.000.10.211.000.000.0000	Pouch	\$29.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-32748	10.1110.610.000.10.211.000.000.0000	Page Finders	\$14.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-32748	10.1110.610.000.10.211.000.000.0000	Charge for under 100 units	\$25.00
70669	07/31/2026	1033	COOLE SCHOOL	CS-32748	10.1110.610.000.10.211.000.000.0000	Shipping	\$24.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-32760	10.1110.610.000.10.211.000.000.0000	Elementary Agendas	\$129.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-32760	10.1110.610.000.10.211.000.000.0000	Imprint	\$5.00
70669	07/31/2026	1033	COOLE SCHOOL	CS-32760	10.1110.610.000.10.211.000.000.0000	Pouch	\$29.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-32760	10.1110.610.000.10.211.000.000.0000	Page Finder	\$14.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-32760	10.1110.610.000.10.211.000.000.0000	Charge for less than 100 units	\$25.00
70669	07/31/2026	1033	COOLE SCHOOL	CS-32760	10.1110.610.000.10.211.000.000.0000	Shipping	\$24.50
70669	07/31/2026	1033	COOLE SCHOOL	CS-33842	10.1110.610.000.10.221.000.000.0000	Elementary Planner 8.5 x 11 (26-27 Academic Year)	\$476.85
70669	07/31/2026	1033	COOLE SCHOOL	CS-33842	10.1110.610.000.10.221.000.000.0000	Vinyl Pouch	\$97.35
70669	07/31/2026	1033	COOLE SCHOOL	CS-33842	10.1110.610.000.10.221.000.000.0000	Page Finder Ruler	\$47.85
70669	07/31/2026	1033	COOLE SCHOOL	CS-33842	10.1110.610.000.10.221.000.000.0000	Imprint	\$97.35
Check Total:							\$1,190.40
70670	07/31/2026	1033	CORTER'S FLOORING AMERICA	C6612449	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$625.00
Check Total:							\$625.00
70671	07/31/2026	1033	ELERY W NAU INC	10558151	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$107.65

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70671	07/31/2026	1033	ELERY W NAU INC	10560700	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$37.77
70671	07/31/2026	1033	ELERY W NAU INC	10560730	10.2620.610.000.10.210.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$58.72
70671	07/31/2026	1033	ELERY W NAU INC	10561075	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$4.47
Check Total:							\$208.61
70672	07/31/2026	1033	Flags USA	INV-QBC-30347	10.1110.762.000.10.221.000.000.0000	American Flag – Standard Polyester – For Outdoor Use	\$182.00
70672	07/31/2026	1033	Flags USA	INV-QBC-30347	10.1110.762.000.10.221.000.000.0000	Shipping	\$9.00
Check Total:							\$191.00
70673	07/31/2026	1033	GET MORE MATH	2026-103594	10.2240.650.000.00.000.000.000.0000	2026/27 Student Licenses for C.E. McCall Middle	\$2,700.00
Check Total:							\$2,700.00
70674	07/31/2026	1033	HUDL	HUS00018461	10.3250.610.000.30.810.060.000.0000	ATHLETICS SUPPLIES ALL SPORTS	\$10,800.00
Check Total:							\$10,800.00
70675	07/31/2026	1033	INFOCON CORPORATION	ICOMN0022512	10.2330.330.000.00.000.000.000.0000	TAX ASSESSMENT AND COLLECTION OTHER PROF.	\$349.23
Check Total:							\$349.23
70676	07/31/2026	1033	JOSTENS INC	1779	10.0421.000.000.00.000.000.000.0000	CAP/GOWN/TASSEL UNIT FOR STUDENT:	\$42.00
70676	07/31/2026	1033	JOSTENS INC	1779	10.0421.000.000.00.000.000.000.0000	SHIPPING AND HANDLING	\$12.00
Check Total:							\$54.00
70677	07/31/2026	1033	JUNIOR LIBRARY GUILD	070126	10.2250.640.000.10.211.000.000.0000	Humor Elementary Plus (Grades 1–4)	\$252.00
70677	07/31/2026	1033	JUNIOR LIBRARY GUILD	070126	10.2250.640.000.10.211.000.000.0000	Graphic Novels Elementary Plus (Grades 3–5)	\$302.40
70677	07/31/2026	1033	JUNIOR LIBRARY GUILD	752296	10.2250.640.000.10.221.000.000.0000	Humor Library Plus (Grades 1–4)	\$252.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70677	07/31/2026	1033	JUNIOR LIBRARY GUILD	752296	10.2250.640.000.10.221.000.000.0000	Fantasy/Science Fiction Elementary Plus (Grades	\$252.00
Check Total:							\$1,058.40
70678	07/31/2026	1033	LANCASTER-LEBANON IU 13	SPO00002132	10.2240.650.000.00.000.000.000.0000	Adobe Acrobat Sign – Per Transaction	\$744.00
70678	07/31/2026	1033	LANCASTER-LEBANON IU 13	SPO00002481	10.2240.650.000.00.000.000.000.0000	Adobe VIP–MP Creative Cloud for Enterprise –	\$2,385.00
Check Total:							\$3,129.00
70679	07/31/2026	1033	LEZZER COMMERCIAL DOOR	238810	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$130.00
Check Total:							\$130.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	ENGLISH LANGUAGE ARTS 9 – C1	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	ENGLISH LANGUAGE ARTS 9 – C2	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	HEALTH	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	ENGLISH LANGUAGE ARTS 10 – C1	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	U.S. HISTORY I – C1	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	ENGLISH LANGUAGE ARTS 10 – C2	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	U.S. HISTORY I – C2	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	PRE–CALCULUS – S2	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	FINANCIAL LITERACY	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	PHYSICAL EDUCATION 11	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	CHEMISTRY – S2	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	LAW	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	APPLIED MATHEMATICS – S2	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	WORLD HISTORY – S2	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	INTRODUCTION TO	\$50.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.000.0000	AMERICAN LITERATURE – S1	\$50.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.0000	CREDIT RECOVERY TEACHING SERVICES	\$600.00
70680	07/31/2026	1033	LINCOLN LEARNING SOLUTIONS	60015437	10.0421.000.000.00.000.000.0000	TEACHING SERVICES	\$1,000.00
Check Total:							\$2,400.00
70681	07/31/2026	1033	LJC DISTRIBUTORS	INV18503	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$10,018.55
Check Total:							\$10,018.55
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15459460	10.2380.432.000.10.210.000.000.0000	OFFICE OF THE PRINCIPAL EQUIPMENT REPAIRS	\$292.93
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15459460	10.2380.432.000.10.220.000.000.0000	OFFICE OF THE PRINCIPAL EQUIPMENT REPAIRS	\$439.40
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15459460	10.2380.432.000.20.510.000.000.0000	OFFICE OF THE PRINCIPAL EQUIPMENT REPAIRS	\$439.40
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15459460	10.2380.432.000.30.810.000.000.0000	OFFICE OF THE PRINCIPAL EQUIPMENT REPAIRS	\$439.40
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15459460	10.2590.432.000.00.000.000.000.0000	OTHER SUPPORT-BUSINESS EQUIPMENT REPAIRS	\$146.47
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.1110.610.000.10.211.000.000.0000	REGULAR PROGRAMS	\$16.25
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.1110.610.000.10.221.000.000.0000	REGULAR PROGRAMS	\$24.37
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.1110.610.000.20.511.000.000.0000	REGULAR PROGRAMS	\$48.74
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.1110.610.000.30.811.000.000.0000	REGULAR PROGRAMS	\$48.74
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.2261.610.000.00.000.000.000.0000	INSTRUCTION AND CURRICULUM DEVELOPMENT	\$8.12
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.2440.610.000.30.811.000.000.0000	NURSING SUPPLIES	\$8.13
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.2590.610.000.00.000.000.000.0000	OTHER SUPPORT-BUSINESS SUPPLIES	\$16.25
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$8.12
70682	07/31/2026	1033	MARCO TECHNOLOGIES	INV15468840	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$8.12
Check Total:							\$1,944.44

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70683	07/31/2026	1033	MEDIASARK, INC.	2429	10.1110.610.000.30.811.000.000.0000	GoVenture – Entrepreneur Basic	\$700.00
Check Total:							\$700.00
70684	07/31/2026	1033	MFAC LLC	INV411417	10.3250.752.000.30.810.045.000.0000	#5882 FIRST PLACE HIGH SCHOOL CROSSBAR/POLE	\$205.00
70684	07/31/2026	1033	MFAC LLC	INV411417	10.3250.752.000.30.810.045.000.0000	#6098–12 NELCO KIN–O MAX SHOT PUT 12 LBS	\$260.00
70684	07/31/2026	1033	MFAC LLC	INV411417	10.3250.752.000.30.810.045.000.0000	#6121–1.0 FIRST PLACE AEROSPHERE DISCUS BLUE/	\$106.00
70684	07/31/2026	1033	MFAC LLC	INV411417	10.3250.752.000.30.810.046.000.0000	#6121–1.6 FIRST PLACE AEROSPHERE DISCUS BLUE/	\$128.00
70684	07/31/2026	1033	MFAC LLC	INV411417	10.3250.752.000.30.810.046.000.0000	#6098–4.0 NELCO KIN–O MAX SHOT PUT 4KG	\$230.00
70684	07/31/2026	1033	MFAC LLC	INV411417	10.3250.752.000.30.810.046.000.0000	#5882 FIRST PLACE HIGH SCHOOL CROSSBAR/HIGH	\$205.00
Check Total:							\$1,134.00
70685	07/31/2026	1033	MONTOURSVILLE AREA EDUCATION	JUNE 2026	10.0462.020.000.00.000.000.000.0000	UNION DUES – MAEA PROFESSIONAL	\$5,200.66
Check Total:							\$5,200.66
70686	07/31/2026	1033	MONTOURSVILLE AREA EDUCATIONAL	JUNE 2026	10.0462.020.000.00.000.000.000.0000	UNION DUES – MAESPA SUPPORT	\$387.45
Check Total:							\$387.45
70687	07/31/2026	1033	NAVIGATE 360	INV-57569	10.3210.810.000.10.211.000.000.0000	PBIS Rewards Student Fees	\$429.20
70687	07/31/2026	1033	NAVIGATE 360	INV-57569	10.3210.810.000.10.211.000.000.0000	PBIS Service Base Fee	\$868.22
70687	07/31/2026	1033	NAVIGATE 360	INV-57569	10.3210.810.000.10.211.000.000.0000	PBIS Behavioral Referral System	\$463.05
Check Total:							\$1,760.47
70688	07/31/2026	1033	NOREDINK CORP	29588	10.2240.650.000.00.000.000.000.0000	NoRedInk Premium for up to 446 students	\$7,577.09
Check Total:							\$7,577.09

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70689	07/31/2026	1033	NRG CONTROLS NORTH, INC.	11756	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$3,409.62
Check Total:							\$3,409.62
70690	07/31/2026	1033	PARENTSQUARE INC	2024-26174	10.2240.650.000.00.000.000.000.0000	Engage 2025 07/01/2026 to 06/30/2027	\$8,131.20
Check Total:							\$8,131.20
70691	07/31/2026	1033	Employee Vendor	ED 5810	10.0421.000.000.00.000.000.000.0000	REGULAR PROGRAMS TUITION REIMBURSEMENT	\$1,200.00
Check Total:							\$1,200.00
70692	07/31/2026	1033	PPL	03510-44007 07/16/26	10.2620.622.000.20.510.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$26.07
70692	07/31/2026	1033	PPL	13920-44004 07/17/26	10.2620.622.000.10.210.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$26.17
70692	07/31/2026	1033	PPL	14120-44002 07/17/26	10.2620.622.000.10.210.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$26.17
70692	07/31/2026	1033	PPL	28070-50006 07/10/26	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS ELECTRICITY	\$25.59
Check Total:							\$104.00
70693	07/31/2026	1033	PRO SUPPLY	82596	10.2620.610.000.20.510.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$1,051.74
Check Total:							\$1,051.74
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$996.92
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$1,197.16
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$1,138.28
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$1,895.04
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2720.513.000.00.000.000.000.0000	VEHICLE OPERATION CONTRACTED CARRIERS	\$3,254.32

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2730.390.000.00.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$7.50
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2730.390.000.00.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$255.00
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2730.390.000.00.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$255.00
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2730.390.000.00.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$255.00
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2730.390.000.00.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$390.00
70694	07/31/2026	1033	PROMISED LAND BUSING INC	JULY 2026 ESY	10.2730.390.000.00.000.000.0000	MONITORING SERVICES OTHER PURCHASED	\$570.00
Check Total:							\$10,214.22
70695	07/31/2026	1033	ROBERT M SIDES INC	4056241	10.1110.610.000.20.511.000.000.0000	REPAIR BELL FRONT EUPHONIUM	\$230.00
Check Total:							\$230.00
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	CHEROKEE SCRUB TOPS, TURQUOISE, XS	\$80.00
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	CHEROKEE SCRUB TOPS, TURQUOISE, SM	\$96.00
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	CHEROKEE SCRUB TOPS, TURQUOISE, MED	\$32.00
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	WONDER WINK SCRUB PANTS, BLACK, XS	\$18.00
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	WONDER WINK SCRUB PANTS, BLACK, SM	\$90.00
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	WONDER WINK SCRUB PANTS, BLACK, PETITE SM	\$72.00
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	WONDER WINK SCRUB PANTS, BLACK, MED	\$18.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70696	07/31/2026	1033	ROGERS UNIFORMS, LLC	71563X	10.0421.000.000.00.000.000.0000	WONDER WINK SCRUB PANTS, BLACK	\$18.00
Check Total:							\$424.00
70697	07/31/2026	1033	Employee Vendor	06/01/26-06/12/26	10.2240.580.000.00.000.000.0000	MILEAGE 2026	\$55.97
70697	07/31/2026	1033	Employee Vendor	06/15/26-06/26/26	10.2240.580.000.00.000.000.0000	MILEAGE 2026	\$45.24
Check Total:							\$101.21
70698	07/31/2026	1033	Employee Vendor	07/06/26-07/17/26	10.2120.330.000.30.810.000.000.0000	OTHER PROFESSIONAL SERVICES	\$2,674.05
Check Total:							\$2,674.05
70699	07/31/2026	1033	SCHOLASTIC INC.	M7697214	10.1110.610.000.10.211.000.000.0000	Let's Find Out	\$220.00
70699	07/31/2026	1033	SCHOLASTIC INC.	M7697214	10.1110.610.000.10.211.000.000.0000	Scholastic News1	\$165.00
Check Total:							\$385.00
70700	07/31/2026	1033	SCHOOL DATEBOOKS, INC.	S26-0337311	10.1110.610.000.20.511.000.000.0000	DATEBOOKS	\$1,272.47
Check Total:							\$1,272.47
70701	07/31/2026	1033	SHERWIN WILLIAMS	8440-7	10.2620.610.000.30.810.000.000.0000	OPERATION OF BUILDINGS SUPPLIES	\$137.85
Check Total:							\$137.85
70702	07/31/2026	1033	SUNBELT RENTALS INC	185390739-0001	10.0421.000.000.00.000.000.000.0000	OPERATION OF BUILDINGS EQUIPMENT RENTAL	\$426.86
Check Total:							\$426.86
70703	07/31/2026	1033	WNUK MEDICAL	5915	10.0421.000.000.00.000.000.000.0000	MICROSCOPE CLEANING	\$360.00
70703	07/31/2026	1033	WNUK MEDICAL	5915	10.0421.000.000.00.000.000.000.0000	PARTS AND LABOR (REPAIRED 3 POWER CORDS)	\$90.00
Check Total:							\$450.00
70704	07/31/2026	1033	WORLD BOOK INC	ARI0017653	10.2240.650.000.00.000.000.000.0000	Online – E-Book Suite – District	\$825.00
70704	07/31/2026	1033	WORLD BOOK INC	ARI0017653	10.2240.650.000.00.000.000.000.0000	Online Children's Differentiated	\$1,335.30
Check Total:							\$2,160.30
70705	08/03/2026	1034	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6241477	10.2620.522.000.00.000.000.000.0000	OPERATION OF BUILDINGS AUTOMOTIVE INSURANCE	\$16,763.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70705	08/03/2026	1034	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6241477	10.2620.523.000.00.000.000.0000	OPERATION OF BUILDINGS GENERAL PROPERTY	\$6,363.00
70705	08/03/2026	1034	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6241477	10.2620.523.000.00.000.000.0000	OPERATION OF BUILDINGS GENERAL PROPERTY	\$34,864.00
70705	08/03/2026	1034	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6241477	10.2620.523.000.00.000.000.0000	OPERATION OF BUILDINGS GENERAL PROPERTY	\$43,092.00
70705	08/03/2026	1034	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6241477	10.2620.523.000.00.000.000.0000	OPERATION OF BUILDINGS GENERAL PROPERTY	\$24,516.00
70705	08/03/2026	1034	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6241477	10.2620.523.000.00.000.000.0000	OPERATION OF BUILDINGS GENERAL PROPERTY	\$508.00
70705	08/03/2026	1034	ARTHUR J. GALLAGHER RISK MGT. SERVICES	6241477	10.2620.523.000.00.000.000.0000	OPERATION OF BUILDINGS GENERAL PROPERTY	\$115,546.00
Check Total:							\$241,652.00
70706	08/03/2026	1034	BOROUGH ADMINISTRATOR	06/30/2026	10.0462.024.000.00.000.000.0000	06/30/2026 LST	\$2,910.00
Check Total:							\$2,910.00
70707	08/03/2026	1034	JRN CONCRETE	07/26/2026 DEMO	10.2620.431.000.30.810.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$2,106.00
Check Total:							\$2,106.00
70708	08/03/2026	1034	RELIANCE STANDARD LIFE INS CO	07/01/26-09/30/26	10.1110.214.000.10.210.000.000.0000	REGULAR PROGRAMS DISABILITY INSURANCE	\$2,030.00
70708	08/03/2026	1034	RELIANCE STANDARD LIFE INS CO	07/01/26-09/30/26	10.1110.214.000.10.220.000.000.0000	REGULAR PROGRAMS DISABILITY INSURANCE	\$4,570.78
Check Total:							\$6,600.78
70709	08/18/2026	1046	AGPARTS WORLDWIDE, INC	AR044244	10.2240.610.000.00.000.000.000.0000	LENOVO 100E G4 MTK / 100E G4 {TOUCH & NON}	\$285.00
Check Total:							\$285.00
70710	08/18/2026	1046	BLAST INTERMEDIATE UNIT 17	2601309	10.0411.000.000.00.000.000.000.0000	DUE TO OTHER	\$2,365.13
70710	08/18/2026	1046	BLAST INTERMEDIATE UNIT 17	2601346	10.0411.000.000.00.000.000.000.0000	DUE TO OTHER	\$1,305.00
70710	08/18/2026	1046	BLAST INTERMEDIATE UNIT 17	2601381	10.0411.000.000.00.000.000.000.0000	DUE TO OTHER	\$2,752.00
Check Total:							\$6,422.13

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70711	08/18/2026	1046	CAROLINA BIOLOGY SUPPLY COMPANY	53517497 RI	10.1110.610.000.10.211.000.000.0000	Classroom Owl Pellet Kits 16ct	\$91.91
70711	08/18/2026	1046	CAROLINA BIOLOGY SUPPLY COMPANY	53517497 RI	10.1110.610.000.10.211.000.000.0000	Student Owl Pellet Kits	\$45.44
Check Total:							\$137.35
70712	08/18/2026	1046	COOLE SCHOOL	CS-36355	10.1110.610.000.10.211.000.000.0000	Primary Planner 2026-2027 School Yr	\$101.15
70712	08/18/2026	1046	COOLE SCHOOL	CS-36355	10.1110.610.000.10.211.000.000.0000	Charge for under 100 copies	\$25.00
70712	08/18/2026	1046	COOLE SCHOOL	CS-36355	10.1110.610.000.10.211.000.000.0000	Shipping	\$17.15
Check Total:							\$143.30
70713	08/18/2026	1046	CROMPCO LLC	82566	10.2620.431.000.10.210.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$991.92
70713	08/18/2026	1046	CROMPCO LLC	82566	10.2620.431.000.10.220.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$991.92
70713	08/18/2026	1046	CROMPCO LLC	82566	10.2620.431.000.20.510.000.000.0000	OPERATION OF BUILDINGS BUILDING REPAIRS	\$991.92
Check Total:							\$2,975.76
70714	08/18/2026	1046	GLOBAL ONLINE LANGUAGE SERVICE US INC.	INV-50106679992	10.1290.329.000.00.000.000.000.0000	OFF2CLASS	\$500.00
Check Total:							\$500.00
70715	08/18/2026	1046	Inquisitive	US-EFT-2523	10.1110.610.000.10.221.000.000.0000	Inquisitive 12 month Teacher Membership	\$85.00
Check Total:							\$85.00
70716	08/18/2026	1046	INSIGHT PA CYBER CHARTER SCHOOL	1109590	10.1110.562.000.00.000.000.000.0000	REGULAR PROGRAMS PA CHARTER SCHOOLS	\$2,093.31
Check Total:							\$2,093.31
70717	08/18/2026	1046	JUNIOR LIBRARY GUILD	752039	10.2250.640.000.20.511.000.000.0000	INDEPENDANT READERS	\$166.14
70717	08/18/2026	1046	JUNIOR LIBRARY GUILD	752039	10.2250.640.000.20.511.000.000.0000	ADVANCED READERS	\$182.97
70717	08/18/2026	1046	JUNIOR LIBRARY GUILD	752039	10.2250.640.000.20.511.000.000.0000	UPPER ELEMENTARY &	\$177.48
70717	08/18/2026	1046	JUNIOR LIBRARY GUILD	752039	10.2250.640.000.20.511.000.000.0000	ADVANCED READERS PLUS	\$223.63
70717	08/18/2026	1046	JUNIOR LIBRARY GUILD	752039	10.2250.640.000.20.511.000.000.0000	SHELF READY PROCESSING	\$112.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Check Total:							\$862.22
70718	08/18/2026	1046	LEVIN LEGAL GROUP P.C.	48211	10.0421.000.000.00.000.000.0000	ACCOUNTS PAYABLE	\$420.00
Check Total:							\$420.00
70719	08/18/2026	1046	LINCOLN LEARNING SOLUTIONS	60015521	10.0421.000.000.00.000.000.0000	TUITION TO INSTITUTIONS OF HIGHER EDUCATION	\$50.00
70719	08/18/2026	1046	LINCOLN LEARNING SOLUTIONS	60015521	10.0421.000.000.00.000.000.0000	TUITION TO INSTITUTIONS OF HIGHER EDUCATION	\$100.00
Check Total:							\$150.00
70720	08/18/2026	1046	MIRABITO ENERGY PRODUCTS	593745	10.2620.627.000.20.510.000.000.0000	OPERATION OF BUILDINGS DIESEL FUEL	\$989.98
70720	08/18/2026	1046	MIRABITO ENERGY PRODUCTS	593745	10.2620.627.000.30.810.000.000.0000	OPERATION OF BUILDINGS DIESEL FUEL	\$115.55
Check Total:							\$1,105.53
70721	08/18/2026	1046	NEW STORY SCHOOLS	INV196389	10.1231.561.000.30.810.000.000.0000	7/1-7/30	\$7,920.00
70721	08/18/2026	1046	NEW STORY SCHOOLS	INV196390	10.1231.561.000.30.810.000.000.0000	7/1-7/30	\$7,920.00
Check Total:							\$15,840.00
70722	08/18/2026	1046	PACE ANALYTICAL SERVICES	265316806	10.2620.390.000.10.210.000.000.0000	OPERATION OF BUILDINGS OTHER PURCHASED	\$100.90
Check Total:							\$100.90
70723	08/18/2026	1046	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	1114372	10.1290.562.000.00.000.000.000.0000	SPECIAL PROGRAMS TUITION PA CHARTER	\$3,956.35
Check Total:							\$3,956.35
70724	08/18/2026	1046	PHAC	26-27 DUES	10.3250.810.000.30.810.060.000.0000	ATHLETICS DUES AND FEES ALL SPORTS	\$3,175.00
Check Total:							\$3,175.00
70725	08/18/2026	1046	PROQUEST, LLC	70953618	10.2240.650.000.00.000.000.000.0000	SIRS Issues Researcher	\$1,690.19
70725	08/18/2026	1046	PROQUEST, LLC	70953618	10.2240.650.000.00.000.000.000.0000	eLibrary Subscription	\$2,127.50
Check Total:							\$3,817.69
70726	08/18/2026	1046	PSBA INSURANCE TRUST	7016	10.0421.000.000.00.000.000.000.0000	4/1-6/30	\$3,889.40
Check Total:							\$3,889.40
70727	08/18/2026	1046	PYRAMID HEALTHCARE INC	JUNE 2026	10.0421.000.000.00.000.000.000.0000	TUITION FROM OTHER SCHOOL DISTRICTS IN PA	\$945.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70727	08/18/2026	1046	PYRAMID HEALTHCARE INC	JUNE 2026	10.0421.000.000.00.000.000.0000	TUITION FROM OTHER SCHOOL DISTRICTS IN PA	\$447.00
Check Total:							\$1,392.00
70728	08/18/2026	1046	QUADIENT LEASING USA, INC.	Q2475460	10.2590.530.000.00.000.000.0000	OTHER SUPPORT-BUSINESS COMMUNICATIONS	\$209.97
Check Total:							\$209.97
70729	08/18/2026	1046	QUILL CORP	49677882	10.1110.610.000.10.211.000.000.0000	Better Office Primary Journal Comp Notebook 12ct	\$59.96
70729	08/18/2026	1046	QUILL CORP	49747651	10.1110.610.000.20.511.000.000.0000	Sharpie Permanent Marker, fine point, 36/pk (1884739)	\$39.98
70729	08/18/2026	1046	QUILL CORP	49747651	10.1110.610.000.20.511.000.000.0000	Sharpie Permanent Market ultra fine point, 12/pk	\$59.94
70729	08/18/2026	1046	QUILL CORP	49747651	10.1110.610.000.20.511.000.000.0000	Quill Brand Standard Weight Sheet Protectors, 8 1/2 x	\$7.49
70729	08/18/2026	1046	QUILL CORP	49747651	10.1110.610.000.20.511.000.000.0000	Quill Brand Standard 2" , 3 ring Binder, black(7222BK)	\$29.07
70729	08/18/2026	1046	QUILL CORP	49747651	10.1110.610.000.20.511.000.000.0000	Pendaflex File Folders 1/3 cut tabs, letter size, plastic,	\$21.87
70729	08/18/2026	1046	QUILL CORP	49747651	10.1110.610.000.20.511.000.000.0000	Quill Brand 100/box easy close self seal security	\$8.99
70729	08/18/2026	1046	QUILL CORP	49747651	10.1110.610.000.20.511.000.000.0000	S/H	\$0.00
Check Total:							\$227.30
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9275763	10.1110.610.000.10.211.000.000.0000	Dry Erase Boards	\$149.98
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Zaner-Bloser Cursive Self Adhesive Deluxe Plastic	\$69.98
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Zaner-Bloser Cursive Self Adhesive Deluxe Plast	\$29.99
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Happy Birthday Silicone Bracelets 24ct	\$33.98
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Homework Folders	\$43.98
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Math Folders	\$17.99

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Calendar	\$14.99
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Desktop Helpers	\$29.99
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Desktop Vinyl Sleeves	\$34.99
70730	08/18/2026	1046	REALLY GOOD STUFF LLC	9277060	10.1110.610.000.10.211.000.000.0000	Chalkboard Style Shooting Stars Homework Folders	\$43.98
Check Total:							\$469.85
70731	08/18/2026	1046	RIVER ROCK ACADEMY, LLC	INV195365	10.1442.569.000.20.510.000.000.0000	7/1-7/31	\$8,991.00
Check Total:							\$8,991.00
70732	08/18/2026	1046	SCAFFOLDED MATH AND SCIENCE LLC	D801	10.1110.610.000.30.811.000.000.0000	SCAFFOLD CONSUMER MATH CURRICULUM	\$100.00
70732	08/18/2026	1046	SCAFFOLDED MATH AND SCIENCE LLC	D801	10.1110.610.000.30.811.000.000.0000	CONSUMER MATH ACTIVITIES BUNDLE	\$34.00
70732	08/18/2026	1046	SCAFFOLDED MATH AND SCIENCE LLC	D801	10.1110.610.000.30.811.000.000.0000	DISCOUNT CODE: SAVE25, WHEN PURCHASING	(\$25.00)
Check Total:							\$109.00
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 12x18 Dk Brown	\$22.32
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction 12x18 Holiday Green	\$11.16
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 12x18 Pink	\$11.16
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Black	\$20.86
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Royal Blue	\$11.92
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Dk Brown	\$5.96
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Holiday Green	\$29.80
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Pink	\$5.96

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Purple	\$8.94
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 White	\$29.80
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.610.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Yellow	\$17.88
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137313128	10.1110.752.000.10.211.000.000.0000	Tru-Ray Construction Paper 9x12 Holiday Red	\$20.86
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137323982	10.1110.610.000.10.211.000.000.0000	FREIGHT	\$11.95
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137323982	10.2120.610.000.10.211.000.000.0000	Play-Doh 3oz cans 4ct	\$7.40
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137323982	10.2120.610.000.10.211.000.000.0000	Play-Doh 3 oz cans 4ct	\$7.40
70733	08/18/2026	1046	SCHOOL SPECIALTY LLC	208137323982	10.2120.610.000.10.211.000.000.0000	School Smart Binder Clips Medium 1.25 " 12ct	\$0.94
Check Total:							\$224.31
70734	08/18/2026	1046	SOUTH WILLIAMSPORT AREA SCHOOL	2600000021	10.0411.000.000.00.000.000.000.0000	DUE TO OTHER	\$3,726.25
Check Total:							\$3,726.25
70735	08/18/2026	1046	SUSQUEHANNA PHYSICIAN SERVICES	00082223-00	10.0155.000.000.00.000.000.000.0000	RHIAN BOWER	\$75.00
Check Total:							\$75.00
70736	08/18/2026	1046	SUZANNE MILLER	57	10.1241.329.000.00.000.000.000.0000	LEARNING SUPPORT PROF. EDUCATIONAL	\$250.00
70736	08/18/2026	1046	SUZANNE MILLER	57	10.1241.329.000.00.000.000.000.0000	LEARNING SUPPORT PROF. EDUCATIONAL	\$250.00
70736	08/18/2026	1046	SUZANNE MILLER	58	10.1241.329.000.00.000.000.000.0000	LEARNING SUPPORT PROF. EDUCATIONAL	\$250.00
70736	08/18/2026	1046	SUZANNE MILLER	58	10.1241.329.000.00.000.000.000.0000	LEARNING SUPPORT PROF. EDUCATIONAL	\$250.00
Check Total:							\$1,000.00
70737	08/18/2026	1046	UGI UTILITIES INC	411005971196 072726	10.2620.621.000.30.810.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$38.82

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
70737	08/18/2026	1046	UGI UTILITIES INC	411006397862 072726	10.2620.621.000.30.810.000.000.0000	OPERATION OF BUILDINGS NATURAL GAS	\$36.44
Check Total:							\$75.26
70738	08/18/2026	1046	WELD TEC SERVICE & SALES	MONTA.H.2607	10.1110.610.000.30.811.000.000.0000	141 OXYGEN	\$13.65
70738	08/18/2026	1046	WELD TEC SERVICE & SALES	MONTA.H.2607	10.1110.610.000.30.811.000.000.0000	4 AIRCO ACETYLENE	\$27.30
70738	08/18/2026	1046	WELD TEC SERVICE & SALES	MONTA.H.2607	10.1110.610.000.30.811.000.000.0000	300 (336) ARGON	\$40.95
70738	08/18/2026	1046	WELD TEC SERVICE & SALES	MONTA.H.2607	10.1110.610.000.30.811.000.000.0000	60 ARGON	\$13.65
70738	08/18/2026	1046	WELD TEC SERVICE & SALES	MONTA.H.2607	10.1110.610.000.30.811.000.000.0000	300 (380) ARGON/CO2	\$27.30
70738	08/18/2026	1046	WELD TEC SERVICE & SALES	MONTA.H.2607	10.1110.610.000.30.811.000.000.0000	200 (282) OXYGEN	\$27.30
70738	08/18/2026	1046	WELD TEC SERVICE & SALES	MONTA.H.2607	10.1110.610.000.30.811.000.000.0000	200 ARGON/CO2	\$13.65
Check Total:							\$163.80
70739	08/18/2026	1046	WEVIDEO INC.	#INV-0001227	10.2240.650.000.00.000.000.000.0000	140 Users – WeVideo Annual Subscription	\$1,828.10
Check Total:							\$1,828.10
70740	08/18/2026	1046	WILSON LANGUAGE	#INV145465	10.1110.640.000.10.211.000.000.0000	My First Journal 10ct	\$285.00
70740	08/18/2026	1046	WILSON LANGUAGE	#INV145465	10.1110.640.000.10.211.000.000.0000	My First Journal	\$22.00
70740	08/18/2026	1046	WILSON LANGUAGE	#INV145465	10.1110.640.000.10.211.000.000.0000	Foundations Practice Book 10ct	\$330.00
70740	08/18/2026	1046	WILSON LANGUAGE	#INV145465	10.1110.640.000.10.211.000.000.0000	Foundations Practice Book	\$30.00
70740	08/18/2026	1046	WILSON LANGUAGE	#INV145465	10.1110.640.000.10.211.000.000.0000	Fundation Student Notebook 10ct	\$330.00
70740	08/18/2026	1046	WILSON LANGUAGE	#INV145465	10.1110.640.000.10.211.000.000.0000	Foundations Student Notebook	\$26.00
70740	08/18/2026	1046	WILSON LANGUAGE	#INV145465	10.1110.640.000.10.211.000.000.0000	Shipping	\$81.84
Check Total:							\$1,104.84
Bank Total:							\$2,287,306.35

Montoursville Area School District

Disbursement Detail Listing

Bank Name: GENERAL FUND

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
<u>Fund</u>			<u>Amount</u>				
10			\$2,287,306.35				
Fund Totals:			\$2,287,306.35				

End of Report

Disbursements Grand Total: \$2,287,306.35

Montoursville Area School District

Disbursement Detail Listing

Bank Name: FOOD SERVICE

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Fiscal Year: 2026-2027

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
Bank Name: FOOD SERVICE							
4583	07/17/2026	1013	NUTRITION, INC.	72704	50.3100.571.000.00.000.000.000.0000	FOOD SERVICES FOOD SERVICE	\$6,761.26
4583	07/17/2026	1013	NUTRITION, INC.	72704	50.3100.571.000.00.000.000.000.0000	FOOD SERVICES FOOD SERVICE	\$10,795.93
4583	07/17/2026	1013	NUTRITION, INC.	72704	50.3100.571.000.00.000.000.000.0000	FOOD SERVICES FOOD SERVICE	\$1,587.89
4583	07/17/2026	1013	NUTRITION, INC.	72704	50.3100.571.000.00.000.000.000.0000	FOOD SERVICES FOOD SERVICE	\$336.67
4583	07/17/2026	1013	NUTRITION, INC.	72704	50.3100.571.000.00.000.000.000.0000	FOOD SERVICES FOOD SERVICE	(\$5.81)
Check Total:							\$19,475.94
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$401.25
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$187.25
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$160.50
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$21.79
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$21.79
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$21.79
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$12.00
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$12.00

Montoursville Area School District

Disbursement Detail Listing

Bank Name: FOOD SERVICE

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$12.00
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$26.78
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$26.78
4584	07/17/2026	1013	REFRIGERATION SERVICE CO	49755	50.0421.000.000.00.000.000.0000	FOOD SERVICES EQUIPMENT REPAIRS	\$26.78
Check Total:							\$930.71
Bank Total:							\$20,406.65

<u>Fund</u>	<u>Amount</u>
50	\$20,406.65
Fund Totals:	
	\$20,406.65

End of Report

Disbursements Grand Total: \$20,406.65

Montoursville Area School District

Disbursement Detail Listing

Bank Name: CAPITAL PROJECTS 2026 LYTER

Date Range: 7/1/2026 - 6/30/2027

Sort By: Check

Voucher Range: 1012 - 1046

Dollar Limit: \$0.00

Fiscal Year: 2026-2027

☐ Print Employee Vendor Names

☐ Exclude Voided Checks

☐ Exclude Manual Checks

☒ Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount

Bank Name: CAPITAL PROJECTS 2026 LYTER

1023	07/17/2026	1014	CRABTREE, ROHRBAUGH & ASSOCIATES	3778 19	39.0421.000.000.00.000.000.0000	ACCOUNTS PAYABLE	\$8,893.55
Check Total:							\$8,893.55
1024	07/17/2026	1014	J C ORR & SON INC	4	39.0421.000.000.00.000.000.0000	CONSTRUCTION SERVICES	\$792,723.60
Check Total:							\$792,723.60
1025	07/17/2026	1014	LECCE ELECTRIC, INC.	4	39.0421.000.000.00.000.000.0000	ACCOUNTS PAYABLE	\$91,955.25
Check Total:							\$91,955.25
1026	07/17/2026	1014	MYCO MECHANICAL, INC.	4	39.0421.000.000.00.000.000.0000	CONSTRUCTION SERVICES	\$221,908.50
Check Total:							\$221,908.50
1027	08/18/2026	1045	J C ORR & SON INC	5	39.4600.450.000.10.220.000.000.0000	CONSTRUCTION SERVICES	\$743,170.68
Check Total:							\$743,170.68
Bank Total:							\$1,858,651.58

Fund	Amount
39	\$1,858,651.58
Fund Totals:	\$1,858,651.58

End of Report

Disbursements Grand Total: \$1,858,651.58

2026-2027 Elementary Student Handbook





Loyalsock Valley Elementary School
3790 State Route 87 Hwy
Montoursville, PA 17754
570.435.0446
570.435.3214 (FAX)

Lyter Elementary School
900 Spruce Street
Montoursville, PA 17754
570.368.2614
570.368.3535 (FAX)

Welcome

2026-2027

Dear Parents and Students,

The student handbook is designed and prepared to inform you of the policies and procedures of our schools. It will be beneficial to you and to your child to become familiar with its contents. We ask that you review the student handbook with your child on the parent portal as well as the District website so that you are aware of the policies approved by the Board of Education and the procedures established by the administration and faculty. You are able to view and print the student handbook by going to the District's main webpage. Once you are on the main page, click on the "Student Tab" and select Student Handbooks. Most of the answers to your questions can be found in this handbook. If you cannot find the answer, call your child's school office and we would be happy to help.

We hope this handbook provides you with useful information about our elementary program and our school district. Your individual elementary school will keep you up to date through teacher websites, school newsletters, text/email alerts, and parent fliers.

On behalf of the entire faculty and staff at Loyalsock Valley and Lyter, we wish you the best as the new school year begins. We hope that you will find the year filled with new learning experiences not only in the classroom, but also with the many extra experiences that we offer throughout the year. This is your school and the memories that you have of it will reflect what you do here as a student. If you have any questions about our programs, please reach out to your child's teacher, counselor, or the building administrator.

Sincerely,

Tyler Blaise, Principal (Loyalsock Valley)

Darrin Feerrar, Principal (Lyter)

Administration

Superintendent

Mr. Daniel Taormina

Supervisor of Special Education

Mr. Timothy Hanner

Business Manager

Mrs. Jessica Haas

Director of Curriculum & Instruction

Dr. Matthew Johnson

Director of Technology

Mr. Sebastian Peipher

Supervisor of Buildings and Grounds

Mr. Joe Gnoffo

Loyalsock Valley Elementary

Principal

Mr. Tyler Blaise

Office Staff

Ms. Suetta Ulmer

School Counselor

Mrs. Jenny Krepshaw

Nurse

Mrs. Katrina Emick

Mrs. Katie Bergen

Board of Directors

President

Mr. Todd Badger

Vice-President

Mr. David Young

Members

Mr. Daniel Albert

Mr. Brad Eisenhower

Mr. Doug Gardner

Mr. John Houseknecht

Mrs. Amanda Kling

Ms. Tina McCloy

Mrs. Sharon Meyer

Lyter Elementary

Principal

Mr. Darrin Feerrar

Office Staff

Mrs. Nicole Dame

Mrs. Connie Dawes

School Counselor

Mrs. Vanessa Lorson

Nurse

Mrs. Makenzie Seyler

Mrs. Peyton Robbins

QUICK REFERENCE LIST

Website: <http://www.montoursville.k12.pa.us>

District Offices Contacts:

Superintendent 570-368-2491/ Fax 570-368-3501

Transportation 570-368-2491 ext. 6200

Special Education Office 570-368-2491 ext. 6400

Food Service Director. 570-368-2491 ext.4801

Special Note: Many of the rules and regulations included in the handbook directly reflect current Montoursville Area School Board Policy. The Montoursville Area Board of School Directors and administration review, revise and develop policies on a regular basis. Once approved, policy changes supersede those noted in the district calendar and building handbooks. All policies are posted on the district website at www.montoursville.k12.pa.us.

ACADEMICS



Mission Statement

The mission of Montoursville Area School District is to provide comprehensive programs that emphasize the Pennsylvania and National Academic Standards. This will empower all students to use their individual abilities and capabilities to be life-long learners and successful contributors to a global society.

Vision

Pride – Excellence – Tradition

Student Rights and Privileges

A “right” is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights.

Here are some of your important rights:

- You have a right to be yourself at school. This means that you should not be treated unfairly based on how you look or because it takes you a little longer to get the right answer.
- You have a right to be respected and treated with kindness at school. This means that others should not laugh at, make fun of, or intentionally hurt your feelings.
- You have a right to be safe and secure at school. This means that no one should make you afraid to come to school. They should not hurt you or threaten to hurt you.
- You have a right to learn about yourself at school. This means you may talk about your ideas and feelings as long as it does not take away the rights of others.
- You have a right to be protected against sexual harassment. The law is clear that school districts have a duty to protect students from sexual abuse and harassment. It is the policy of the MASD to prohibit improper conduct of whatever kind, including sexual abuse and harassment of students, by fellow students, school employees, others who come in contact with students during school or through school activities. Students and school employees at our elementary schools should report any suspected violations of this policy to Mrs. Jenny Krepschaw or Mrs. Vanessa Lorson, our counselors. (School Board Policy 103)

We must be mindful that with these rights come responsibilities. We must assume the responsibility for our own behavior. Because we live in a democratic society, we must also assume the responsibility for protecting the rights of others.

Bell Schedule

Doors will open at 7:30 a.m.; however, we urge families of students arriving as car riders and walkers to not arrive until after 7:45 a.m. to ensure proper supervision.

All students must report to homeroom by 8:20 a.m. (Lyter) // 8:30 a.m. (LVE).

PSSA and Keystone Exam Information

PSSA Dates

ELA –
April 26-30, 2027

Mathematics –
May 3-7, 2027

The PSSA, Pennsylvania System of School Assessment, measures skills in Mathematics, English/Language Arts, and Science.

All third and fourth grade students will take the PSSA English/Language Arts and Math Assessment.

Every student who attends a public school in Pennsylvania is required by law to take the PSSA.

As specified in the Chapter 4 Regulations, the purposes of the PSSA include providing:

1. an understanding of the school's achievement of the academic standards to students, parents, educators, and community citizens
2. a measure of the degree to which school programs enable students to attain the academic standards
3. results to school districts for use in their strategic plans
4. information to the general public and state policymakers regarding school achievement of the academic standards aggregated results for all students. The assessment includes multiple-choice and open-ended response (essay) questions for all subjects.

Classroom instruction, especially in Mathematics, English Language Arts, and Science are designed to help prepare students for the PSSA and prepare them for the rigors of middle/high school.

If you would like more information concerning the PSSA assessments, please feel free to contact the building principal.

Family educational field trips will not be approved during the PSSA Testing Windows for students in Grades 3 & 4. ***Please refer to the PSSA Testing Schedule.***

Course/Subject Requirements

ELA, Math, Science, and Social Studies

English/Language Arts, Math, Science, and Social Studies are required each year in the elementary schools. Students must meet grade standards for promotion to the next grade. Parents and students in this situation must work closely with their Counselor and Principal to review options for retained students.

Related Arts and Special Areas

In addition to the core instruction students receive in language arts, reading, mathematics, science, and social studies, all students will be instructed in the following Special Areas at least once every six days (Music will occur twice in a six-day cycle for students in grades 1-4). Students will experience Art, Library Book Exchange, Library Technology, Music, Physical Education, and STEM (Science, Technology, Engineering and Math).

MTSS (Multi-Tier System of Support)

MTSS is an intervention and acceleration program that provides students with additional instruction in small groups in their area(s) of difficulty and/or strength, whether it is academic or behavior. Our school staff provides research-based interventions during school hours. There is on-going progress monitoring of the student throughout the intervention, using a variety of assessments and tools. By using more efficient and appropriate targeted instructional techniques, we can move all students towards proficiency in all academic areas.

For more information on the MTSS program, please call the school office and ask to speak with Mrs. Metzger (MTSS teacher-Loyalsock Valley), Mrs. Cavanaugh (MTSS teacher- Lyter), your school counselor, or the building administrator.

Multilingual Learners (formerly known as ELL)

The Montoursville Area School District has a Multilingual Learners (ML) Program for students whose primary language is not English. Students identified as needing ML support may receive assistance from our certified ML teacher. Multilingual learners are encouraged to participate in all academic and extracurricular activities offered by our District. Interpreters are available for parent conferences and meetings and may be scheduled by contacting the school office.

Academic Dishonesty

Academic dishonesty is defined but not limited to cheating and plagiarism. All teachers provide students and parents with a copy of classroom expectations at the beginning of each school year. They outline for the students and parents the academic expectations. Every teacher will define his or her classroom policy concerning academic dishonesty. Administration may assist in determining consequences for academic dishonesty.

Special Education

Parents of students who suspect that their child has a disability and is in need of special education may request a multidisciplinary team evaluation of their child through a written request to the building principal or the Supervisor of Special Education. For additional information pertaining to special education services, please refer to the Montoursville Area School District website at www.montoursville.k12.pa.us or contact the Office of Special Education at 570.368.2491, ext. 6400.

Progress Report and Grading System

A report card will be issued to each student at the end of each trimester marking period. The report card should be a medium through which the teacher and the parents work with the student to improve his/her education progress. Teachers and parents are encouraged to arrange conferences to discuss alternatives for helping students attain satisfactory progress whenever necessary.

An "Interim Progress Report" will be issued (via US mail or email) by teachers half way through the trimester marking period to those students meeting one or all of the following criteria: (1) a failing average of 69 or below in a subject (2) a 70-74 average [in danger of failing] (3) a significant drop in grade in a core subject area since the last report card. Interim Progress Reports may also be issued for satisfactory, improvement noticed, and exemplary performance.

The report card and the interim progress report have optional comments on each one to reflect effort and conduct.

The following criteria are used in grading students:

1. Student achievement will be reported using a combination of number grades and standards-based grading, depending on the subject and grade level.
2. The report card and the interim progress report have optional comments on each one to reflect effort and conduct.
3. Elementary teachers will grade students utilizing the district's approved grading system in accordance with district policies. Teachers will maintain and document regular communication with parents regarding the academic and behavioral progress of the students.

As a general rule, homework will not exceed 15% of the quarter marking period grade.

Completion of Daily Assignments, Homework, Projects, Assessments, Reports, etc.

It is each student's responsibility to complete all of his or her schoolwork in a timely manner in order to show mastery of material learned and to be prepared to build upon what has been previously learned. We realize that there are circumstances when a student may not be able to complete assignments due to family emergencies, illness, or other unforeseen circumstances. Teachers will work with students and parents to provide a reasonable amount of time for students to complete assignments based on individual circumstances. **However, when a student is continually late with assignments and there are no legitimate reasons to support it, those students may not be permitted to attend school field trips or participate in other special class events/activities. Instead of attending those events, students will stay at school and be required to complete assignments.**

Promotion and Retention

Board Policy #215

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade (in grades K through 8) or the next course (in grades 9 through 12) by demonstrating mastery of the required skills and knowledge.

Parents and students in this situation must work closely with their counselor and principal to review options for retained students. The principal will have final determination of promotion and retention in close consultation with the parent/guardian, teacher(s), and school counselors.

ATTENDANCE

Attendance at school is a must if a student is to progress scholastically, be successful in the classroom, and develop a responsible approach to work habits which carry over to adult life.

AUTOMATED ATTENDANCE NOTIFICATION

Parents/guardians will receive an automated call and email informing them that their child/children is/are absent from school via our Parent Notification System. An automated phone call will be placed to the primary contact person listed in the Parent Portal/Parent Notification System. In addition, an email will be sent to the primary contact person. Parents/guardians will be able to email an excuse for absence simply by replying to the automated email message and following the directions to supply the school with the required information. Parents may still supply a signed written note for an excuse for absence if preferred. An excuse must be submitted for all absences within three (3) school days from the absence. Students who have been ill cannot attend evening functions at school until after they have returned to school. Students will be excused only for those holidays now recognized by the Department of Education.

Board Policy #204

All students of compulsory school age who reside within the school district boundaries shall be subject to Compulsory School Attendance requirements contained in Applicable Laws. The Montoursville Area School District believes that regular school attendance is essential. There are, however, occasional circumstances which may cause students to be absent from school. By law the reasons listed below are the only ones which will be considered excused and/or lawful. All other reasons will be considered unexcused and/or unlawful. Such things as shopping, vacation (without a Family Educational Trip Form), hunting, fishing, helping at home, etc., will not be considered excused absences.

In cases of prolonged illness or injury, homebound instruction may be provided by the school upon written request by a certified physician.

Enforcement Procedures and Process

The Superintendent shall enforce the compulsory attendance laws in accordance with Applicable Law and the terms and conditions of this Policy.

1. Once a student accumulates three (3) unexcused absences, the following procedures shall be implemented:
 - a. Notice to Parent. the Principal shall notify in writing the person in parental relation with the child who resides in the same household as the child of the child's violation of compulsory school attendance within ten (10) school days of the child's third unexcused absence.
 - b. Form and Timing of Notice. The notice shall be on a form created by the School District and shall:
 1. Shall include a description of the consequences that will follow if the child becomes Habitually Truant;
 2. Shall be in the mode and language of communication preferred by the person in parental relation;
 3. Shall include the offer of a School Attendance Improvement Conference; and
 4. When transmitted to a person who is not the biological or adoptive parent, shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
 5. The Notice must be provided within ten (10) school days of the third absence.
 6. Students who are habitually truant (accumulating 6 or more days of unlawful absence) are ineligible to transfer to any cyber school, including the district's Warrior Academy.

School Attendance Improvement Conference

Attendance -

There is no legal requirement for the student or Parent(s) to attend the conference and in the event that the student or Parent(s) do not attend the conference, the conference may be conducted in their absence provided that attempts to contact that student and Parent(s) have been made by telephone and such attempts are documented.

The conference shall be attended by school administration to which the student is assigned and shall include staff as determined reasonable by the Principal. If the student is a student with a disability who has an IEP or a Section 504 Service Agreement, the following additional staff shall attend the conference:

including but not limited to Special Education Supervisor, Counselor, Teacher and/or Parent. If the student is a student with a disability, the conference attendees shall consider whether the student should be referred for an evaluation or reevaluation or whether an IEP team should be convened in accordance with Applicable Law.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The Plan

The outcome of the conference shall be documented in a written School Attendance Improvement Plan ("the SAIP"). The SAIP shall be on the form developed by the Department for this purpose. A copy of the Plan shall be provided to the Parent(s), the student and appropriate School District staff.

Limitation on Further Legal Action. Further legal action may not be taken by the School District to address unexcused absences by the student until after the date for the scheduled school attendance improvement conference has passed.

When a child is Habitually Truant and under fifteen (15) years of age at the time of referral, the Principal shall:

1. Refer the student to either of the following: (i) A school-based or community-based attendance improvement program and (ii) the county children and youth agency for services or for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63 (relating to juvenile matters); and
2. File a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the child.

When a child is Habitually Truant and fifteen (15) years of age or older at the time of referral, the Principal shall:

1. Refer the student to a school-based or community-based attendance improvement program or service; and
2. File a citation in the office of the appropriate judge against the child or the person in parental relation who resides in the same household as the child.

If a student who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses to participate in a school-based or community-based attendance improvement program as recommended through the school attendance improvement conference, the Principal shall refer the child to the county children and youth agency for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63.

When referring a habitually truant child to the county children and youth agency or filing a citation with the court because a child has been habitually truant, the school shall provide verification that a school attendance improvement conference was held.

Excused Absences

By law, the following reasons for absence are the only ones which will be considered excused and/or lawful.

1. Student's own illness or family quarantine.
2. Medical/dental treatment if appointments cannot be scheduled during non-school hours.
3. Tutorial programs and/or counseling programs which are not available in the school, and which do not conflict with the regular school program.
4. Observance of religious holidays.
5. Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the Pennsylvania State Code.
6. Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and to the parent or guardian.
7. A death in the family.
8. Urgent personal reasons that are approved by the school administration.
9. School suspensions.

Unexcused Absence

- An illegal absence is never approved or condoned by the school staff.
- With an illegal absence, students may not make up missed work including exams, quizzes, and in-class assignments.
- Truancy is an illegal absence without parental knowledge or consent. The punishment will be prescribed by the administration.
- Motivational Resource Center (formerly known as In-School Suspension) will not be assigned for unlawful absence, except in a truancy case as defined above.

After three days of unlawful absence, the administration is bound by State Law to issue a letter of warning to the parents. Any additional illegal absence is mandated by State Law that the parents be arrested, appear before a District Magistrate and are liable for a fine and costs of the legal proceedings.

The Board and administration of the Montoursville Area School District recognize that some students repeatedly disregard the rules designed to ensure a quality education.

Parents, at times, knowingly or unknowingly reinforce this habit. For this reason, withholding credit or promotion/graduation or exclusion from school is a means of aiding such students in changing their behavior to ensure that they receive an appropriate education.

The action steps to be followed in this attendance policy are as follows:

1. When a student has acquired **three (3) or more cumulative days of absence**, the attendance secretary will call the student to the office to clarify the reason for the absences.
2. When a student has acquired **five (5) or more cumulative days of absence**, the principal or assistant principal will attempt to make a parental telephone contact to clarify the reason for the absences, and a letter will be sent to the parents via accountable mail.
3. When a student acquires **ten (10) or more cumulative days of absence**, the student and his/her parents will be given an opportunity to meet with a review committee consisting of the principal and any other professionals deemed appropriate by the principal. A certified letter will be mailed to the parents acknowledging receipt of the letter and that a conference will be held. Also, when a student acquires ten (10) or more cumulative days of absence, the student may not participate in extracurricular activities, prom, graduation, or any other activity outside of the regular school day. This should help encourage students to attend school.

Tardy

It is vital for students to arrive at school on time each morning. Children arriving after the late bell will be marked as tardy. A student is considered tardy if he/she is not in his/her homeroom class when the tardy bell (8:20 A.M.: Lyter / 8:30 A.M.- LVE) rings; and he/she must obtain a tardy excuse from the school office before reporting to his/her classroom. Appropriate consequences will be assigned with the accumulation of the third and subsequent unexcused tardies to school:

This policy takes effect on the first day of the school year and continues through the last day of the school year; it does not start over at the beginning of each trimester.

The following are the only reasons accepted as an excused tardy:

1. Student's own illness or family quarantine.
2. Medical/dental treatment if appointments cannot be scheduled during non-school hours.
3. Tutorial programs and/or counseling programs which are not available in the school, and which do not conflict with the regular school program.
4. Observance of religious holidays.
5. Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the Pennsylvania State Code.
6. Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and to the parent or guardian.
7. A death in the family.
8. Urgent personal reasons that are approved by the school administration.
9. School suspensions.

Doctor and Dental Appointments

A student wishing permission to visit the doctor or dentist during school hours shall present to the school office an appointment card from the physician's office or note signed by a parent. This shall be presented on the day of the appointment. Any make-up work is strictly a matter between the teacher and the student. As always, before leaving and upon returning to school, the student must be signed in and out at the main entrance by an approved parent/guardian. *****We strongly encourage parents/guardians to ask the physician for an excuse for the absence each time your child is absent for an appointment and submit this physician's excuse to the school office.*****

Homework Requests

An absence does not excuse a student from responsibility for school assignments and work. Parents may call the school office and request that homework be sent home or arrange to pick up their son/daughter's assignments at the school. The request must allow adequate time to gather the information (please be sure to call prior to 12:00 P.M.) and should be reserved for students missing three or more consecutive days.

Educational Trip (Family Excursions)

Board Policy #204

Because of the importance of class attendance, the school district does not recommend lengthy student absences, whether excused or unexcused. The policy for Educational Trips that are not school sponsored is as follows:

- **Educational trip requests will NOT be approved during PSSA testing windows (grades 3 & 4).**
- Students will be permitted to take no more than two (2) educational trips per school year, not to exceed a total of 10 days. Additional absences for trips will be unexcused.
- The principal must review the request for an educational field trip prior to the trip.
- A student's attendance history and/ or academic performance (retention/failure status) will be reviewed.
- Students are responsible for obtaining all assignments and for completing all work covered during the absence from school within a reasonable time.

The [Family Educational Trip Request](#) must be submitted to the main office in a timely manner for approval prior to the trip.

Leaving School Early

In case a student's parent/guardian wishes him/her to leave school early, a written request from the parents, stating the student's name, the date, the length of time involved, and the specific reason for the request, along with the phone number and signature of the parent or guardian must be presented to the attendance office. If legitimate, the request will be approved, and an early dismissal slip will be issued to the student.

Main Entrance Doors Open

Doors will unlock at 7:40 A.M. for school. Students must report to the assigned locations for supervision, then they will be dismissed from there at 8:10 A.M. to report to their homeroom classroom. No students will be permitted to enter the building before 7:40 A.M.

Withdrawing from School

Any student who moves from the district or withdraws for any reason must report this to the office. A parent/guardian is requested to complete a withdrawal form, which each teacher must initial signifying that all books have been returned and all obligations have been fulfilled. The school secretary will make a final check of the completed form and provide the parent/guardian a copy.

Cancellation of School

Sometimes school must be canceled due to inclement weather or other emergencies. This cancellation will be given over the local radio stations. **Please listen to the radio, check the television, or check the district's website for cancellations.** This is the most efficient source of information available. Principals do not make decisions to cancel school. School is canceled by order of the District Superintendent.

MCKINNEY – VENTO HOMELESS EDUCATION PROGRAM

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION:

The McKinney-Vento Act defines *homeless children* as “individuals who lack a fixed, regular, and adequate nighttime residence.”

This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS:

Designated District Liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
- Providing school supplies and other related items so they can fully participate.
- Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
- Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:**School Stability:**

-Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.

-LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.

-Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

-Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.

-LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

-If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

-Free lunch and breakfast (if applicable).

-Free school supplies and uniforms (if applicable).

-Educational resources and support services to help children and youth experiencing homelessness reach academic success.

The district's homeless liaison is Mr. Daniel Taormina, Superintendent. He can be reached at the following email address: dtormina@montoursville.k12.pa.us and phone number: 570-368-2491

Behavior at Extracurricular Events

Student behavior at extracurricular activities such as sporting events, concerts, and any other school sponsored or board approved event whether it is on or off of school property is expected to be the same as during the regular school day. Misbehavior will be handled through disciplinary action. Students with chronic discipline problems may not be permitted to attend school field trips, field days or other special class events.

Remaining in the Building After School

On occasion there may be activities held after regular school hours; however, no student is to remain in the building unless he/she is under the direct supervision of a teacher or advisor. Students staying for activities are to remain in the area designated for their activity. No students or visitors are permitted to roam the building after school. Students waiting for a ride after normal dismissal time are to wait in the lobby or assigned areas.

Discipline and Responsibility Guidelines

The Montoursville Area School District Code of Conduct shall apply to any student attending school, on school district property, while riding buses, or while attending any school related function.

Student responsibilities include:

- Attending school regularly and being on time for classes and other school functions.
- Making a conscientious effort in classroom work.
- Conformance to school rules and regulations.
- Respect for the rights of students, teachers, and administrators.
- Compliance with Commonwealth and local laws and school board regulations.
- Exercising proper care when using school facilities and equipment.
- Dressing and grooming to meet fair standards of safety and health.
- Not causing disruption to the educational process.
- Volunteering information in matters relating to health, safety, and welfare of the school community.
- Assisting school personnel in operating a safe and efficient program.
- Pursuing and attempting to satisfactorily complete the courses of study prescribed by the Commonwealth and the school board.

Sexual Harassment

[Board Policy #103](#)

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. Both the federal Equal Employment Opportunity Commission and the Pennsylvania Human Relations Commission have attempted to define sexual harassment by issuing guidelines. The purpose of Montoursville Area School [Board Policy #103](#) is to provide a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Furthermore, the purpose of the policy is to eliminate unacceptable behavior in the workplace without intruding on the friendly social relationships that flourish in a healthy work and school environment. Any sexual harassment allegations should be reported immediately to the School Counselor.

Bullying/Cyber Bullying

[Board Policy #249](#)

The Montoursville Area School District is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:^[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.^[1]

Authority

The Board prohibits all forms of bullying by district students.^[1]

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

The Principal shall initiate an investigation within 24 hours of notification and begin to conduct a timely, impartial, thorough, and comprehensive investigation of the alleged bullying/cyberbullying.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.^{[2][3]}

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

School Exclusions

Students who willfully defy school rules or who do not fulfill their responsibilities are subject to exclusion from school. The types of offenses that could lead to school exclusion include:

- Constant disruption of school classes or functions.
- Failure to report for scheduled classes.
- Leaving school grounds without permission.
- Fighting or assaulting another student.
- Smoking or chewing tobacco on school property.
- Irresponsibly damaging, defacing, or destroying school property.
- Assaulting a teacher or other school personnel.
- Possession and/or use of alcoholic beverages, controlled drugs and look-alike non-controlled drugs.
- Using profanity.
- Defiance of school authorities.
- Other offenses that disrupt the learning process or endanger the health and/or safety of the school community.
- General regulations pertaining to the students' rights and responsibilities are found in [Board Policy # 233](#).

Discipline

The Montoursville Area School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This Code of Conduct serves as a guideline and not the final authority on matters of discipline. School administration has the authority in implementing this Code of Conduct. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The breach of discipline within the schools will usually fall into two major classes of offenses.

1. Violation of the rules of conduct of the school. (See Levels I and II)
2. Violation of rules of conduct of the school because they are a violation of state or federal law (a crime has been committed). (See Level III)

The following process may be used for most Level I offenses and other level offenses at the discretion of the administration:

1 st offense:	Conference with student regarding referral.
2 nd offense:	Conference with student and parent contact regarding referral.
3 rd offense:	Conference with student, parent contact and disciplinary action.

OFFENSES

Different offenses should require different responses. The following is a categorization of offenses into levels. The following examples are, by no means, inclusive.

Level I

1. Unexcused lateness to school
2. Disruptive behavior in class
3. Loud, boisterous noise
4. Running in classrooms, hall, cafeteria, etc.
5. Throwing objects (pencils, erasers, etc.)
6. Refusing to cooperate with staff directions/directives
7. Failure to complete classwork/homework assignments
8. Violation of classroom procedures established by the teacher

Level II

1. Academic dishonesty, cheating or lying
2. Truancy
3. Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
4. Possession/use of non-instructional items (toys, etc.)
5. Acting in an insubordinate manner
6. Leaving school grounds without permission
7. Obscene language or gestures
8. Littering
9. Possession of tobacco/vaping substances
10. Excessive tardiness
11. Continuation of unmodified Level I behavior

Level III

1. Assault and/or battery on another student or school personnel
2. Extortion
3. Indecent exposure
4. Intimidation: threat to student(s) and/or school personnel
5. Theft/possession/sale of another's property
6. Vandalism
7. Fighting
8. Arson or false alarms
9. Bomb threats
10. Possession and/or use of firecrackers or explosives
11. Possessing deadly or offensive weapons
12. Controlled substance abuse (drugs and alcohol)
13. Commission of any other act punishable under the Pennsylvania Crimes Code

Important in any disciplinary code of conduct is an understanding of the penalties that may be enforced in order to provide a corrective measure to improve student behavior. The administration has the authority to apply the consequence in accordance with the Code of Conduct.

The following disciplinary list is divided into three levels to correspond to the three levels of offenses.

Level I

1. Verbal reprimand
2. Special assignment (relevant to the curriculum)
3. Notification of parents or guardians
4. Loss of Recess or other special privileges
5. Lunch detention

Level II

1. Notification of parents or guardian
2. Loss of Recess or other special privileges
3. In-school suspension (Administration will call home.)
4. Out-of-school suspension (Administration will call home.)

Level III

1. Notification of parents or guardian
2. In-school suspension (Administration will call home.)
3. Out-of-school suspension (Administration will call home.)
 - A. Administration will call parents/guardians to notify them of the Out-of-school suspension.
 - B. Students may not attend school functions during the suspension period.
4. Notification of law enforcement officials
5. Expulsion

Suspension from School

A student may be suspended from school for any conduct not approved by the faculty and administration. Any student who has been suspended must make satisfactory adjustments with the principal before reinstatement to the school. If satisfactory arrangements are not made, the case may be given to the school board. In this event, the board may permanently expel the student. Students may make up work missed as a result of suspension from school by the administration for disciplinary reasons. **Students may not attend school functions or be allowed on school property during the suspension period.**

Corporal Punishment

On December 3, 2005, the State Board of Education revised its Chapter 12 regulations. Section 12.5 (Corporal Punishment) now prohibits the use of Corporal Punishment.

However, teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of a weapon or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

Weapons Policy

Board Policy #218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, nunchuck stick, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons at any time into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity. The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

Each building principal shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Law enforcement protocol shall be developed in cooperation with local police departments and the Pennsylvania State Police.

Acts of violence or possession of a weapon in violation of this policy shall be reported by the Superintendent to the Office of Safe Schools on the required form at least once each year. Students, staff and parents/guardians shall be informed at least annually concerning this policy.

Exceptions to these provisions shall be made for:

1. A weapon being used as part of a school approved program by the individual participating in the program.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative

assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

All incidents involving prohibited weapons possession shall be reported to local law enforcement officers. Administrators will confiscate any article described in this policy and, if appropriate, submit it to a suitable law enforcement agency. All incidents involving expulsions for weapons possession pursuant to this policy shall be reported to the Pennsylvania Department of Education.

School Dress

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

1. Nothing covering the head (hats, hoods, etc.) will be worn inside the building, unless worn for religious, medical, or safety purposes, as this is not demonstrating proper manners.
2. All shirts/blouses or other "tops" **must cover the top of the shoulder**. Sleeveless shirts WILL be permitted with a minimum of 3 inches of coverage of the shoulder on each side. Muscle shirts, tank tops, spaghetti straps, racerback, and open back shirts etc. will not be permitted.
3. Undergarments will be properly covered by appropriate clothing and not visible.
4. Clothing that inappropriately exposes body area, as with cropped tops that expose excessive midriffs, may not be worn. Midriffs must be covered on all sides. Shirts should be long enough that the midriff is not exposed when raising your hand or stretching.
5. All shorts, skirts, and dresses must fall to the mid-thigh or longer.
6. Clothing containing holes, cuts, tears, or rips that expose undergarments or skin above mid-thigh are not permitted.
7. Bike shorts (ex. Spandex) or ripped shorts are not permitted.
8. Students wearing transparent blouses MUST wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted.
9. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
11. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
12. Clothing with inappropriate words or pictures that are either explicit or implied, may not be worn.
13. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
14. Clothing containing vulgar or obscene messages may not be worn.
15. Chains (i.e., wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.
16. Bandanas are not permitted to be worn or exposed.
17. Pajamas or sleepwear, unless worn for Spirit Week or a pajama day, are prohibited.
18. **Sandals with backs are permissible - no flip flops or slides.**

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. **The Principal(s), nurse, counselor, and teachers of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school.** Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

Use of Tobacco and Vaping Products

Students are prohibited from smoking or chewing tobacco or from using vaping products, including electronic cigarettes, in the school building, on school property or at school-sponsored activities that are held off school property. The use, possession or sale of tobacco and vaping products on school property will result in disciplinary action.

PA Act 145 clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for school districts and local justices. It is illegal for students to have in their possession any form of tobacco products including chewing tobacco. Possession or use of tobacco products or smokeless tobacco by a student between the ages of six through twenty-one in a school building, a school bus or on school property owned by, leased by or under the control of a school district is a summary offense.

The possession and/or use of e-cigarettes/vaporizing devices in the Montoursville Area School District is prohibited. Possession and/or use will result in the same consequences as outlined in [Board Policy #222](#).

A student who commits an offense under this section shall be subject to prosecution initiated by the Montoursville Area School District [Board Policy #222](#) and shall, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00) plus court costs for the benefit of the school district in which such offending student resides.

Drugs and Alcohol

With authorization of the superintendent or his designee, a trained dog, under the supervision of a specially trained law enforcement officer may be used for an inspection on or within school property or school buses to detect the presence of controlled substances.

When a controlled substance is detected, the administration will follow the procedures outlined below: “Any student who, when under the authority of the school district, has alcohol or illegal drugs in his possession, or is deemed to be under the influence of alcohol or illegal drugs, or is engaged in the distribution or sale of alcohol or illegal drugs or attempt thereof, shall be suspended from school, as provided in the school board policy on Student Rights and Responsibilities ([Board Policy #227](#)). School authorities shall turn over all evidence and/or information relative to such incidence of alcohol or illegal drug activity to appropriate police or juvenile court officials for disposition and investigation.”

It is also a violation of school policy to possess, consume, or distribute “look-alike” or non-controlled drugs. No student may make, possess, or supply to others any paraphernalia that may be typically used

for drug use. Automobiles parked on school property may be searched if there is reasonable cause to believe a school rule has been violated. All violators of the above policy will be referred to the Montoursville Assistance Program (MAP) team.

School Resource Officer & Armed Security

The Montoursville Area School District and the Montoursville Borough jointly employ an Officer to serve in the capacity of School Resource Officer at all of its District facilities. If you wish to anonymously report suspicious or illegal activities on district property or at district events, you may call the School Resource Officer at 570-368-2611, ext. 5013 or email Officer Watkins at mwatkins@montoursville.k12.pa.us. If an immediate response is necessary, please call 911. All information will be kept confidential.

Additionally, the Montoursville Area School District employs armed security personnel to monitor each school campus. Each elementary campus employs Main Entrance Door Security personnel.



General Information

This section provides general information regarding services provided by the school and procedures for various items regarding the school.

Classroom/Birthday Treats/Deliveries/Messages for Students

In the event of an emergency or urgent matter, we will make every effort to contact students promptly. **Parents, please refrain from requesting the delivery of routine messages, as this may disrupt the school day.**

All classroom treats, including birthday celebrations or other parent-provided snacks, must be pre-planned with the child's teacher. To ensure the safety and well-being of all students, especially those with food allergies or medical concerns, **only pre-packaged, store-bought treats are allowed.**

Homemade baked goods and treats are not permitted.

Parents are encouraged to provide nutritious snacks such as popcorn, vegetables, fruit, or granola. Additionally, parents/guardians must supply any necessary paper goods, as teachers do not have these items available for classroom celebrations. **Please note that providing a birthday treat for the class is entirely optional.**

Invitations for birthday parties or other gatherings may only be distributed at school if every child in the class receives one. **Deliveries of gifts such as balloons or flowers will be held in the office until the end of the school day, as these items cannot be transported home on the school bus.**

We appreciate your cooperation in helping us maintain a safe, inclusive, and well-organized learning environment.

Telephone Service

Telephone service is available for students in the office at the discretion of the office staff.

Bus Transportation

Students are not permitted to ride a bus home with another student even if a note is provided. Students must be rostered and listed on the seating chart to ride a bus.

Please talk with your child about proper bus behavior. It is imperative for the safety of all the children on the bus, that the driver not be distracted by the poor behavior of any student. If this should occur, your child may have his/her bus riding privileges suspended. The bus driver or principal will notify you if this must happen.

School Insurance

A school accident insurance policy is available to all students. The policy insures against expenses incurred as a result of accidental bodily injury. Additional information may be obtained from the office.

Backpacks

Students are permitted to bring backpacks to school.

Recess Procedures and Playground Expectations

Recess is an important part of the school day and provides students with opportunities for physical activity, social interaction, and fresh air. Students should come to school dressed appropriately for the weather conditions throughout the year, as outdoor recess is scheduled daily whenever conditions are safe.

Outdoor and Indoor Recess Guidelines

Students will participate in outdoor recess except when weather or playground conditions make it unsafe to do so. The school will use **AccuWeather** as the common source for weather information when making recess decisions.

Indoor recess will be occur when:

- The temperature or "feels like" temperature (wind chill) is **25°F or below**.
- There is rain, snow, thunderstorms, or other inclement weather.
- Pavement, playground surfaces, or equipment are icy, slick, or otherwise unsafe for student use.
- School administration determines that outdoor conditions present a safety concern.

Because students are expected to participate in outdoor recess whenever conditions permit, families should ensure that children are dressed appropriately for seasonal weather, including coats, hats, gloves, boots, and other necessary outdoor clothing.

Playground Rules

To maintain satisfactory order and conduct and to ensure maximum safety, the following playground rules will be observed by all students and enforced by school personnel:

1. Dress appropriately for the weather throughout the year.
2. No rough play is permitted. This includes wrestling, tackle football, battle ball, karate, carrying other students, and similar activities.
3. Toys, sports equipment, and other play items from home are not permitted unless specifically authorized by the school.
4. Use all playground equipment safely and as intended.
5. Students must obtain permission from the adult on duty before returning to the school building during recess.
6. Students are expected to line up quickly and quietly when the bell rings or when directed by the adult on duty.
7. Play only in areas designated as safe by the adult on duty. Students may not play in walkways and should not run on the blacktop.
8. Ball activities on the blacktop are limited to those associated with four-square and basketball.

Students are expected to follow all directions given by school staff during recess. Failure to follow playground expectations may result in loss of recess privileges or other disciplinary consequences consistent with school policies.

Toys and Electronic Devices

The Montoursville Area School Board prohibits the use of toys, fidget spinners, trading cards (i.e., *Pokemon*), radios, laser pens, cell phones or any other electronic devices during school hours. Any student using electronic devices during school hours will have the electronic device confiscated and parents/guardians may be asked to come to the school to pick up the confiscated item.

Breakfast and Lunch

-
- Students will go directly to their assigned tables.
 - Students will be dismissed by the lunchroom staff to enter the food service lines.

- Students will go through the line once, and only once.
- Students will take their trays up to the dish room when instructed at the end of the lunch period.
- Students will remain in their seats and quietly talk with the people at their table. This is a great time to get to know the people in your class.
- Students will be dismissed when given the signal by the adults on duty. Students are asked to make sure that the table and floors are clean.

Any violation of cafeteria guidelines may result in alternative lunch assignment, loss of recess time, and/or suspension from school.

Cards, games, or toys are NOT PERMITTED at lunch. Use of electronic devices is also NOT PERMITTED at lunch.

It is expected that all students will eat in the school cafeteria..

BREAKFAST AND LUNCH:

Beginning with the 2026-2027 school year, one breakfast and one lunch will be available daily FREE for ALL STUDENTS. Students may elect to purchase a second breakfast (or lunch), a la carte items, milk, or snacks for an additional cost.

All students wishing to purchase breakfast will be able to do so in the school cafeteria starting at 7:50 A.M. until 8:10 A.M.

Second Breakfast/Lunch Prices:

Breakfast	Regular - \$1.10
Lunch	Regular - \$2.60

STUDENT LUNCH ACCOUNTS- BORROWING POLICY

The Montoursville Area School District has a computerized debit or “Point of Sale” system in our schools’ cafeterias. Students will have an account whether or not they choose to use the cafeteria facilities. The PIN is entered on a 10-Key PIN pad to access your account at the time of purchase. Students must memorize or have available their PIN. Money can be deposited into the student’s account using a special envelope that may be picked up at the cafeteria. Parents may also place funds on their child’s account through the link on the district website.

Additional deposit envelopes will be available in the cafeteria or in the school office when funds need replenished. Deposits cannot be accepted without the student’s name, PIN, and the amount of the deposit. Deposits to accounts made after 10:00 AM will not be credited to the student account until the next day. All deposits will be applied to negative balances first.

Parents and students will be kept abreast of their child’s student meal account balance as it nears a low balance. Verbal reminders to the student as well as parent contacts will be made by cafeteria staff as necessary to maintain a positive lunch account balance. Parents may request this information from the head cook at any time. From time to time a student may forget to make a deposit into their account. Charging/borrowing will not be permitted for any second breakfast or lunch and a la carte items (snacks, etc.). Questions about the Point of Sale System or Student Borrowing Policy may be directed to the Food Services Director at 368-2491 (ext. 4801).

The district may institute a collection procedure for unpaid balances including, but not limited to, filing a claim with the District Magistrate or delinquent collection agencies. Parents/Guardians will be responsible

to pay the amount due to the cafeteria, as well as any and all fees assigned for collection of monies due to the cafeteria.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, DC 20250.

Depositing funds into student accounts: Make checks payable to “MASD Cafeteria”.

LUNCH GUIDELINES

- Students are to be seated as directed by the cafeteria monitors.
- Students demonstrating inappropriate conduct may be assigned alternate seating.
- The lunch monitors from the cafeteria will dismiss students.

The cafeteria management and your fellow students appreciate your cooperation in:

- Depositing all lunch litter in the proper receptacles.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place clean for others.
- Depositing all recyclables in the proper bins.
- Consuming all food and beverages in the cafeteria. No open beverage containers are to leave the cafeteria.
- Being mindful of appropriate conversations and action during lunch.

PTO (Parent-Teacher Organization)

Families will receive monthly updates from the school PTO in the school newsletter, including meeting dates and times. Composed of several dedicated parents from each school, the PTO plays a vital role in supporting programs that enrich our students' educational experience.

Fundraising efforts help provide assemblies, field trips, special events, and a variety of activities throughout the year. Volunteers are always needed and greatly appreciated! Please note that all volunteers must submit copies of their appropriate clearances in compliance with state guidelines.

Your involvement makes a positive impact, and we encourage all families to participate in PTO activities.

Water Bottles

Students may carry water bottles with them and use them. Water bottle filler stations are provided at various locations within the building for use. Metal water bottles are discouraged.

Visitors

In order to provide for minimum class disruption and for maximum safety, all visitors must register in the school's electronic system in the front lobby upon arrival. **All visitors are required to provide a government-issued photo identification (i.e., Driver's license) when entering the building.** Our

Visitor Management software logs visitors and retrieves data from multiple databases to help our employees make informed decisions about who may be admitted into our schools. Once admittance is granted, the security staff will then issue a visitor pass which must be worn while in the school building. The building principal must approve all student and adult visitors in advance.

Responsibility for Equipment

When a student accepts his/her textbooks, iPad/Chromebooks, or any other equipment issued by the school, he/she is entrusted with the responsibility of taking care of those books and equipment to the extent that they are not damaged beyond ordinary use by the end of the school year. If a student loses a book, or other school-issued item, he/she is liable for its replacement costs. If any school-issued item is stolen, damaged or misplaced, he/she is responsible. ***Device insurance can be purchased to cover accidental damage to iPad/Chromebooks.***

Bicycles, Skateboards, and Scooters

Bicycles must be placed in the parking racks provided. It is important that bicycles be locked. Students on bicycles must be particularly careful to follow all traffic regulations and good safety practices. Students who ride bicycles are considered walking students. Skateboards and scooters are not permitted to be ridden on any school property including parking lots, sidewalks, curbs, and roadways. The District will not be responsible for any theft or damage to bicycles, scooters or skateboards. Anyone not following proper safety procedures will be banned from riding the vehicle in question to school.

Lost and Found

Any student who is looking for a lost item should check at the front lobby first. Any student who finds lost articles should bring them to the office. Lost eyeglasses, keys, wallets, purses, and jewelry are kept at the office. If a student loses a book, he/she should check with each one of his/her teachers or the library.

Student Records

The Montoursville Area School Board has adopted a [Board Policy #216](#) concerning student records. Copies of the policy are available in the school office for those interested. If a parent requests a copy of students' records, the current cost per page is twenty-five cents.

Student Rights/Surveys

The Montoursville Area School Board has adopted a document on student rights/surveys, [Board Policy #235](#). All school board policies are available on the district's website.

Confidentiality and School Counselors

The chief purpose of school counseling is to help the student help himself. Greater self-understanding enables the student to make wise choices and provide the means of self-help. The school counselors through interviews, test results, classroom contacts and a determination of individual interests assist the student in understanding better his/her own interests, aptitudes and personality.

Students may make appointments for the school counseling services by seeing a school counselor before school in the morning, between classes or after school. The counselor will coordinate with the student's teacher for an appropriate time to meet. Please see our website for information about school counseling services, informed consent, and parent resources.

Student confidentiality is important to us and, as school counselors, we follow all professional standards as well as federal and state laws. All information shared is confidential except in the instances of the suspicion of abuse or neglect, harm or threats to harm self or others, and any court order or other legal proceedings. These exceptions to confidentiality are required by law.

School Nurse and Dental/Health Exams

Routine physical and dental examinations will be given by physicians and dentists designated by the Board of Education as required in the school code. Students in all grades are measured, weighed, Body Mass Index (BMI) is calculated, and have hearing/vision tests annually. All students are encouraged to have physical and dental examinations done by their family doctor or dentist, using the proper form sent home. If a student does not return a form, he/she will be included in the school examinations. A school nurse is available or on call to aid injured or ill students.

Students wishing to visit the nurse's office must receive permission from a teacher/staff in order to do so. Medications (except for Tylenol, Ibuprofen, Tums) are not available to students in the nurse's office.

However, a student with a health problem who must take medication through the school day must keep properly labeled medicine in the nurse's office with a written note from the parent and their physician stating when the medication is to be given, as per school board policy. The Prescription/Non-Prescription Medication form may be obtained from the school nurse of the middle school office. A copy of this form can be downloaded from our website. Parent(s)/guardian(s) are required to bring all medications to the school nurse's office.

Students using crutches while in school must bring a written note from a parent. The note should include the expected length of time the physician has prescribed the use of the crutches and that instructions were given concerning the proper usage of crutches.

Students are required to go through the school nurse to contact parents when ill and needing to go home. Students must be dismissed by the school nurse for illness. **If the nurse is out, the student should report to the office. In case a student must be sent home because of illness, the parents will be contacted by the school office to take the child home.**

Building Surveillance Camera Notice

The Montoursville Area School District uses an electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

School Bus/Van Surveillance Camera Notice

Students and parents/guardians should be aware that Montoursville Area School District school buses and vans have cameras monitoring bus/van passengers. The cameras record both video and audio at different locations throughout each bus. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions while on school buses/vans will be recorded; therefore, they should have no expectation of privacy when riding school buses/vans. Riding school buses/vans constitutes consent to the recordings by the surveillance cameras.

HIPPA Acknowledgement

I understand that the Montoursville Area School District follows the Federal guidelines for confidentiality as regulated by FERPA and HIPAA. By acknowledging on the Parent Portal, I allow the school district to share information with appropriate school staff on a need-to-know basis and only if it affects the education of my child.

In accordance with the Federal Law (HIPAA), regulating the sharing and transmission of health information, MASD requires parental/guardian permission to share health information of each student.

The following are ways we are protecting the privacy of our students:

- ❖ Parental/Guardian consent is needed to share health information.
- ❖ By following our confidentiality policy, we will not discuss health information of students with other parents. (So please don't ask.)
- ❖ Health information will be sent in a sealed "confidential" envelope.
- ❖ All health record files are locked.
- ❖ Health conditions such as allergies and asthma will be given only to the teacher with direct contact with the student only if parental/guardian consent has been obtained.
- ❖ The school district will avoid sending health information via email if possible. If sending, a disclosure statement will be used.
- ❖ When sending a fax, a "confidentiality request" will be included. The individual receiving the information will be notified that it is being sent.
- ❖ Phone conversations regarding health information will be conducted privately.

- ❖ The nurse will be present when printing or photocopying health information.
Faculty/staff will avoid casual conversation regarding health information in the halls and other public areas.

MASD School Board Policy- # 815 Acceptable Use of Digital Technologies

August 11, 2020

The Board recognizes the need to establish rules and regulations for the use by students, staff and other authorized users of district-owned or issued technology resources, consistent with the educational and operation goals of the district.

For purposes of this policy and the accompanying administrative guideline, **district-owned or issued technology resources (district technology resources)** shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the district;
2. All district telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
3. All district-owned or issue hardware devices such as computers, laptops, tablets, telephones, cellular phones, fax machines, printers, copiers, scanners, etc.;
4. All web-based and cloud-based storage; and
5. Web and cloud-based applications provided by the district through a third party.

The Superintendent or designee shall develop and implement administrative guidelines, consistent with the general guidelines listed below, governing the acceptable use of district technology resources.

The use of district technology resources shall at all times be in accordance with applicable law and other Board policies and administrative guidelines.

The use of district technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board policy or the accompanying Administrative Guideline.

District technology resources shall be used primarily for school, district employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this policy and the accompanying administrative guideline, and further provided that such limited incidental personal use does not interfere with and is not disruptive to district or school operations or another user's use of district technology resources.

The district reserves the right to monitor, track, and document use of any activity conducted on, over and through district technology resources to the extent permitted by law.

The district further reserves the right to prevent unauthorized, inappropriate or illegal use of district technology resources, and to administer appropriate discipline to users who violate this policy or the accompanying administrative guideline.

Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, collective bargaining agreement, or Board policy/administrative guidelines, as appropriate under the circumstances.

Users of district technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through district technology resources.

The district has the ability to collect, track and store data, such as IP addresses which identify technology devices using and communicating over and through the district's network and other district technology resources. The district reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

Procedures regarding the individualized search of district technology resources when the district has reasonable suspicion that a user of district technology resources has violated the terms of this Board policy or the accompanying administrative guideline shall be included in the accompanying administrative guideline.

The availability of information on district technology resources does not imply endorsement by the district of such content, nor does the district guarantee the accuracy of such content.

The district shall not be responsible for any information lost, damaged or unavailable while using district technology resources.

The district will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing district technology resources.

Users of district technology resources shall immediately report any violations of this policy or the accompanying administrative guideline to their building principal, immediate supervisor, or the Supervisor of Information Technology.

Users of district technology resources may be required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this policy and the accompanying administrative guideline.

****Privileged and Confidential:** This information, including attachments, is for the exclusive use of the addressee and may contain proprietary, confidential and/or privileged information. If you are not the recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this communication.



Loyalsock Valley Elementary School

2026-2027 Faculty Handbook



Loyalsock Valley Elementary School

3790 St. Route 87

Montoursville, PA 17754

570.435.0446

Administration

Superintendent

Mr. Daniel Taormina

Supervisor of Special Education

Mr. Timothy Hanner

Business Manager

Mrs. Jessica (Reich) Haas

Director of Curriculum, Instruction, and Assessment

Dr. Matt Johnson

Supervisor of Buildings and Grounds

Mr. Joe Gnoffo

Principal

Mr. Tyler Blaise

Secretary

Ms. Suetta Ulmer

Security

Mr. Charlie Stelene

Teachers

School Counselor

Mrs. Jenny Krepshaw

Kindergarten

Mrs. Jennifer Rearick

Mrs. Cindy Sullivan

1st Grade

Mrs. Maryanne Manotti

2nd Grade

Mrs. Jennifer Majcher

Mrs. Bille Jo Shank

3rd Grade

Ms. Kari Gleason

Mrs. Susan Holmes

4th Grade

Mrs. Lauren Caputo

Mr. Ethan Laudenslager

Learning, Emotional, Gifted, and Speech Support

Mrs. Ashley Hess

Mrs. Stephanie Matlack

Mrs. Hayley Potter

Mrs. Kimberley Sauers

Mrs. Joy Snyder

Related Arts and Academic Support

Mr. Stephen Alexander

Mrs. Stephanie Beadle

Mrs. Kirstin Gist

Mrs. Karissa Jones

Mrs. Michelle Metzger

Mrs. Robyn Smelko

Ms. Faith Toohey

Nurse

Mrs. Katrina Emick

Support Staff

Mrs. Angela Fegley

Mrs. Pamela Lewis

Mrs. Tracey Martinez

Mrs. Michelle O'Malley

Mrs. Stephanie Pickering

Ms. Angelina Santalucia

Mrs. Melissa Stahl

Mrs. Melissa Thomas

Ms. Moriah Vige

Interperator

Mrs. Susan Wood

Maintenance

Mr. Kevin Freezer

Mr. Matt Hepburn

Custodians

Mr. Marco Newman

Door Security

Mr. Robert Higley

Mr. Kenneth McDermont

Cafeteria

Mrs. Elaine Fry

Mrs. Amy Harris

Ms. Julian Thompson

Important Dates

PSSA's:

Language Arts
Mathematics

Testing Window:

April 26th-30th, 2027
May 3rd - May 7th, 2027

Grades:

All 3rd and 4th graders
All 3rd and 4th graders

SCHOOL CALENDAR– (School is NOT in session on these days)

October 12 -----Teacher In-Service (Teacher In Service)

November 23 and 24 -----Parent Teacher Conferences/Teacher Inservice Day

November 25 – 30 -----Thanksgiving Break

December 23 ----- 2 hour Early Dismissal

December 24 – January 1 -----Holiday Vacation

January 18 -----Martin Luther King Day

March 25 ----- No School (K-4 ONLY) / Parent-Teacher Conferences

March 26-29 -----Spring Break

April 19 -----No School (or Snow Makeup Day)

May 31 -----Memorial Day

June 11 AM (tentative)-----Last Day for Students & Staff / Graduation

Trimester and Progress Report Dates

	Trimester 1	Trimester 2	Trimester 3
Trimester Begins	Sep. 8, 2026	Dec. 1, 2026	March 10, 2027
Interim Reports	Oct. 16, 2026 (28 days)	Jan. 25, 2027 (32 days)	April 28, 2027 (32 days)
Trimester Ends	Nov. 20, 2026 (53 days)	March 9, 2027 (63 days)	June 11, 2027 (63 days)
Report Cards	Nov. 23, 2026	March 19, 2027	June 11, 2027

Pennsylvania's Code of Professional Practice and Conduct for Educators

Section 1. Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § 12-1251 - 12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose

(a) Professional educators in this Commonwealth

believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike; the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this

Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students' principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed

by law or by clear and compelling professional necessity as determined by the professional educator. (10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251-12-1268), known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by:

(1) The Public School Code of 1949 (24 P. S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.

(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401-413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification

The professional educator may not:

(1) Accept employment, when not properly certificated, in a position for which certification is required.

(2) Assist entry into or continuance in the education profession of an unqualified person.

(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8. Civil Rights

The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of

political and civil rights and responsibilities.

Section 9. Improper personal or financial gain

- (1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.
- (2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with students

The professional educator may not:

- (1) Knowingly and intentionally distort or misrepresent evaluations of students.
- (2) Knowingly and intentionally misrepresent subject matter or curriculum.
- (3) Sexually harass or engage in sexual relationships

with students.

- (4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional relationships

The professional educator may not:

- (1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

GENERAL DUTIES & EXPECTATIONS–

1. Teachers must be in their assigned room or at their morning assignment by 7:50 or at a time as assigned by the building administrators. Teachers may leave at either 3:22 or at a time as assigned by the building administrators. All staff are also responsible for monitoring the hallway directly outside their rooms.
2. All books must be stamped with the school stamp and numbered in ink before distribution. Maintain copies of an assigned book list (include student's name and the book's condition and number). It is extremely important to note and record the condition of each book before issuing. Please follow this procedure for all other school-owned materials and equipment. At the end of the year all book losses and/or damage must be reported to the office. Teachers are not to collect fines of any kind.
3. Staff members are not to use vulgarity.
4. Staff are not to allow students to address them by their first name or by a nickname.
5. All staff are to ensure that exterior doors remain closed at all times (do not prop exterior doors open).
6. Staff are to familiarize themselves with all school policies, particularly those in this handbook.
7. When teachers/staff take a group to assemblies, special meetings, trips, etc., they are to escort their groups and remain with them and supervise them. Do not leave students unsupervised..
8. It is the responsibility of the classroom teacher to state and enforce expectations of student behavior within the classroom. All staff are required to enforce the school wide rules.
9. Perform other duties as may be assigned by the building and district administration.
10. Faculty meetings will be planned for the following dates/times: September 4th (time TBA); Oct 12 (8:30 AM); Nov. 24 (8:15 AM); Jan. 11 (3:25 PM); Mar 25 (8:30 AM); April 12 (3:25 PM); May 10 (3:25 PM); June 11 (1:00 PM). **If any adjustments to the scheduled meeting dates or times are necessary, staff will be provided timely notice.** All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Morning Attendance Procedures

At the 8:05 A.M. bell, all students will report to their assigned homerooms. All students must be in their assigned homerooms by 8:30 A.M. Teachers will take attendance and record the attendance in the Student Management System (C.S.I.U.). Tardy students will receive a tardy slip from the office.

Progress Reports, Interim Progress Reports & Grading Policies

A progress report (interim) shall be issued to each student who is struggling to meet grade level standards either via the US mail or electronically via email to the parent/guardian from the classroom teacher. A report card will be issued to each student at the end of each trimester. The progress report should be a medium through which the teacher and the parents work with the student to improve his/her educational progress. Teachers and parents are also

encouraged to arrange conferences to discuss alternatives for helping students attain satisfactory progress whenever necessary. Communication with parents is critical and essential.

The grading system will be based on the following criteria:

1. Student achievement will be reported using a combination of number grades and standards-based grading, depending on the subject and grade level.
2. The report card and the interim progress report have optional comments on each one to reflect effort and conduct.
3. Elementary teachers will grade students utilizing the district's approved grading system in accordance with district policies. Teachers will maintain and document regular communication with parents regarding the academic and behavioral progress of the students. In order to maintain consistency in the grading process, the criteria for issuing of progress reports should be as follows:
4. Teachers will communicate their grading policy to parents/guardians and explain thoroughly.
5. **As a general rule, homework will not exceed 15% of the trimester grade for each subject area.**
6. An interim progress report will be issued by teachers by the mid-point of each trimester to those students meeting one or all of the following criteria: ***a failing average of 69 or below in a subject; a 70-74 average (in danger of failing) or a significant drop in grade (ten points or more) in any subject since the last report card.*** Interim progress reports may also be issued for satisfactory, improved and exemplary performance.
7. Behavior is not to be a part of the grade.
8. No grade below a 60 will appear on a report card. Teachers will use the comment section to provide necessary context to parents/guardians regarding a student's progress and performance.
9. Student grades for all subjects shall be updated on a weekly basis. These updates should accurately reflect students' ongoing progress, understanding, and performance in alignment with curriculum standards. Teachers are responsible for providing prompt and constructive feedback on key learning activities, including assessments, projects, and other significant assignments. Feedback should guide students in understanding their strengths and areas for improvement.
10. The progress report has optional comments to reflect effort and conduct

Retention/Promotion Guidelines

Criteria which will be considered in the retention of elementary students:

1. Teacher recommendation
2. Parental input
3. Maturation level of student
4. Chronological age of student
5. Level of progress in language arts and math grade level standards
6. Standardized and district assessments

Names of students who are under consideration for possible retention (a.k.a. "the watchlist") are due to the building administrator no later than January 31. The parents of any elementary child, who is having difficulty and who is a potential candidate for retention, shall be notified by the district in writing by March 1. The parents shall be encouraged to arrange a telephone or personal conference with the child's teacher to discuss concerns prior to making a final determination regarding a retention within the current grade level

Attendance Records

1. On each school day of the year, attendance will be taken by the homeroom teacher according to the guidelines provided at the beginning of each school year. Guidelines may be changed if the need exists.
2. Students will be required to present an excuse to the office on the day they return to school after the absence. Teachers are to remind students to bring in excuses.
3. Accurate attendance reporting is crucial. Also, it is required that attendance be taken at the start of each special area class period.

Staff Absence Procedures: Tyler Tech Staff Portal

If a staff member (professional or support staff) is unable to report to work, he or she is to submit an absence request via the Absence Management link on the district website under the Staff tab as per district guidelines. The Absence Management link is where a staff member will submit a request for a substitute (if needed).

Staff members must submit an absence request via the Absence Management link when requesting personal, sick, emergency, bereavement, days without pay and/or approved conference days. **Submitting a paper form for absence requests is no longer required.**

The district may request a written physician's statement from employees after three (3) consecutive days of absence.

Substitute Teacher Folders

All teachers must keep an **updated** folder on their desk for substitute teachers. Each folder will contain the following:

1. Location or copy of the Student and Teacher Handbooks.
2. Location or copy of bus, car rider, and walker students assignments.
3. Location or copy of Class Rosters and Seating Charts (Keep these current.)
4. Location or copy of Teacher's Schedule.
5. Emergency procedures and any pertinent student medical information.
6. Location or copy of Lesson plans for the week.
7. Location or copy of District Emergency Plan and Procedures.

Lunch Procedures

Dismiss your class as a group for recess and lunch. Your supervisory responsibility ends in the classroom when **all** children are under the supervision of the staff on recess or lunch coverage.

Outdoor and Indoor Recess Guidelines

Students will participate in outdoor recess except when weather or playground conditions make it unsafe to do so. The school will use **AccuWeather** as the common source for weather information when making recess decisions.

Indoor recess will be occur when:

- The temperature or "feels like" temperature (wind chill) is **25°F or below**.
- There is rain, snow, thunderstorms, or other inclement weather.
- Pavement, playground surfaces, or equipment are icy, slick, or otherwise unsafe for student use.
- School administration determines that outdoor conditions present a safety concern.

Because students are expected to participate in outdoor recess whenever conditions permit, families should ensure that children are dressed appropriately for seasonal weather, including coats, hats, gloves, boots, and other necessary outdoor clothing.

Fire Drill Procedures

In the event of a fire drill, teachers should make sure all *doors are closed and utilities are turned off*. Students should observe the following rules.

1. Do not run -- walk.
2. Be orderly - no talking or horseplay is permitted.
3. Proceed to the exit designated.
4. Follow the instructions of the staff carefully.
5. Stay with your group.
6. Everyone must leave the building during a fire drill

Fire Drill & Emergency Evacuation

Emergency Procedures (always refer to district Emergency Procedures Manual and A.L.I.C.E. Training)

All staff/students should exit the building at the nearest, safest exit. However, as a guide the following assignments should help reduce crowding at any exit.

Side door (opposite library entrance)

L-1 (Library), L-2 (Reading Room), L-3 (Library Wing Computer Lab), A-1, A-4, Guidance

Side door in B-Wing (between B-7 and B-9)

B-1, B-3, B-5, and B-7

Playground door in B-Wing (next to B-11)

B-6, B-4, B-2, B-9, B-11, Music, and Art

Playground door in A-Wing (next to A-12)

A-3, A-5, A-10, and A-12

Side door in A-Wing (between A-10 and A-8):

A-6 and A-8

Multi-purpose Room: use exits within the room (either back doors to north playground or main entrance doors)

Main Entrance: Office, Nurse, Work Room

Assemblies

1. Teachers and students will wait for an announcement to move to the assigned performance area.
2. Classroom teachers will lead their group to the assembly and help seat them. Teachers/staff are to remain for the entire duration of the assembly and monitor their students.

School Dress

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

NOT ACCEPTABLE

1. Nothing covering the head (hats, hoods, etc.) will be worn inside the building, unless worn for religious, medical, or safety purposes, as this is not demonstrating proper manners.
2. All shirts/blouses or other “tops” must cover the top of the shoulder. Sleeveless shirts WILL be permitted with a minimum of 3 inches of coverage of the shoulder on each side. Muscle shirts, tank tops, spaghetti straps, racerback, and open back shirts etc. will not be permitted.
3. Undergarments will be properly covered by appropriate clothing and not visible.
4. Clothing that inappropriately exposes body area, as with cropped tops that expose midriffs, may not be worn. Midriffs must be covered on all sides. Shirts should be long enough that the midriff is not exposed when raising your hand or stretching. No exposure of buttocks or high-cut thigh.
5. All shorts, skirts, and dresses must fall to the mid-thigh or longer.
6. Clothing containing holes, cuts, tears, or rips that expose undergarments or skin above mid-thigh are not permitted.
7. Bike shorts (ex. Spandex) or ripped shorts with holes exposing skin are not permitted.
8. Long shirts/sweatshirts that completely cover shorts/skirts are not permitted.
9. Students wearing transparent blouses MUST wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted.
10. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
11. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
12. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
13. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
14. Clothing containing vulgar or obscene messages may not be worn.
15. Chains (i.e. wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.
16. Bandanas are not permitted to be worn or exposed.
17. Pajamas or sleepwear, unless worn for Spirit Week or a pajama day, are prohibited.
18. **Sandals with backs are permissible - no flip flops or slides.**

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. The principal, assistant principal, and teachers of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school. Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

Dress and Grooming/Professional Employees (Board Policy 425)

Purpose

Professional employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline.

Authority

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational program.

Guidelines

When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the principal.

Dress Down Days:

Casual Dress Days are permitted for staff every Wednesday and Friday school is in session as well as other dates throughout the course of the year as planned for a specific fundraiser. Jeans are permitted to be worn on approved casual dress days.

Building SAFETY AND SECURITY

Maintaining a secure school environment is a collective responsibility. To ensure the safety of all students and staff, the following procedures must be strictly followed:

- All outside doors must remain closed and locked at all times during the school day.
- All visitors must register in the school's electronic Visitor Management System upon arrival in the front lobby.
- Visitors must present a government-issued photo ID (e.g., driver's license) to receive a visitor's pass, which must be worn while inside the building.
- If a staff member observes a stranger in the hallway without a visitor's pass, they should notify the office immediately.
- Classroom doors are recommended to remain locked during instructional time.
- No exterior entrance door should be propped open at any time.

Emergency Procedures Manual

All staff are expected to be familiar with the policies and procedures outlined in the Emergency Procedures Manual. This document provides critical guidance on responding effectively to a variety of emergency situations. Regular review of these protocols is essential to ensure preparedness and maintain a safe learning environment. Staff should refer to the manual whenever necessary and reach out to building administrators with any questions or clarifications.

Reporting Safety Concerns

To anonymously report suspicious or illegal activities on district property or at district events, contact School Resource Officer Marcus Watkins at (570) 368-3554. If an immediate response is required, call 911. All reports will remain confidential.

Additionally, the Montoursville Area School District employs armed security personnel to monitor each school campus. Any questions or concerns regarding safety and security should be directed to the building administrators. Each school building has a Building Threat Assessment Team that convenes throughout the year as needed, and the District Threat Assessment Team meets quarterly.

VIDEO SURVEILLANCE

The Montoursville Area School District uses an electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

Email/Cell Phones

All staff should check their email prior to the start of the instructional day and before leaving school each day. Email should not be used during instructional time for personal business. Personal cell phones, smart phones, tablets, iPads, and Chromebooks are not to be used during the school day, unless for instructional purposes. Any email that comes through the district email server is the property of the school district, may be reviewed by the district, and can be requested for review by the public under the Right to Know Law. Please be very careful of what you say when using District Email, since it is subject to the Right to Know Law.

Teacher Web Pages/Google Classroom

Maintaining accurate and current information on webpages and Google Classroom is essential for student and family access. Teachers should ensure updates are made regularly, with prompt adjustments to assignments or other important details to uphold clarity and consistency.

STUDENT DISCIPLINE

The Montoursville Area School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This Code of Conduct serves as a guideline and not the final authority on matters of discipline. The administration has the authority in implementing the Student Code of Conduct. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The breach of discipline within the schools will usually fall into two major classes of offenses.

1. Violation of the rules of conduct of the school. (See Levels I and II)
2. Violation of rules of conduct of the school because they are a violation of state or federal law (a crime has been committed). (See Level III)

Student discipline referrals are maintained by the administration. Response to these referrals is at the discretion of the administration and consideration of the Code of Conduct.

The following process should be used for most Level I offenses and other level offenses at the discretion of the administration:

1 st offense:	Conference with student(s) regarding referral.
2 nd offense:	Conference with student and parent contact regarding referral.
3 rd offense:	Conference with student, parent contact and disciplinary action.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION:

The McKinney-Vento Act defines *homeless children* as “individuals who lack a fixed, regular, and adequate nighttime residence.”

This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS:

Designated District Liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
 - ✓ Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
 - ✓ Providing school supplies and other related items so they can fully participate.
 - ✓ Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
 - ✓ Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.

- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:

School Stability:

-Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.

-LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.

-Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

-Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.

-LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

-If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

-Free lunch and breakfast (if applicable).

-Free school supplies and uniforms (if applicable).

-Educational resources and support services to help children and youth experiencing homelessness reach academic success.

The district's homeless liaison is Mr. Daniel Taormina, Superintendent. He can be reached at the following email address: dtaormina@montoursville.k12.pa.us and phone number: 570-368-2491.

CHILD PROTECTIVE SERVICES LAW (Policy 806)

The PA Child Protective Services Act was signed into law in 1975 and revised in 2015. Twenty-three pieces of legislation were recently enacted, changing how Pennsylvania responds to child abuse. These changes significantly impacted reporting, investigation, assessment, prosecution and judicial handling of child abuse and neglect cases.

The new laws expanded and further defined mandatory reporters and the reporting process, increase penalties for those mandated to report suspected child abuse who fail to do so, and provide protections from employment discrimination for filing a good faith report of child abuse. It was enacted to protect children from abuse, allow the opportunity for healthy growth and development and whenever possible, preserve and stabilize the family.

Child Abuse shall mean intentionally, knowingly or recklessly doing any of the following:

1. Any recent act or failure to act which causes or creates a reasonable likelihood of bodily injury or death to a child.
2. Any act or failure to act or a series of such acts or failures to act which causes or substantially contributes to serious mental injury to a child.
3. Any act or failure to act which causes or creates the likelihood of sexual abuse or exploitation of a child.
4. Any recent act, failure to act, or series of such acts or failures to act which places a child at imminent risk
5. Any act causing serious physical neglect constituting the following:
 - (1) Repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
 - (2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
6. Engaging in Munchausen by proxy behavior.

No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Must School Employees Report? Yes! Mandated reporters, by law must report suspected child abuse when they come into contact with children in the course of their employment. Teachers must report when they have reason to suspect, on the basis of medical, professional, or other training and experience, that a child coming before them in their professional or official capacity is an abused child.

Mandated Reporter – include but are not limited to:

1. A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
2. A school employee.
3. An employee of a child-care service who has direct contact with children in the course of employment.
4. An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
5. An individual supervised or managed by a person who has direct contact with children in the course of employment.
6. An independent contractor.

What Should A School Employee Do When They Suspect A Child Has Been Abused?

Suspected child abuse procedure is as follows:

Employees who suspect child abuse shall immediately make a report to ChildLine via on the [Child Welfare Portal](#). It is suggested that staff acquire a login from this reporting site at their convenience so that a login exists in the case a report needs to be made. With online reporting, a written report on forms provided by the Department of Public Welfare (Report of Suspected Child Abuse [CY-47]) is not necessary. After making the report, the employee must notify the Superintendent and Principal or Assistant Principal via email.

Alternatively, oral reports made by telephone are also permissible. Oral reports of suspected child abuse shall immediately be made by telephone to ChildLine. Oral reports may also be made to the county children and youth agency in the county where the suspected child abuse occurred. After making an oral report, the employee must notify the Superintendent and Principal or Assistant Principal.

1. There is no requirement to notify parents. Montoursville Area School District is NOT notifying parents.
2. Immunity: A school employee making a report in good faith under the Act is given immunity from any civil or criminal liability that might otherwise arise out of their report. There is a presumption of good faith of their report.

Statewide toll-free number (Department of Public Welfare) 24 hours a day [1-800-932-0313](#).

Acceptable Use of Digital Technologies

Code 815

Status Active

Legal 1. 47 U.S.C. 254

2. 20 U.S.C. 6777

3. 47 CFR 54.520

17 U.S.C. 101 et seq, 18 Pa. C.S.A. 5903, 18 Pa. C.S.A. 6312, 18 U.S.C. 2256, 24 P.S. 1303.1-A, 24 P.S. 4601 et seq, 24 P.S. 4604, Pol. 103, Pol. 104, Pol. 218, Pol. 218.2, Pol. 218.3, Pol. 220, Pol. 233, Pol. 237, Pol. 248, Pol. 317, Pol. 348, Pol. 417, Pol. 448, Pol. 517, Pol. 548, Pol. 814

Adopted August 10, 2004

Last Revised August 11, 2020

Purpose

The Board recognizes the need to establish rules and regulations for the use by students, staff and other authorized users of district-owned or issued technology resources, consistent with the educational and operation goals of the district.

Definitions

For purposes of this policy and the accompanying administrative guideline, district-owned or issued technology resources (district technology resources) shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the district;
2. All district telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
3. All district-owned or issue hardware devices such as computers, laptops, tablets, telephones, cellular phones, fax machines, printers, copiers, scanners, etc.;
4. All web-based and cloud-based storage; and
5. Web and cloud-based applications provided by the district through a third party.

Delegation of Responsibility

The Superintendent or designee shall develop and implement administrative guidelines, consistent with the general guidelines listed below, governing the acceptable use of district technology resources.

Guidelines

The use of district technology resources shall at all times be in accordance with applicable law and other Board policies and administrative guidelines.

The use of district technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board policy or the accompanying Administrative Guideline.

District technology resources shall be used primarily for school, district employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this policy and the accompanying administrative guideline, and further provided that such limited incidental personal use does not interfere with and is not disruptive to district or school

operations or another user's use of district technology resources.

The district reserves the right to monitor, track, and document use of any activity conducted on, over, and through district technology resources to the extent permitted by law.

The district further reserves the right to prevent unauthorized, inappropriate or illegal use of district technology resources, and to administer appropriate discipline to users who violate this policy or the accompanying administrative guideline.

Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, collective bargaining agreement, or Board policy/administrative guidelines, as appropriate under the circumstances.

Users of district technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through district technology resources.

The district has the ability to collect, track and store data, such as IP addresses which identify technology devices using and communicating over and through the district's network and other district technology resources. The district reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

Procedures regarding the individualized search of district technology resources when the district has reasonable suspicion that a user of district technology resources has violated the terms of this Board policy or the accompanying administrative guideline shall be included in the accompanying administrative guideline.

The availability of information on district technology resources does not imply endorsement by the district of such content, nor does the district guarantee the accuracy of such content.

The district shall not be responsible for any information lost, damaged or unavailable while using district technology resources.

The district will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing district technology resources.

Users of district technology resources shall immediately report any violations of this policy or the accompanying administrative guideline to their building principal, immediate supervisor, or the Supervisor of Information Technology.

Users of district technology resources may be required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this policy and the accompanying administrative guideline.

Maintaining Professional Adult/Student Boundaries- Board Policy 824

Code- 824

Status- Active

Legal- 1. 24 P.S. 510 2. Pol. 818 3. 18 Pa. C.S.A. 3124.2 4. 24 P.S. 2070.9f 5. Pol. 103

6. Pol. 103.1 7. Pol. 815 8. Pol. 104 9. 23 Pa. C.S.A. 6311 10. Pol. 806

11. 24 P.S. 2070.9a 12. Pol. 317.1 13. 22 PA Code 10.2 14. 22 PA Code 10.21

15. 22 PA Code 10.22 16. 24 P.S. 1302.1-A 17. 24 P.S. 1303-A 18. Pol. 317

19. Pol. 417 20. Pol. 517 21. Pol. 113.1 22. Pol. 218 23. Pol. 233

24 P.S. 2070.1a et seq 22 PA Code 235.1 et seq 23 Pa. C.S.A. 6301 et seq

Adopted - September 13, 2022

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

Guidelines- Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships : Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions - In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.

2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

Electronic Communications - For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][18][19][20][21][22][23]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19][19][20]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.



Lyter Elementary School

2026-2027 Faculty Handbook



Lyter Elementary School
900 Spruce Street
Montoursville, PA 17754

570.368.2614

Administration

Superintendent

Mr. Daniel Taormina

Supervisor of Special Education

Mr. Timothy Hanner

Business Manager

Mrs. Jessica (Reich) Haas

Director of Curriculum, Instruction & Assessment

Dr. Matthew Johnson

Supervisor of Buildings and Grounds

Mr. Joe Gnoffo

Principal

Mr. Darrin Feerrar

Secretary

Mrs. Nicole Dame

Office Aide

Mrs. Connie Dawes

Nurse

Mrs. Makenzie Seyler

Security

Mr. John Whipple

Teachers

Kindergarten

Miss Kailey Beltz

Mrs. Kelly Kimble

Mrs. Shannon Perrotta

Mr. Chad Sartori

1st Grade

Mrs. Jessica Breon

Mrs. Julia Edler

Mrs. Danielle Logue

Mrs. Amy Rinker

2nd Grade

Mr. Patrick Clancy

Mrs. Michelle Fortin

Mrs. Kelley Imbro

Mrs. Amy Tucker

3rd Grade

Mrs. Amber Baxter

Miss Sara Conrad

Mr. Jason Cott

Mrs. Susan Ravert

Teachers (Cont.)

4th Grade

Mrs. Kaylene Francis

Mrs. Kristi Michael

Mrs. Karen Simms

Mrs. Nadine Turnbow

Learning, Emotional, Gifted, and Speech Support

Mrs. Dawn Cott

Mrs. Briana Kish

Mrs. Hayley Potter

Mrs. Joy Snyder

Related Arts and Academic Support

Mr. Stephen Alexander

Mrs. Stephanie Beadle

Mrs. Desiree Cavanaugh

Mrs. Karissa Jones

Mrs. Jenilee Kukuchka

Mrs. JoEllen Shearer

Mrs. Robyn Smelko

School Counselor

Mrs. Vanessa Lorson

Support Staff

Mrs. Vicki Eberhart

Mrs. Barb Gallo

Mrs. Mary Hensler

Mrs. Brenda Kropp

Mrs. Sue Mazzante

Mrs. Carol Myers

Mrs. Gina O'Neal

Mrs. Kelly Riggle

Mrs. Beth Schneider

TBA

Maintenance

Mr. Ryan Miller

Custodians

Mrs. Nicole Garman

Mrs. Michelle Webb

Door Security

Mr. Daniel Ayers

Mrs. Kathryn Stutzman

Important Dates

PSSA's:

Language Arts
Mathematics

Testing Window:

April 26 - 30, 2027
May 3 - 7, 2027

Grades:

All 3rd and 4th graders
All 3rd and 4th graders

SCHOOL CALENDAR– (School is NOT in session on these days)

October 12 -----Teacher In-Service Day

November 23 and 24 -----Parent Teacher Conferences/Teacher Inservice Day

November 25 – 30 -----Thanksgiving Break

December 23 ----- 2 hour Early Dismissal

December 24 – January 1 -----Holiday Vacation

January 18 -----Martin Luther King Day

March 25 ----- No School (K-4 ONLY) / Parent-Teacher Conferences

March 26 & 29 -----Spring Break

April 19 -----No School (or Snow Makeup Day)

May 31 -----Memorial Day

June 11 AM (tentative)-----Last Day for Students & Staff / Graduation

Trimester and Progress Report Dates

	Trimester 1	Trimester 2	Trimester 3
Trimester Begins	Sept. 8, 2026	Dec. 1, 2026	March 10, 2027
Interim Reports	Oct. 16, 2026 (28 days)	Jan. 25, 2027 (32 days)	April 28, 2027 (32 days)
Trimester Ends	Nov. 20, 2026 (53 days)	March 9, 2027 (63 days)	June 11, 2027 (63 days)
Report Cards	Nov. 23, 2026	March 19, 2027	June 11, 2027

Pennsylvania's Code of Professional Practice and Conduct for Educators

Section 1. Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § 12-1251 - 12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike;

the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of

diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students' principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251-12-1268), known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by:

(1) The Public School Code of 1949 (24 P. S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.

(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401-413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification

The professional educator may not:

(1) Accept employment, when not properly certificated, in a position for which certification is required.

(2) Assist entry into or continuance in the education profession of an unqualified person.

(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8. Civil Rights

The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9. Improper personal or financial gain

(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.

(2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with students

The professional educator may not:

(1) Knowingly and intentionally distort or misrepresent evaluations of students.

(2) Knowingly and intentionally misrepresent subject matter or curriculum.

(3) Sexually harass or engage in sexual relationships with students.

(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional relationships

The professional educator may not:

(1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

GENERAL DUTIES & EXPECTATIONS–

1. Teachers must be in their assigned room or at their morning assignment by 7:50 or at a time as assigned by the building administrators. Teachers may leave at either 3:22 or at a time as assigned by the building administrators. All staff are also responsible for monitoring the hallway directly outside their rooms.
2. All books must be stamped with the school stamp and numbered in ink before distribution. Maintain copies of an assigned book list (include student's name and the book's condition and number). It is extremely important to note and record the condition of each book before issuing. Please follow this procedure for all other school-owned materials and equipment. At the end of the year all book losses and/or damage must be reported to the office. Teachers are not to collect fines of any kind.
3. Staff members are not to use vulgarity.
4. Staff are not to allow students to address them by their first name or by a nickname.
5. All staff are to ensure that exterior doors remain closed at all times (do not prop exterior doors open).
6. Staff are to familiarize themselves with all school policies, particularly those in this handbook.
7. When teachers/staff take a group to assemblies, special meetings, trips, etc., they are to escort their groups and remain with them and supervise them. Do not leave students unsupervised..
8. It is the responsibility of the classroom teacher to state and enforce expectations of student behavior within the classroom. All staff are required to enforce the school wide rules.
9. Perform other duties as may be assigned by the building and district administration.
10. Faculty meetings will be planned for the following dates/times: Sept 4 (time TBA); Oct 12 (8:30 AM); Nov. 24 (8:15 AM); Jan. 11 (3:25 PM); Mar 15 (3:25 PM); April 12 (3:25 PM); May 10 (3:25 PM). **If any adjustments to the scheduled meeting dates or times are necessary, staff will be provided timely notice.** All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Morning Attendance Procedures

At the 8:10 A.M. bell, all students will report to their assigned homerooms. All students must be in their assigned homerooms by 8:20 A.M. Teachers will take attendance and record the attendance in the Student Management System (C.S.I.U.). Tardy students will receive a tardy slip from the office.

Progress Reports, Interim Progress Reports & Grading Policies

A progress report (interim) shall be issued to each student who is struggling to meet grade level standards either via the US mail or electronically via email to the parent/guardian from the classroom teacher. A report card will be issued to each student at the end of each trimester. The progress report should be a medium through which the teacher and the parents work with the student to improve his/her educational progress. Teachers and parents are also encouraged to arrange conferences to discuss alternatives for helping students attain satisfactory progress whenever necessary. Communication with parents is critical and essential.

The grading system will be based on the following criteria:

1. Student achievement will be reported using a combination of number grades and standards-based grading, depending on the subject and grade level.
2. The report card and the interim progress report have optional comments on each one to reflect effort and conduct.
3. Elementary teachers will grade students utilizing the district's approved grading system in accordance with district policies. Teachers will maintain and document regular communication with parents regarding the academic and behavioral progress of the students. In order to maintain consistency in the grading process, the criteria for issuing of progress reports should be as follows.
4. Teachers will communicate their grading policy to parents/guardians and explain thoroughly.
5. **As a general rule, homework will not exceed 15% of the trimester grade for each subject area.**

6. An interim progress report will be issued by teachers by the mid-point of each trimester to those students meeting one or all of the following criteria: ***a failing average of 69 or below in a subject; a 70-74 average (in danger of failing) or a significant drop in grade (ten points or more) in any subject since the last report card.*** Interim progress reports may also be issued for satisfactory, improved and exemplary performance.
7. Behavior is not to be a part of the grade.
8. No grade below a 60 will appear on a report card. Teachers will use the comment section to provide necessary context to parents/guardians regarding a student's progress and performance.
9. Student grades for all subjects shall be updated on a weekly basis. These updates should accurately reflect students' ongoing progress, understanding, and performance in alignment with curriculum standards. Teachers are responsible for providing prompt and constructive feedback on key learning activities, including assessments, projects, and other significant assignments. Feedback should guide students in understanding their strengths and areas for improvement.
10. The progress report has optional comments to reflect effort and conduct

Retention/Promotion Guidelines

Criteria which will be considered in the retention of elementary students:

1. Teacher recommendation
2. Parental input
3. Maturation level of student
4. Chronological age of student
5. Level of progress in language arts and math grade level standards
6. Standardized and district assessments

Names of students who are under consideration for possible retention (a.k.a. "the watchlist") are due to the building administrator no later than January 31. The parents of any elementary child, who is having difficulty and who is a potential candidate for retention, shall be notified by the district in writing by March 1. The parents shall be encouraged to arrange a telephone or personal conference with the child's teacher to discuss concerns prior to making a final determination regarding a retention within the current grade level

Attendance Records

1. On each school day of the year, attendance will be taken by the homeroom teacher according to the guidelines provided at the beginning of each school year. Guidelines may be changed if the need exists.
2. Students will be required to present an excuse to the office on the day they return to school after the absence. Teachers are to remind students to bring in excuses.
3. Accurate attendance reporting is crucial. Also, it is required that attendance be taken at the start of each special area class period.

Staff Absence Procedures: Tyler Tech Staff Portal

If a staff member (professional or support staff) is unable to report to work, he or she is to submit an absence request via the Absence Management link on the district website under the Staff tab as per district guidelines. The Absence Management link is where a staff member will submit a request for a substitute (if needed).

Staff members must submit an absence request via the Absence Management link when requesting personal, sick, emergency, bereavement, days without pay and/or approved conference days. **Submitting a paper form for absence requests is no longer required.**

The district may request a written physician's statement from employees after three (3) consecutive days of absence.

Substitute Teacher Folders

All teachers must keep an **updated** folder on their desk for substitute teachers. Each folder will contain the following:

1. Location or copy of the Student and Teacher Handbooks.
2. Location or copy of bus, car rider, and walker students assignments.
3. Location or copy of Class Rosters and Seating Charts (Keep these current.)
4. Location or copy of Teacher's Schedule.
5. Emergency procedures and any pertinent student medical information.
6. Location or copy of Lesson plans for the week.
7. Location or copy of District Emergency Plan and Procedures.

Lunch Procedures

Dismiss your class as a group for recess and lunch. Your supervisory responsibility ends in the classroom when **all** children are under the supervision of the staff on recess or lunch coverage.

Outdoor and Indoor Recess Guidelines

Students will participate in outdoor recess except when weather or playground conditions make it unsafe to do so. The school will use AccuWeather as the common source for weather information when making recess decisions.

Indoor recess will be occur when:

- The temperature or "feels like" temperature (wind chill) is **25°F or below**.
- There is rain, snow, thunderstorms, or other inclement weather.
- Pavement, playground surfaces, or equipment are icy, slick, or otherwise unsafe for student use.
- School administration determines that outdoor conditions present a safety concern.

Because students are expected to participate in outdoor recess whenever conditions permit, families should ensure that children are dressed appropriately for seasonal weather, including coats, hats, gloves, boots, and other necessary outdoor clothing.

Fire Drill Procedures

In the event of a fire drill, teachers should make sure all *doors are closed and utilities are turned off*. Students should observe the following rules.

1. Do not run -- walk.
2. Be orderly - no talking or horseplay is permitted.
3. Proceed to the exit designated.
4. Follow the instructions of the staff carefully.
5. Stay with your group.
6. Everyone must leave the building during a fire drill

Fire Drill & Emergency Evacuation

Emergency Procedures (always refer to district Emergency Procedures Manual and A.L.I.C.E. Training)

<u>Room</u>	<u>Nearest Exit</u>
Main Office/Conf.Rm.	front door of building (Exit #1)
109	Exit through exterior door in classroom or Exit #13
108	Turn right and use Exit #13
107	Straight to Exit #13
106	Turn right and use Exit #13
105	Turn left and use Exit #13
104	Turn left and use Exit #1
103	Turn right and use Exit #1
102	Turn left and use Exit #1
101	Turn right and use Exit #1
200	Turn right and use Exit #1
202	Straight to Exit #1
Nurse	Turn right and use Exit #1
201/201A/201B	Exit through exterior door in classroom (#17) or Exit #1
203	Exit through exterior door in classroom (#17) or Exit #1
206	Turn left and use Exit #1
208	Turn left and use Exit #1
210	Turn left and use Exit #1
209	Turn right and use Exit #1
215	Turn left and use Exit #11
212	Turn right and use Exit #11
217	Straight to Exit #11
214	Turn right and use Exit #11
219	Turn right and use Exit #11
216	Turn left and use Exit #11
221	Turn right and use Exit #11
218	Turn right and use Exit #2
300	Turn right and use Exit #12
301	Turn left and use Exit #12
302	Turn right and use Exit #12
303	Turn left and use Exit #12
304	Turn left, then right and use Exit #12
306	Turn left, then right and use Exit #12
305	Turn left and use Exit #12
307	Turn left and use Exit #12
309	Turn left and use Exit #12
311	Turn left and use Exit #12
308	Turn right and use Exit #12
313	Turn right and use Exit #12
315	Turn left, then right and use Exit #1
401	Turn right and use Exit #2
400	Turn left and use Exit #2
403	Turn right and use Exit #2
405	Turn right and use Exit #2
407	Turn right and use Exit #2
404	Turn right and use Exit #3
402	Exit through exterior door in classroom (#10) or turn right to Exit #3
406	Turn right and use Exit #3
410	Turn right and use Exit #3

408 (Gym)	Exit through exterior door in classroom (#9) or Exit #3
Stage Area	Exit through exterior door in gym (#9) or Exit #3
409	Turn left and use Exit #3
411	Turn right and use Exit #3
413	Turn left and use Exit #4
415	Turn left and use Exit #4
417	Turn left and use Exit #4
419	Turn left and use Exit #4
420/422 (Kitchen)	Turn right and use Exit #4
424	Turn right and use Exit #4
426	Turn right and use Exit #4
428	Turn right and use Exit #4

Assemblies

1. Teachers and students will wait for an announcement to move to the assigned performance area.
2. Classroom teachers will lead their group to the assembly and help seat them. Teachers/staff are to remain for the entire duration of the assembly and monitor their students.

School Dress

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

NOT ACCEPTABLE

1. Nothing covering the head (hats, hoods, etc.) will be worn inside the building, unless worn for religious, medical, or safety purposes, as this is not demonstrating proper manners.
2. All shirts/blouses or other “tops” must cover the top of the shoulder. Sleeveless shirts WILL be permitted with a minimum of 3 inches of coverage of the shoulder on each side. Muscle shirts, tank tops, spaghetti straps, racerback, and open back shirts etc. will not be permitted.
3. Undergarments will be properly covered by appropriate clothing and not visible.
4. Clothing that inappropriately exposes body area, as with cropped tops that expose midriffs, may not be worn. Midriffs must be covered on all sides. Shirts should be long enough that the midriff is not exposed when raising your hand or stretching. No exposure of buttocks or high-cut thigh.
5. All shorts, skirts, and dresses must fall to the mid-thigh or longer.
6. Clothing containing holes, cuts, tears, or rips that expose undergarments or skin above mid-thigh are not permitted.
7. Bike shorts (ex. Spandex) or ripped shorts with holes exposing skin are not permitted.
8. Long shirts/sweatshirts that completely cover shorts/skirts are not permitted.
9. Students wearing transparent blouses MUST wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted.
10. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
11. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
12. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
13. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
14. Clothing containing vulgar or obscene messages may not be worn.
15. Chains (i.e. wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.
16. Bandanas are not permitted to be worn or exposed.
17. Pajamas or sleepwear, unless worn for Spirit Week or a pajama day, are prohibited.
18. **Sandals with backs are permissible - no flip flops or slides.**

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. The principal, assistant principal, and teachers of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school. Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

Dress and Grooming/Professional Employees (Board Policy 425)

Purpose

Professional employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline.

Authority

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational program.

Guidelines

When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the Building Administrator(s).

Dress Down Days:

Casual Dress Days are permitted for staff every Wednesday and Friday school is in session as well as other dates throughout the course of the year as planned for a specific fundraiser. Jeans are permitted to be worn on approved casual dress days.

Building SAFETY AND SECURITY

Maintaining a secure school environment is a collective responsibility. To ensure the safety of all students and staff, the following procedures must be strictly followed:

- All outside doors must remain closed and locked at all times during the school day..
- All visitors must register in the school's electronic Visitor Management System upon arrival in the front lobby.
- Visitors must present a government-issued photo ID (e.g., driver's license) to receive a visitor's pass, which must be worn while inside the building.
- If a staff member observes a stranger in the hallway without a visitor's pass, they should notify the office immediately.
- Classroom doors are recommended to remain locked during instructional time.
- No exterior entrance door should be propped open at any time.

Emergency Procedures Manual

All staff are expected to be familiar with the policies and procedures outlined in the Emergency Procedures Manual. This document provides critical guidance on responding effectively to a variety of emergency situations. Regular review of these protocols is essential to ensure preparedness and maintain a safe learning environment. Staff should refer to the manual whenever necessary and reach out to building administrators with any questions or clarifications.

Reporting Safety Concerns

To anonymously report suspicious or illegal activities on district property or at district events, contact School Resource Officer Marcus Watkins at (570) 368-3554. If an immediate response is required, call 911. All reports will remain confidential.

Additionally, the Montoursville Area School District employs armed security personnel to monitor each school campus. Any questions or concerns regarding safety and security should be directed to the building administrators. Each school building has a Building Threat Assessment Team that convenes throughout the year as needed, and the District Threat Assessment Team meets quarterly.

VIDEO SURVEILLANCE

The Montoursville Area School District uses an electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras

Email/Cell Phones

All staff should check their email prior to the start of the instructional day and before leaving school each day. Email should not be used during instructional time for personal business. Personal cell phones, smart phones, tablets, iPad, and Chromebooks are not to be used during the school day unless for instructional purposes. Any email that comes through the district email server is the property of the school district, may be reviewed by the district, and can be requested for review by the public under the Right to Know Law. Please be very careful of what you say when using District Email, since it is subject to the Right to Know Law.

Teacher Web Pages/Google Classroom

Maintaining accurate and current information on webpages and Google Classroom is essential for student and family access. Teachers should ensure updates are made regularly, with prompt adjustments to assignments or other important details to uphold clarity and consistency.

STUDENT DISCIPLINE

The Montoursville Area School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This Code of Conduct serves as a guideline and not the final authority on matters of discipline. The administration has the authority in implementing the Student Code of Conduct. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The breach of discipline within the schools will usually fall into two major classes of offenses.

1. Violation of the rules of conduct of the school. (See Levels I and II)
2. Violation of rules of conduct of the school because they are a violation of state or federal law (a crime has been committed). (See Level III)

Student discipline referrals are maintained by the administration. Response to these referrals is at the discretion of the administration and consideration of the Code of Conduct.

The following process should be used for most Level I offenses and other level offenses at the discretion of the administration:

1 st offense:	Conference with student(s) regarding referral.
2 nd offense:	Conference with student and parent contact regarding referral.
3 rd offense:	Conference with student, parent contact and disciplinary action.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION:

The McKinney-Vento Act defines *homeless children* as “individuals who lack a fixed, regular, and adequate nighttime residence.”

This definition includes (but is not limited to) children who are:

- sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- living in motels, hotels, trailer parks, or campgrounds
- living in emergency or transitional shelters
- sleeping in places unfit for human habitation (e.g. park benches)
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS:

Designated District Liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
 - ✓ Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
 - ✓ Providing school supplies and other related items so they can fully participate.
 - ✓ Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
 - ✓ Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:**School Stability:**

-Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.

-LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.

-Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

-Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.

-LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

-If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Additional Rights:

-Free lunch and breakfast (if applicable).

-Free school supplies and uniforms (if applicable).

-Educational resources and support services to help children and youth experiencing homelessness reach academic success.

The district's homeless liaison is Mr. Daniel Taormina, Superintendent. He can be reached at the following email address: dtaormina@montoursville.k12.pa.us and phone number: 570-368-2491.

CHILD PROTECTIVE SERVICES LAW (Policy 806)

The PA Child Protective Services Act was signed into law in 1975 and revised in 2015. Twenty-three pieces of legislation were recently enacted, changing how Pennsylvania responds to child abuse. These changes significantly impacted reporting, investigation, assessment, prosecution and judicial handling of child abuse and neglect cases.

The new laws expanded and further defined mandatory reporters and the reporting process, increase penalties for those mandated to report suspected child abuse who fail to do so, and provide protections from employment discrimination for filing a good faith report of child abuse. It was enacted to protect children from abuse, allow the opportunity for healthy growth and development and whenever possible, preserve and stabilize the family.

Child Abuse shall mean intentionally, knowingly or recklessly doing any of the following:

1. Any recent act or failure to act which causes or creates a reasonable likelihood of bodily injury or death to a child.
2. Any act or failure to act or a series of such acts or failures to act which causes or substantially contributes to serious mental injury to a child.

3. Any act or failure to act which causes or creates the likelihood of sexual abuse or exploitation of a child.
4. Any recent act, failure to act, or series of such acts or failures to act which places a child at imminent risk
5. Any act causing serious physical neglect constituting the following:
 - (1) Repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.
 - (2) The failure to provide a child with adequate essentials of life, including food, shelter or medical care.
6. Engaging in Munchausen by proxy behavior.

No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Must School Employees Report? Yes! Mandated reporters, by law must report suspected child abuse when they come into contact with children in the course of their employment. Teachers must report when they have reason to suspect, on the basis of medical, professional, or other training and experience, that a child coming before them in their professional or official capacity is an abused child.

Mandated Reporter – include but are not limited to:

1. A person licensed or certified to practice in any health-related field under the jurisdiction of the Department of State.
2. A school employee.
3. An employee of a child-care service who has direct contact with children in the course of employment.
4. An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child.
5. An individual supervised or managed by a person who has direct contact with children in the course of employment.
6. An independent contractor.

What Should A School Employee Do When They Suspect A Child Has Been Abused?

Suspected child abuse procedure is as follows:

Employees who suspect child abuse shall immediately make a report to ChildLine via on the [Child Welfare Portal](#). It is suggested that staff acquire a login from this reporting site at their convenience so that a login exists in the case a report needs to be made. With online reporting, a written report on forms provided by the Department of Public Welfare (Report of Suspected Child Abuse [CY-47]) is not necessary. After making the report, the employee must notify the Superintendent and Principal or Assistant Principal via email.

Alternatively, oral reports made by telephone are also permissible. Oral reports of suspected child abuse shall immediately be made by telephone to ChildLine. Oral reports may also be made to the county children and youth agency in the county where the suspected child abuse occurred. After making an oral report, the employee must notify the Superintendent and Principal or Assistant Principal.

1. There is no requirement to notify parents. Montoursville Area School District is NOT notifying parents.
2. Immunity: A school employee making a report in good faith under the Act is given immunity from any civil or criminal liability that might otherwise arise out of their report. There is a presumption of good faith of their report.

Statewide toll-free number (Department of Public Welfare) 24 hours a day [1-800-932-0313](#).

Acceptable Use of Digital Technologies- Board Policy 815

Code - 815

Status - Active

Legal - 1. 47 U.S.C. 254

2. 20 U.S.C. 6777

3. 47 CFR 54.520

17 U.S.C. 101 et seq, 18 Pa. C.S.A. 5903, 18 Pa. C.S.A. 6312, 18 U.S.C. 2256, 24 P.S. 1303.1-A, 24 P.S. 4601 et seq, 24 P.S. 4604, Pol. 103, Pol. 104, Pol. 218, Pol. 218.2, Pol. 218.3, Pol. 220, Pol. 233, Pol. 237, Pol. 248, Pol. 317, Pol. 348, Pol. 417, Pol. 448, Pol. 517, Pol. 548, Pol. 814

Adopted - August 10, 2004

Last Revised - August 11, 2020

Purpose

The Board recognizes the need to establish rules and regulations for the use by students, staff and other authorized users of district-owned or issued technology resources, consistent with the educational and operation goals of the district.

Definitions

For purposes of this policy and the accompanying administrative guideline, district-owned or issued technology resources (district technology resources) shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the district;
2. All district telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
3. All district-owned or issue hardware devices such as computers, laptops, tablets, telephones, cellular phones, fax machines, printers, copiers, scanners, etc.;
4. All web-based and cloud-based storage; and
5. Web and cloud-based applications provided by the district through a third party.

Delegation of Responsibility

The Superintendent or designee shall develop and implement administrative guidelines, consistent with the general guidelines listed below, governing the acceptable use of district technology resources.

Guidelines

The use of district technology resources shall at all times be in accordance with applicable law and other Board policies and administrative guidelines.

The use of district technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board policy or the accompanying Administrative Guideline.

District technology resources shall be used primarily for school, district employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this policy and the accompanying administrative guideline, and further provided that such limited incidental personal use does not interfere with and is not disruptive to district or school

operations or another user's use of district technology resources.

The district reserves the right to monitor, track, and document use of any activity conducted on, over, and through district technology resources to the extent permitted by law.

The district further reserves the right to prevent unauthorized, inappropriate or illegal use of district technology resources, and to administer appropriate discipline to users who violate this policy or the accompanying administrative guideline.

Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, collective bargaining agreement, or Board policy/administrative guidelines, as appropriate under the circumstances.

Users of district technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through district technology resources.

The district has the ability to collect, track and store data, such as IP addresses which identify technology devices using and communicating over and through the district's network and other district technology resources. The district reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

Procedures regarding the individualized search of district technology resources when the district has reasonable suspicion that a user of district technology resources has violated the terms of this Board policy or the accompanying administrative guideline shall be included in the accompanying administrative guideline.

The availability of information on district technology resources does not imply endorsement by the district of such content, nor does the district guarantee the accuracy of such content.

The district shall not be responsible for any information lost, damaged or unavailable while using district technology resources.

The district will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing district technology resources.

Users of district technology resources shall immediately report any violations of this policy or the accompanying administrative guideline to their building principal, immediate supervisor, or the Supervisor of Information Technology.

Users of district technology resources may be required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this policy and the accompanying administrative guideline.

Maintaining Professional Adult/Student Boundaries- Board Policy 824

Code- 824

Status- Active

Legal- 1. 24 P.S. 510 2. Pol. 818 3. 18 Pa. C.S.A. 3124.2 4. 24 P.S. 2070.9f 5. Pol. 103

6. Pol. 103.1 7. Pol. 815 8. Pol. 104 9. 23 Pa. C.S.A. 6311 10. Pol. 806

11. 24 P.S. 2070.9a 12. Pol. 317.1 13. 22 PA Code 10.2 14. 22 PA Code 10.21

15. 22 PA Code 10.22 16. 24 P.S. 1302.1-A 17. 24 P.S. 1303-A 18. Pol. 317

19. Pol. 417 20. Pol. 517 21. Pol. 113.1 22. Pol. 218 23. Pol. 233

24 P.S. 2070.1a et seq 22 PA Code 235.1 et seq 23 Pa. C.S.A. 6301 et seq

Adopted - September 13, 2022

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

Guidelines- Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships : Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults. [\[3\]\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions - In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.

17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

Electronic Communications - For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][18][19][20][21][22][23]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19][20]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

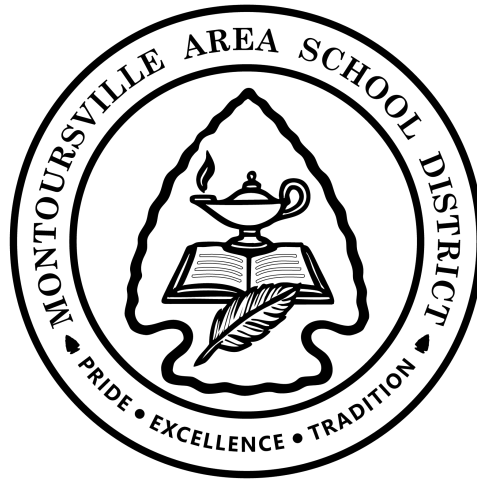
Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

C.E. McCall Middle School

Student Handbook 2026-2027



Administration

Superintendent
Mr. Daniel Taormina

Business Manager
Mrs. Jessica Reich

Supervisor of Special Education
Mr. Timothy Hanner

Supervisor of Buildings and Grounds
Mr. Joe Gnoffo

Principal
Mr. Curtis Myers

Assistant Principal
Mrs. Erica Hoyt

School Counselor
Mrs. Mary Beth Logue

School Counselor
Mr. Chris Gemberling

Athletic Director
Miss Melissa Balliet

Board of Directors

President
Mr. Todd Badger

Vice-President
Mr. David Young

Members
Mr. Daniel Albert
Mr. Brad Eisenhower
Mr. Doug Gardner
Mr. John Houseknecht
Mrs. Amanda Kling
Ms. Tina McCloy
Mrs. Sharon Meyer

QUICK REFERENCE LIST

Website: <http://www.montoursville.k12.pa.us>

District Offices Contacts:

Superintendent 570-368-2491/ Fax 570-368-3501
Transportation 570-368-2491 ext. 6200
Special Education Office 570-368-2491 ext. 6400
Food Service Director. 570-368-2491 ext.4801



Special Note: Many of the rules and regulations included in the handbook directly reflect current Montoursville Area School Board Policy. The Montoursville Area Board of School Directors and administration review, revise and develop policies on a regular basis. Once approved, policy changes supersede those noted in the district calendar and building handbooks. All policies are posted on the district website at www.montoursville.k12.pa.us.

C.E. McCall Middle School
600 Willow Street
Montoursville, PA 17754
570.368.2441

<https://www.montoursville.k12.pa.us/schools/mccall-middle-school/>

Welcome

2026-2027

Dear Parents and Students,

The student handbook is designed and prepared to inform you of the policies and procedures of C. E. McCall Middle School. It will be beneficial to you and to your child to become familiar with its contents. We ask that you review the student handbook with your child on our school website at <http://www.montoursville.k12.pa.us> so that you are aware of the policies approved by the Board of Education and the procedures established by the administration and faculty. You are able to view and print the student handbook by going to the District's main webpage. Once you are on the main page, click on the "Student Tab" and select Student Handbooks. There are similar policies and procedures at the high school. By learning and understanding them now, it will help with the transition to high school. Most of the answers to your questions can be found in this handbook. If you cannot find the answer, email or call the middle school and we would be happy to help.

On behalf of the entire faculty and staff at McCall, we wish you the best as the new school year begins. We hope that you will find the year filled with new learning experiences not only in the classroom, but also with the many extra-curricular experiences that we offer both during and after school. This is your school and the memories that you have of it will reflect what you do here as a student. If you have any questions about our programs, please reach out to your child's teacher, counselor, or one of the building administrators.

Sincerely,

Curtis J. Myers, Principal

Erica L. Hoyt, Assistant Principal

ACADEMICS



Mission Statement

The mission of Montoursville Area School District is to provide comprehensive programs that emphasize the Pennsylvania and National Academic Standards. This will empower all students to use their individual abilities and capabilities to be life-long learners and successful contributors to a global society.

Vision

Pride – Excellence – Tradition

Bell Schedule

Doors open at 7:45 a.m.

All students must report to first period by 8:03 a.m.

5th Grade

1st – 8:03 - 8:49
2nd - 8:52 - 9:34
3rd – 9:37 - 10:19
Lunch – 10:22 - 10:52
4th – 10:55 - 11:37
PRIDE – 11:40 - 12:10
5th – 12:12 - 12:54
6th – 12:56 - 1:38
7th – 1:40 - 2:22
8th – 2:25 - 3:07

6th Grade

1st – 8:03 - 8:49
2nd - 8:52 - 9:34
3rd – 9:37 - 10:19
4th – 10:22 - 11:04
Lunch – 11:07 - 11:37
PRIDE – 11:40 - 12:10
5th – 12:12 - 12:54
6th – 12:56 - 1:38
7th – 1:40 - 2:22
8th – 2:25 - 3:07

7th and 8th Grade - Lunch #1

1st – 8:03 - 8:49
2nd - 8:52 - 9:34
3rd – 9:37 - 10:19
PRIDE– 10:22 - 10:52
4th – 10:55 - 11:37
Lunch #1 – 11:40 - 12:10
5th – 12:12 - 12:54
6th – 12:56 - 1:38
7th – 1:40 - 2:22
8th – 2:25 - 3:07

7th and 8th Grade - Lunch #2

1st – 8:03 - 8:49
2nd - 8:52 - 9:34
3rd – 9:37 - 10:19
PRIDE– 10:22 - 10:52
4th – 10:55 - 11:37
5th – 11:40 - 12:22
Lunch #2 – 12:24 - 12:54
6th – 12:56 - 1:38
7th – 1:40 - 2:22
8th – 2:25 - 3:07

PSSA and Keystone Exam Information

PSSA Dates

ELA –
April 26-30, 2027

Math/Science –
May 3-May 7, 2027

The PSSA, Pennsylvania System of School Assessment, measures skills in Mathematics, English/Language Arts, and Science. All fifth, sixth, seventh and eighth grade students will take the PSSA English/Language Arts and Math Assessment. All fifth and eighth grade students are required to take the PSSA Science Test.

Every student who attends a public school in Pennsylvania is required by law to take the PSSA.

Keystone Dates

Algebra I –
May 17-28, 2027

As specified in the Chapter 4 Regulations, the purposes of the PSSA include providing:

1. an understanding of the school's achievement of the academic standards to students, parents, educators, and community citizens
2. a measure of the degree to which school programs enable students to attain the academic standards
3. results to school districts for use in their strategic plans
4. information to the general public and state policymakers regarding school achievement of the academic standards aggregated results for all students. The assessment includes multiple-choice and open-ended response (essay) questions for all subjects.

Classroom instruction, especially in Mathematics, English Language Arts, and Science are designed to help prepare students throughout their years at McCall to take the PSSA and prepare them for the rigors of high school.

Students in 7th and 8th grade who take Algebra 1 are required to take the Pennsylvania Keystone Exam in addition to the PSSA Math Assessment. If you would like more information concerning the PSSA and Keystone Exams, please feel free to contact the building principal.

Family educational field trips will not be approved during the PSSA/Keystone Testing Windows.

Please refer to the PSSA/Keystone Testing Schedule.

High School Credits

Dual Enrollment with the High School

Each year, students may earn high school credit at the middle school through certain courses. Those courses are:

Algebra I – 8 = 1.0 Credit

Geometry = 1.0 Credit

Marching Band = 0.5 Credit

Grade Point Average

The grades and credit do not count in the high school GPA but are used towards graduation requirements and allow students to start high school courses in an earlier grade.

Course/Subject Requirements

ELA, Math, Science, and Social Studies

English/Language Arts, Math, Science, and Social Studies are required each year at the middle school. Students must pass at least 3 core classes to be considered for promotion to the next grade. Parents and students in this situation must work closely with their counselor and principal to review options for retained students.

Advanced Courses

Advanced course opportunities are available in English Language Arts, Math and Science. A student must meet criteria in order to be eligible for the advanced courses. Contact your child's school counselor for more information on eligibility.

Band, Chorus, and Music Lessons

Membership in the Middle School Band is based on a level of playing ability reached through school or private lessons. The band has regular rehearsals and performs several times yearly. Beginning instrumental students may join the training band. Membership in the band is for the year, and a contract must be signed.

Chorus is open to any interested student. Upon entering into membership of chorus, each student is asked to prove himself/herself musically by having an acceptable singing voice. Membership in chorus is for the year. Due to the concert schedule, students who decide to join chorus must sign a contract to be in all year. Junior musical performances are held every other year at the middle school.

Instrumental lessons will be assigned on a rotating basis to all band students upon teacher availability. Some school-owned instruments are available. Voice lessons will be given in the school's voice studio to interested students upon teacher availability.

Family and Consumer Science and Technology Education/Engineering Design/Fine Arts

These courses are required as part of a rotation for 5th and 6th graders. They become an elective for 7th and 8th graders. Materials for Family & Consumer Science, Tech Education, and Fine Art projects are provided to each student by the school. Upon completion, these projects become the property of the

students, and they may take them home. Parental permission must be granted before a student is permitted to use power equipment in the technology education/engineering design area.

Health 7 and Health 8

McCall schedules a Health course for each 7th and 8th grade student taught by Mr. Ethan Showers and Mrs. Ashton Hackenberg, our health and physical education teachers. If you do not want your child to participate in the course, simply inform us in writing. Be sure that you specify your child's name and that you sign the note and send it to the building principal or assistant principal. If we do not hear from you, we will assume that you approve of your child's participation in the program

Physical Education

Students are scheduled for physical education each year. In 5th and 6th grade, students have it 2 days/6-day cycle. In 7th and 8th grade, students have it 3 days/6-day cycle. Proper gym clothing is as follows:

1. Regular shorts and T-shirts are permitted. (Colors are not restricted.)
2. Sweatshirts and jogging pants are permissible over shorts and T-shirts.
3. Some type of sneakers (gym, jogging or tennis) must be worn.
4. Athletic socks are required.
5. For sanitary reasons, clothes worn during the school day are not to be worn during gym class.
6. Clothes are to be reasonably clean at the beginning of each gym class.
7. All gym clothes should be marked with the student's name.
8. Certain gym garments may be ruled unsuitable, if in the judgment of the teacher, the garments constitute a health or safety hazard to the student or others or if distracting.
9. Exceptions to the above, on an individual basis, may be made by the teacher for extenuating circumstances.
10. Students should not bring valuables of any kind to gym class. When students leave the locker room and go to gymnasium, there is no one in the locker rooms to monitor students' belongings.
11. No jewelry shall be worn during any activity where contact with others is possible.

Academic Integrity

Your integrity is critical in your learning. All students are expected to produce their own work and cite others' work through the Modern Language Association (MLA) format. No student shall knowingly plagiarize, cheat, copy, or work to gain an advantage over others on any school work.

Definitions

Assessment: Any exam, test, quiz, essay, take-home test, lab, homework, assignment, project or any other means of assessing student knowledge and skills.

Cheating: Copying from others
Having or using resources not specifically authorized, reviewed, or approved by the teacher.

Providing OR receiving information about all or part of an assessment, including answers or unauthorized materials (i.e. telling a classmate about what was on an exam)
Altering a graded assessment and resubmitting it for a better grade.
Using or displaying any prohibited or unauthorized information of an assessment obtained through theft or an electronic device (i.e. answers programmed into a calculator, cell phone distribution of an unauthorized photo of an exam)
Seeking unauthorized assistance on a take-home or make-up assessment.
Failing to abide by teacher or school instructions as related to an assessment.
Misrepresenting academic accomplishments (i.e. tampering with computer records, lying on a resume)
Manipulating others for one's own academic benefits.
Forging a signature.

Plagiarism: Getting or giving improper assistance on an assignment meant to be individual work (i.e. using materials or information not based on your own research and writing, knowingly giving a classmate your work for his/her credit)
Submitting substantial portions of the same academic work for credit in more than one course without consulting with, and receiving permission from the current teacher.
Making up data for an experiment or citing non-existing sources in any research.
Failing to cite sources properly:
1. Not using quotation marks when needed.
2. Not acknowledging sources when paraphrasing.
3. Software determines the paper is plagiarized.

Use of Artificial Intelligence (AI) Tools:

Artificial intelligence (AI) is an evolving technology that students may learn to use responsibly and ethically. Teachers will establish clear and explicit expectations for AI use on individual assignments and may specify when, how, and to what extent AI tools may be used.

Students are responsible for ensuring that submitted work reflects their own thinking and learning. AI-generated material may not be submitted as a student's own work. When AI use is permitted, students must verify information for accuracy, synthesize content into their own words, and appropriately cite AI tools as an outside source when required. Guidance for AI citations may be found here: [How to Cite AI Generated Content](#)

Students may be asked to provide documentation of their AI use, including prompts, generated responses, or other evidence of how the tool was used. AI use may also be reviewed through the district's plagiarism and AI-detection tools ([Brisk Teaching](#)).

Use of AI that does not comply with the teacher's assignment guidelines or results in work being represented as a student's own original work may be considered **cheating or plagiarism** and will be addressed according to the district's and building's academic integrity procedures.

For additional information, reference [MASD School Board Policy 815.1 – Use of Generative Artificial Intelligence in Education](#) which further details Montoursville's stance on the use of AI within the educational setting.

Violations of Academic Integrity:

When a student violates this policy, the following will take place:

A meeting between the student and teacher will occur.
A parent/guardian will be contacted and informed of the violation.

The student will receive a grade of zero for the assessment.
The teacher will notify the administration of the violation.
The administration will evaluate the level of the infraction and determine if further disciplinary action is necessary.
If the student is a member of Builders Club and/or Student Council, the advisors and administrators will meet to discuss continued eligibility in these activities.

By signing the classroom expectations for classes, students and parents are acknowledging that they have read, understand, and pledge to commit to the Academic Integrity Policy of McCall Middle School and they understand the student will be held to this standard and accept the consequences of any violation.

Special Education

Parents of students who suspect that their child has a disability and is in need of special education may request a multidisciplinary team evaluation of their child through a written request to the building principal or the Supervisor of Special Education. For additional information pertaining to special education services, please refer to the Montoursville Area School District website at www.montoursville.k12.pa or contact the Office of Special Education at 570-368-3502.

Progress Report and Grading System

A report card will be issued to each student at the end of each quarter marking period. The report card should be a medium through which the teacher and the parents work with the student to improve his/her education progress. Teachers and parents are encouraged to arrange conferences to discuss alternatives for helping students attain satisfactory progress whenever necessary.

An "Interim Progress Report" will be issued (on the student and parent portals-NO HARD COPIES OF INTERIM PROGRESS REPORTS ARE SENT HOME-paper copies will be provided upon requests to the office) by teachers half way through the quarter marking period to those students meeting one or all of the following criteria: (1) a failing average of 69 or below in a subject (2) a 70-74 average [in danger of failing] (3) a significant drop in grade (ten points or more) in any subject since the last report card. Interim Progress Reports may also be issued for satisfactory, improvement noticed and exemplary performance. All number grades will be given to the students for their achievement. The report card and the interim progress report have optional comments on each one to reflect effort and conduct.

The following criteria are used in grading students:

Superior	92-100 is given to those students who exhibit outstanding work.
Commendable	85-91 is given to those students who do very good or commendable work.
Average	75-84 is given to those students who do satisfactory or acceptable work.
Passing	70-74 is given to those students who are not working up to expected standards.
Failing Below	70 is given to those students who are doing failing work.

Incomplete

An INC can be given to those who, because of absence or lack of effort, do not produce enough work to be graded. Incomplete grades will become an actual grade after a two week period has elapsed from the date report cards were generated.

Each teacher will distribute to each student his/her own written grading policy on the first day of school and explain it thoroughly.

As a general rule, homework will not exceed 15% of the quarter marking period grade.

Interim progress reports and report cards are available to view on the student and parent portals.

Honor Roll

Students may earn either the Distinguished or Regular Honor Roll according to the following criteria:

1. The distinguished honor roll requires an overall 95.00 average, no grades of 84 or lower and nothing less than satisfactory in an elective class for that marking period.
2. The regular honor roll requires an overall average of 90.00 - 94.99, no grades of 84 or lower, and nothing less than satisfactory in an elective class for that marking period.
3. Subjects are weighted according to the number of times they meet per week. For example, a course meeting 5 times per week is worth 1.0, while one meeting 3 times per week is .5. These weightings are figured into the overall average. It is not accurate to average all grades the same.

Completion of Daily Assignments, Homework, Projects, Assessments, Reports, etc.

It is each student's responsibility to complete all of his or her schoolwork in a timely manner in order to show mastery of material learned and to be prepared to build upon what has been previously learned. We realize that there are circumstances when a student may not be able to complete assignments due to family emergencies, illness, or other unforeseen circumstances. Teachers will work with students and parents to provide a reasonable amount of time for students to complete assignments based on individual circumstances. **However, when a student is continually late with assignments and there are no legitimate reasons to support it, those students may not be permitted to attend school field trips or other class events. Instead of attending those events, students will stay at school and be required to complete assignments.**

Promotion and Retention

Board Policy #215

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner.

The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the academic standards established.

A student shall be promoted when s/he has successfully completed the curriculum requirements and has achieved the academic standards established for the present level, based on the professional judgment of the teachers and the results of assessments. A student shall earn the right to advance to the next grade (in grades K through 8) or the next course (in grades 9 through 12) by demonstrating mastery of the required skills and knowledge.

Middle School students must pass 3 out of 4 core classes to be considered for promotion to the next grade. Parents and students in this situation must work closely with their counselor and principal to review options for retained students. The principal and assistant principal have final determination of promotion and retention in close consultation with the school counselors.

Co-Curricular Eligibility

To be eligible for extracurricular activities such as the musical, play, athletics, academic competitions, etc., students must maintain their grades. Students who are failing 2 courses will not be eligible for the week (or 15 school days at the end of each marking period). Grades are checked each Friday morning. This is a weekly eligibility (with the exception of the end of each marking period). As always, there are times when this needs to be waived. In a case where ineligibility affects the entire group, the middle school administration may waive this requirement for the benefit of the whole. **This waiver does not apply to athletics.**

Career Education and Work (CEW)

Smart Futures is an online program that will be used to ensure that students are completing Career Education and Work standards. Each student will work on these activities/lessons in courses and have access to an online portfolio for submitting the necessary documents.

ATTENDANCE



Attendance at school is a must if a student is to progress scholastically, be successful in the classroom, and develop a responsible approach to work habits which carry over to adult life.

AUTOMATED ATTENDANCE NOTIFICATION

Parents/guardians will receive an automated call and email informing them that their child/children is/are absent from school via our Parent Notification System. An automated phone call will be placed to the primary contact person listed in the Parent Portal/Parent Notification System. In addition, an email will be sent to the primary contact person. Parents/guardians will be able to email an excuse for absence simply by replying to the automated email message and following the directions to supply the school with the required information. Parents may still supply a signed written note for an excuse for absence if preferred. An excuse must be submitted for all absences within three (3) school days from the absence. Students who have been ill cannot attend evening functions at school until after they have returned to school. Students will be excused only for those holidays now recognized by the Department of Education.

Board Policy #204

Section 1327 of the Pennsylvania Public School Code of 1949 states, "Every child of compulsory school age (first grade through 16 years of age) having a legal residence in this Commonwealth—is required to attend a day school in which the subject and activities prescribed by the standards of the State Board of Education are taught in the English language." The Montoursville Area School District believes that regular school attendance is essential. There are, however, occasional circumstances which may cause students to be absent from school. By law the reasons listed below are the only ones which will be considered excused and/or lawful. All other reasons will be considered unexcused and/or unlawful. Such things as shopping, vacation (without a Family Educational Trip Form), hunting, fishing, helping at home, etc., will not be considered excused absences.

In cases of prolonged illness or injury, homebound instruction will be provided by the school upon written request by a certified physician.

Enforcement Procedures and Process

The Superintendent shall enforce the compulsory attendance laws in accordance with Applicable Law and the terms and conditions of this Policy.

1. Once a student accumulates three (3) unexcused absences, the following procedures shall be implemented:
 - a. Notice to Parent. the Principal shall notify in writing the person in parental relation with the child who resides in the same household as the child of the child's violation of compulsory school attendance within ten (10) school days of the child's third unexcused absence.
 - b. Form and Timing of Notice. The notice shall be on a form created by the School District and shall:
 1. Shall include a description of the consequences that will follow if the child becomes Habitually Truant;
 2. Shall be in the mode and language of communication preferred by the person in parental relation;
 3. Shall include the offer of a School Attendance Improvement Conference; and
 4. When transmitted to a person who is not the biological or adoptive parent, shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
 5. The Notice must be provided within ten (10) school days of the third absence.

The Conference

Attendance -

There is no legal requirement for the student or Parent(s) to attend the conference and in the event that the student or Parent(s) do not attend the conference, the conference may be conducted in their absence provided that attempts to contact that student and Parent(s) have been made by telephone and such attempts are documented.

The conference shall be attended by the Principal or Assistant Principal of the school to which the student is assigned and shall include staff as determined reasonable by the Principal. If the student is a student with a disability who has an IEP or a Section 504 Service Agreement, the following additional staff shall attend the conference: Including but not limited to Special Education Supervisor, Counselor, Teacher and/or Parent. If the student is a student with a disability, the conference attendees shall consider whether the student should be referred for an evaluation or reevaluation or whether an IEP team should be convened in accordance with Applicable Law.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

The Plan

The outcome of the conference shall be documented in a written School Attendance Improvement Plan ("the SAIP"). The SAIP shall be on the form developed by the Department for this purpose. A copy of the Plan shall be provided to the Parent(s), the student and appropriate School District staff.

Limitation on Further Legal Action. Further legal action may not be taken by the School District to address unexcused absences by the student until after the date for the scheduled school attendance improvement conference has passed.

When a child is Habitually Truant and under fifteen (15) years of age at the time of referral, the Principal shall:

1. Refer the student to either of the following: (i) A school-based or community-based attendance improvement program and (ii) the county children and youth agency for services or for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63 (relating to juvenile matters); and
2. File a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the child.

When a child is Habitually Truant and fifteen (15) years of age or older at the time of referral, the Principal shall:

1. Refer the student to a school-based or community-based attendance improvement program or service; and
2. File a citation in the office of the appropriate judge against the child or the person in parental relation who resides in the same household as the child.

If a student who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses to participate in a school-based or community-based attendance improvement program as recommended through the school attendance improvement conference, the Principal shall refer the child to the county

children and youth agency for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63.

When referring a habitually truant child to the county children and youth agency or filing a citation with the court because a child has been habitually truant, the school shall provide verification that a school attendance improvement conference was held.

Excused Absences

By law, the following reasons for absence are the only ones which will be considered excused and/or lawful.

1. Student's own illness or family quarantine.
2. Medical/dental treatment if appointments cannot be scheduled during non-school hours.
3. Tutorial programs and/or counseling programs which are not available in the school, and which do not conflict with the regular school program.
4. Observance of religious holidays.
5. Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the Pennsylvania State Code.
6. Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and to the parent or guardian.
7. A death in the family.
8. Urgent personal reasons that are approved by the school administration.
9. School suspensions.

Unexcused Absence

-
- An illegal absence is never approved or condoned by the school staff.
 - With an illegal absence, students may not make up missed work including exams, quizzes, and in-class assignments.
 - Truancy is an illegal absence without parental knowledge or consent. The punishment will be prescribed by the administration.
 - Motivational Resource Center (formerly known as In-School Suspension) will not be assigned for unlawful absence, except in a truancy case as defined above.

After three days of unlawful absence, the administration is bound by State Law to issue a letter of warning to the parents. Any additional illegal absence is mandated by State Law that the parents be arrested, appear before a District Magistrate and are liable for a fine and costs of the legal proceedings. The Board and administration of the Montoursville Area School District recognize that some students repeatedly disregard the rules designed to ensure a quality education. Parents, at times, knowingly or unknowingly reinforce this habit. For this reason, withholding credit or promotion/graduation or exclusion from school is a means of aiding such students in changing their behavior to ensure that they receive an appropriate education.

The action steps to be followed in this attendance policy are as follows:

1. When a student has acquired **three (3) or more cumulative days of absence**, the attendance secretary will call the student to the office to clarify the reason for the absences.

2. When a student has acquired **five (5) or more cumulative days of absence**, the principal or assistant principal will attempt to make a parental telephone contact to clarify the reason for the absences, and a letter will be sent to the parents via accountable mail.
3. When a student acquires **ten (10) or more cumulative days of absence**, the student and his/her parents will be given an opportunity to meet with a review committee consisting of the principal and any other professionals deemed appropriate by the principal. A certified letter will be mailed to the parents acknowledging receipt of the letter and that a conference will be held. Also, when a student acquires ten (10) or more cumulative days of absence, the student may not participate in extracurricular activities, prom, graduation, or any other activity outside of the regular school day. This should help encourage students to attend school.

Truancy: Students who are habitually truant (accumulating 6 or more days of unlawful attendance) are ineligible to transfer to any cyber school, including the district's Warrior Academy.

Tardy

A student is considered tardy if he/she is not in his/her 1st period class when the tardy bell (8:03 a.m.) rings; and he/she must obtain a tardy excuse from the attendance office before reporting to his/her 1st period classroom. The following consequences will be taken with the accumulation of the third and subsequent tardies to school:

3 rd thru 5 th	One lunch detention in the Motivational Resource Center for each tardy.
6 th thru 8 th	One half day in the Motivational Resource Center for each tardy.
9 th thru 12 th	One day in the Motivational Resource Center or Saturday school for each tardy.
12 th and above	One day in the Motivational Resource Center or Saturday school for each tardy. May include additional loss of privileges.

This policy takes effect on the first day of the school year and continues through the last day of the school year; it does not start over at the beginning of the second semester. The following are the only reasons accepted as an excused tardy:

1. Student's own illness or family quarantine.
2. Medical/dental treatment if appointments cannot be scheduled during non-school hours.
3. Tutorial programs and/or counseling programs which are not available in the school, and which do not conflict with the regular school program.
4. Observance of religious holidays.
5. Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the Pennsylvania State Code.
6. Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and to the parent or guardian.
7. A death in the family.
8. Urgent personal reasons that are approved by the school administration.
9. School suspensions.

Doctor and Dental Appointments

A student wishing permission to visit the doctor or dentist during school hours shall present to the attendance office an appointment card or note signed by a parent. This shall be presented between 7:45 a.m. and 8:03 a.m. on the day of the appointment. Any make-up work is strictly a matter between the teacher and the student. As always, before leaving and upon returning to school, the student should sign in and out through the office.

Homework Requests

An absence does not excuse a student from responsibility for school assignments and work. Parents may call the middle school office at 570.368.2441 and request that homework be sent home or arrange to pick up their son/daughter's assignments at the school. The request must allow adequate time to gather the information and should be reserved for students missing three or more consecutive days.

Educational Trip (Family Excursions)

[Board Policy #204](#)

Because of the importance of class attendance, the school district does not recommend lengthy student absences, whether excused or unexcused. The policy for Educational Trips that are not school sponsored is as follows:

- No educational trip requests will be approved during Keystone testing windows.
- Students will be permitted to take no more than two (2) educational trips per school year, not to exceed a total of 10 days. Additional absences for trips will be unexcused.
- The principal must review the request for an educational field trip prior to the trip.
- A student's attendance history and/ or academic performance (retention/failure status) will be reviewed.
- Students are responsible for obtaining all assignments and for completing all work covered during the absence from school within a reasonable time.

The [Family Educational Trip Request](#) must be submitted to the main office in a timely manner for approval prior to the trip.

Leaving School Early

In case a student's parents wish him/her to leave school early, a written request from the parents, stating the student's name, the date, the length of time involved, and the specific reason for the request, along with the phone number and signature of the parent or guardian must be presented to the attendance office before 8:03 am. If legitimate, the request will be approved, and an early dismissal slip will be issued to the student. A student will not be dismissed as a result of a telephone call from home. All students are expected to be in their eight periods of classes for dismissal unless specifically excused. Parent/guardian calls to request early dismissals should be limited as constant calls to classes to inform students of unplanned dismissals are a disruption to the learning environment.

Doors Open

Doors will unlock at 7:45 am for school. Students must report to the Commons, then they will be dismissed from there at 7:55 am to move to first period. No students will be permitted to enter the building before 7:45 am unless for a practice, review, or workout that is pre-arranged with the teacher.

Late Busses

If a bus does not arrive on time, all students on the bus shall report to the attendance office and sign in. This will not be counted as being late to school.

Withdrawing from School

Any student who moves from the district or withdraws for any reason must report this to the office. He/she will be issued a withdrawal form, which each teacher must initial signifying that all books have been returned and all obligations have been fulfilled. The school counselors will make a final check of the completed form and provide the student a copy.

Cancellation of School

Sometimes school must be canceled due to inclement weather or other emergencies. This cancellation will be given over the local radio stations. **Please listen to the radio, check the television, or check the district's website for cancellations.** This is the most efficient source of information available. Principals do not make decisions to cancel school. School is canceled by order of the District Superintendent.

MCKINNEY – VENTO HOMELESS EDUCATION PROGRAM

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION:

The McKinney-Vento Act defines *homeless children* as "individuals who lack a fixed, regular, and adequate nighttime residence."

This definition includes (but is not limited to) children who are:

- * sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- * living in motels, hotels, trailer parks, or campgrounds
- * living in emergency or transitional shelters
- * sleeping in places unfit for human habitation (e.g. park benches)
- * living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS:

Designated District liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
- Providing school supplies and other related items so they can fully participate.
- Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
- Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:

School Stability:

-Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.

-LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.

-Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

-Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.

-LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face

barriers to accessing academic and extracurricular activities.

-If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Education for Homeless Youth Basic Education Circular -

<https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic-education-circulars-becs/us-code/education-for-homeless-youth>

Additional Rights:

- Free lunch and breakfast (if applicable).
- Free school supplies and uniforms (if applicable).
- Educational resources and support services to help children and youth experiencing homelessness reach

academic success.

Education for Homeless Youth Basic

Education Circular

<https://www.pa.gov/agencies/education/res>

[ources/policies-acts-and-laws/basic](https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic)

[education-circulars-becs/us-code/educatio](https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic-education-circulars-becs/us-code/education-for-homeless-youth)

[n-for-homeless-youth](https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic-education-circulars-becs/us-code/education-for-homeless-youth)

The district's homeless liaison is Mr. Daniel Taormina, Superintendent. He can be reached at the following email address: dtormina@montoursville.k12.pa.us and phone number: 570-368-2491.

Athletics and Activities



As a member of a Montoursville Area Middle School athletic team or activity, you will have assumed a great deal of responsibility and immediately and publicly represent your family, your school, your community, and yourself. When you participate in this role, you represent Montoursville and serve as role models for your fellow students, especially those in younger grades.

Purpose

The co-curricular activities are an important part of our school and important in the growth of students. Each student is encouraged to use these activities to the maximum extent; they will add much to the student's all-around development. One word of caution, the student's schoolwork comes first; so, do not get into so many activities that a poor job is done on the schoolwork. Participation in co-curricular activities is encouraged and it is also a privilege that can and will be canceled or abbreviated if necessary. The administration or faculty activity advisor may, at times, bar a student from participating in any activities or organization if such student is found to be participating to the detriment of his/her health, scholarship, the general welfare of the school, or organization to which he/she belongs.

Athletic Courtesy and Sportsmanship

Our athletics foster clean sports. It is the privilege and duty of every person connected with athletics to embody these principles in personal actions and earnestly advocate them before others. All rules of the regular student and regular school day are in effect during practices and performances; avoidance of alcohol, drugs, tobacco, etc.

Athletic Participants

The athletic program is regulated by certain minimum standards set by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), which is a statewide organization. The school can enter a boy or girl in competition with other schools if that student meets certain eligibility requirements.

1. Parents or guardians must consent to such participation, in writing. A student cannot take part in athletics until a properly signed certificate is returned to school.
2. A physical examination is given, and certification is made by a physician that participation in athletics will in no way be harmful to the student before he/she may participate in any sport.
3. A student may not compete more than four years beyond the eighth grade.
4. If a student has reached his/her nineteenth birthday before July 1, he/she is ineligible to compete in any sport that school year.
5. The PIAA rules require a student to pass at least four full credits to be eligible for the varsity, junior varsity, or junior high athletic program. Students who do not meet the four-credit requirement will become ineligible for academic reasons until they meet the four-credit requirement. Grades will be checked for eligibility on a weekly basis. Students who are academically ineligible at the time of the report cards shall be ineligible for twenty (20) school days.
6. All work missed during absence from the school because of athletic contests must be made up in the regular manner.
7. Students are required to be in school the entire day of a scheduled athletic event if they wish to participate in that event. The student must get approval for the tardiness and report to school at the agreed-upon time.
8. Students must pay a \$30 participation fee for the year.

Activities

All students have an opportunity to take part in co-curricular activities by joining one of the clubs of the school.

Sales/Fundraising

All sales (tickets, candy, yearbook, newspapers, etc.), are to be scheduled through the administration by the project advisor. Sales tax must be included on taxable items. Sales of class play tickets, school publications, etc., (edibles excluded) will be encouraged during the four lunch periods. Advance notice of sales through an office announcement will be made. An effort will be made to have only one drive in progress at a given time. Salespersons should always be businesslike and courteous at all times.

Student Government

McCall's Student Government is made up of homeroom representatives (elected by each homeroom) and is run by the officers (elected by the whole student body). The Student Government sponsors activities that benefit the school.

Behavior at Extracurricular Events

Student behavior at extracurricular activities such as dances, skiing, sporting events, concerts, and any other school sponsored or board approved event whether it is on or off of school property is expected to be the same as during the regular school day. Misbehavior will be handled through disciplinary action. Students with chronic discipline problems may not be permitted to attend school field trips, field days or other class events.

Remaining in the Building After School

There will be many activities held after regular school hours; however, no student is to remain in the building unless he/she is under the direct supervision of a teacher, coach, or advisor. Students staying for activities are to remain in the area designated for their activity. No students or visitors are permitted to roam the building after school. Students waiting for a ride after normal dismissal time are to wait in the lobby or outside. Students are never permitted in the basement of the school without adult supervision.

School Dances

At various times during the year dances may be held in the gymnasium or the commons at the middle school. The regulations below must be followed:

1. The dance must be approved by the administration after the proper form is submitted.
2. All dances must have a teacher sponsor.
3. The sponsor will be responsible for providing chaperones and clean-up service.
4. All dances will be restricted to McCall Middle School students.
5. Students will not be permitted to re-enter the school after leaving.
6. Students leaving the dance early will be required to sign out and parents will be notified.
7. Students behaving improperly will be ejected immediately and will be subject to disciplinary action.
8. Only the front entrance/exit is to be used.
9. Other social functions will follow the rules listed above.
10. Dances will last from 7:00-8:30 P.M.
11. Students must be picked up promptly at the conclusion of the dance.
12. Students with ongoing discipline issues may be prohibited from attending dances.
13. Students who refuse to complete their class academic assignments in a timely manner may be prohibited from attending dances until their work is made up.
14. The school dress policy applies at all dances.

Recess

RECESS GUIDELINES

To maintain satisfactory order and conduct, and to ensure maximum safety, the following recess rules will be observed by all students and enforced by school personnel.

- Dress in appropriate clothing for the weather throughout the year
- No rough playing including wrestling, tackle football, battle ball, karate, carrying other students, etc.
- No toys or play items from home.
- Use all equipment in a safe manner.
- Get the permission of the adult on duty before going back into the school during recess.
- Play only in/on those areas designated as safe by the adult on duty.
- Balls/equipment that are taken outside for recess need picked up and put away in the designated area

Warrior P.R.I.D.E. & Positive Behavior Interventions and Supports (PBIS)

Warrior P.R.I.D.E. (Participation, Respect, Invest in your work, Determination, Everyone is included) is our school-wide Positive Behavior Interventions and Supports (PBIS) program. For displaying positive behaviors, students can earn P.R.I.D.E. tickets which can be entered into weekly drawings for prizes. Additionally, students can earn participation in fun activities during the PBIS “Warrior Way Friday’s.” These are scheduled monthly throughout the year. Students must meet the eligibility requirements to participate in the PBIS Warrior Way Friday’s. These eligibility requirements include academics, behavior, attendance and device care.

Discipline and Responsibility Guidelines

The Montoursville Area School District Code of Conduct shall apply to any student attending school, on school district property, while riding buses, or while attending any school related function.

Student responsibilities include:

- Attending school regularly and being on time for classes and other school functions.
- Making a conscientious effort in classroom work.
- Conformance to school rules and regulations.
- Respect for the rights of students, teachers, and administrators.
- Compliance with Commonwealth and local laws and school board regulations.
- Exercising proper care when using school facilities and equipment.
- Dressing and grooming to meet fair standards of safety and health.

- Not causing disruption to the educational process.
- Volunteering information in matters relating to health, safety, and welfare of the school community.
- Assisting school personnel in operating a safe and efficient program.
- Pursuing and attempting to satisfactorily complete the courses of study prescribed by the Commonwealth and the school board.

Sexual Harassment

[Board Policy #103](#)

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. Both the federal Equal Employment Opportunity Commission and the Pennsylvania Human Relations Commission have attempted to define sexual harassment by issuing guidelines. The purpose of Montoursville Area School [Board Policy #103](#) is to provide a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Furthermore, the purpose of the policy is to eliminate unacceptable behavior in the workplace without intruding on the friendly social relationships that flourish in a healthy work and school environment. Any sexual harassment allegations should be reported immediately to Mrs. Mary Beth Logue.

Bullying/Cyber Bullying

[Board Policy #249](#)

The Montoursville Area School District is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following:^[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.^[1]

Authority

The Board prohibits all forms of bullying by district students.[\[1\]](#)

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

The principal shall initiate an investigation within 24 hours of notification and begin to conduct a timely, impartial, thorough, and comprehensive investigation of the alleged bullying/cyberbullying.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[\[2\]](#)[\[3\]](#)

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

School Exclusions

Students who willfully defy school rules or who do not fulfill their responsibilities are subject to exclusion from school. The types of offenses that could lead to school exclusion include:

- Constant disruption of school classes or functions.
- Failure to report for scheduled classes.
- Leaving school grounds without permission.
- Fighting or assaulting another student.
- Smoking or chewing tobacco on school property.
- Irresponsibly damaging, defacing, or destroying school property.
- Assaulting a teacher or other school personnel.
- Possession and/or use of alcoholic beverages, controlled drugs and look-alike non-controlled drugs.
- Using profanity.
- Defiance of school authorities.
- Other offenses that disrupt the learning process or endanger the health and/or safety of the school community.
- General regulations pertaining to students' rights and responsibilities are found in [Board Policy #233](#).

Discipline

The Montoursville Area School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This Code of Conduct serves as a guideline and not the final authority on matters of discipline. The middle school administration has the authority in implementing this Code of Conduct. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The breach of discipline within the schools will usually fall into two major classes of offenses.

1. Violation of the rules of conduct of the school. (See Levels I and II)
2. Violation of rules of conduct of the school because they are a violation of state or federal law (a crime has been committed). (See Level III)

Student discipline referrals are entered electronically by school faculty and staff into SWIS (School-Wide Information System) and maintained by the administration. Response to these referrals is at the discretion of the administration and consideration of the Code of Conduct.

The following process may be used for most Level I offenses and other level offenses at the discretion of the administration:

1 st offense:	Conference with student regarding referral.
2 nd offense:	Conference with student and parent contact regarding referral.
3 rd offense:	Conference with student, parent contact and disciplinary action.

OFFENSES

Different offenses should require different responses. The following is a categorization of offenses into levels. The following examples are, by no means, inclusive.

Level I

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Horseplay or scuffling in class
4. Loud, boisterous noise
5. Running in classrooms, hall, cafeteria, locker rooms, etc.
6. Throwing objects (pencils, erasers, etc.)
7. Sleeping in class
8. Public display of affection
9. Failure to complete homework assignments
10. Gum chewing
11. Violation of classroom procedures established by the teacher

Level II

1. Academic dishonesty, cheating or lying

2. Cutting class
3. Truancy
4. Gambling
5. Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
6. Possession/use of non-instructional items (squirt guns and bottles, etc.)
7. Acting in an insubordinate manner
8. Failure to complete assigned detention
9. Falsification of records, excuses, passes, etc.
10. Leaving school grounds without permission
11. Obscene language or gestures
12. Littering
13. Smoking or chewing tobacco
14. Excessive tardiness
15. Continuation of unmodified Level I behavior

Level III

1. Assault and/or battery on another student or school personnel
2. Extortion
3. Indecent exposure
4. Intimidation: threat to student(s) and/or school personnel
5. Theft/possession/sale of another's property
6. Vandalism
7. Fighting
8. Violation of the vehicle code
9. Arson or false alarms
10. Bomb threats
11. Possession and/or use of firecrackers or explosives
12. Possessing deadly or offensive weapons
13. Controlled substance abuse (drugs and alcohol)
14. Commission of any other act punishable under the Pennsylvania Crimes Code

Important in any disciplinary code of conduct is an understanding of the penalties that may be enforced in order to provide a corrective measure to improve student behavior. The administration has the authority to apply the consequence in accordance with the Code of Conduct.

The following disciplinary list is divided into three levels to correspond to the three levels of offenses.

Level I

1. Verbal reprimand
2. Special assignment (relevant to the curriculum)
3. Notification of parents or guardians
4. After-school detention
5. Saturday School detention
6. Lunch detention

Level II

1. Notification of parents or guardian
2. Motivational Resource Center (MRC) (formerly known as In-school suspension)
3. Saturday school detention
4. Out-of-school suspension (Administration will call home.)

Level III

1. Notification of parents or guardian
2. Referral to MAP team for controlled substance abuse offense
3. Motivational Resource Center (MRC) (formerly known as In-school suspension)
4. Saturday school detention
5. Out-of-school suspension (Administration will call home.)
 - A. Administration will call parents/guardians to notify them of the Out-of-school suspension.
 - B. Students may not attend school functions during the suspension period.
6. Notification of law enforcement officials
7. Expulsion

Detention

Detention is maintained for certain infractions of the rules. Bus students and students holding jobs are not excused from detention. The parents or guardian must assume the responsibility of transportation to their home on the specified date(s). Failure of the parents or guardian to assume this responsibility will necessitate the suspension of the student.

The following regulations apply:

- A. Detention will be held Tuesday and Thursday after school.
- B. Students will not be permitted to enter detention after 3:15 pm or leave before 4:00 pm.
- C. Students will not be admitted to detention unless they have books (school materials) for study.
- D. Students will not be permitted to enter detention with food.
- E. Students in detention are not permitted to talk, sleep, or study together.
- F. All students will be given a one-day advance notice of detention assignment.
- G. Any student who does not report for detention on the night assigned or is not permitted in detention because of any of the above stated regulations, may be called to the office the following morning for additional action.
- H. Any student who, during the school year, serves a total of ten or more nights in detention will be called to the office for additional action and possible suspension.
- I. Students who fail to take detention within two school weeks of the assigned date will be placed in Saturday school detention.

Students assigned to **lunch detention** will report to the MRC for the assigned lunch period. The student will be accompanied to the Commons to get a lunch or to obtain a packed lunch from lockers and return to eat in the MRC. Students will be required to remain in the MRC for the entire period and will be dismissed to class once the lunch period is over.

Saturday School Detention

In an effort to better meet the behavioral needs of every student who commits an infraction of the rules and regulations stipulated by school and board policy in the Montoursville Area School District, "Saturday School" has been added as a consequence to those currently used at the middle school and high school.

Saturday School serves a variety of purposes.

Saturday School may be assigned (1) in lieu of accumulated unserved detentions for any infraction, or (2) at the discretion of the middle school and high school administration when an infraction is committed that warrants a Saturday time period and not necessarily an after-school detention or suspension. The following guidelines apply to Saturday School detention:

1. Students must be quiet and working during the entire length of time, and no sleeping or any form of horseplay is permitted. No food or drink is permitted during the three hours.
2. Students are responsible for their own transportation to and from Saturday School.
3. Students are permitted one (1) lavatory break during the three-hour duration at the discretion of the proctor. Special circumstances requiring additional lavatory privileges must be discussed with the proctor prior to the placement.
4. The proctor will keep strict records of any disruptions or various disciplinary issues that may arise during the three-hour duration and will submit these records to the assistant principal the next school day.
5. Students who play sports or who are involved in any kind of activity and who are assigned Saturday School on a given date **MUST** serve that Saturday School and will forfeit their right to play or perform in that Saturday activity if the activity time conflicts with Saturday School hours.
6. After completing assigned work, the student will be expected to work on the assignments given to you. The student is responsible for getting assignments from the teachers and is responsible for bringing books and other necessary materials to Saturday School.
Students will not be permitted to visit their lockers before, during, or after the session. If a student fails to do any of these assignments or if a student fails to bring any necessary books and materials, he/she will be removed from Saturday School and assigned out-of-school suspension.
7. Saturday School takes place at Montoursville Area High School from **8:30 a.m. until 11:30 a.m.** Students arriving after 8:30 a.m. will not be admitted and will face further disciplinary action. Enter the building through the front entrance. You must stay the entire time.
8. Talking or disruptive behavior will not be tolerated. If you become a disruption, you will be removed from the Saturday School and will be subject to further disciplinary action by the assistant principal. A reasonable attempt will be made to inform the parent/guardian of the student's removal from Saturday detention. If no parental contact can be made, the Montoursville Borough Police will be notified.
9. If a student is ill, (s)he must submit a **doctor's excuse** to the office on the first day the student returns to school following the Saturday School assignment. The excuse must cover the Saturday School date.
10. **Failure to attend Saturday School or a violation of any rule will result in a suspension from school for three (3) days the following week.**
11. **Completion of a Saturday School assigned for unserved detentions will remove up to three previously assigned detentions.**

Suspension from School

A student may be suspended from school for any conduct not approved by the faculty and administration. Any student who has been suspended must make satisfactory adjustments with the principal before reinstatement to the school. If satisfactory arrangements are not made, the case may be given to the

school board. In this event, the board may permanently expel the student. Students may make up work missed as a result of suspension from school by the administration for disciplinary reasons. **Students may not attend school functions or be allowed on school property during the suspension period.**

Corporal Punishment

On December 3, 2005, the State Board of Education revised its Chapter 12 regulations. Section 12.5 (Corporal Punishment) now prohibits the use of Corporal Punishment.

However, teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of a weapon or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

Motivational Resource Center (MRC)

Following progressive discipline, there may be times that students are assigned full or partial days to our Motivational Resource Center (MRC) which offers in-house support along with a highly structured and more restrictive environment that allows students to complete accountability requirements in lieu of out-of-school suspension. As with out-of-school suspension, students serving accountability requirements in the MRC will lose opportunity to participate in school related activities including extra-curricular practices.

School-Wide Information System (SWIS)

McCall Middle School utilizes School-Wide Information System (SWIS) for discipline referrals. If a student receives three or more SWIS referrals, s/he could become ineligible for PBIS Rewards and other special activities.

Assembly Conduct

The administration asks that you be particularly alert and courteous during assemblies. Moving a large number of students in or out of the commons or gym can consume too much time if pupils loiter, talk, socialize, etc. During the program, be very aware of your behavior.

1. Never whistle, yell, or make verbal remarks of approval or disapproval.
2. Applaud at the proper time.
3. Do not talk to your neighbor(s).
4. Be aware and considerate of other people and events, especially the performers and guests.
5. Misconduct may result in the suspension of future assembly privileges.

Weapons Policy

Board Policy #218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, nunchuck stick, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons at any time into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity. The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Act.

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.

Each building principal shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Law enforcement protocol shall be developed in cooperation with local police departments and the Pennsylvania State Police.

Acts of violence or possession of a weapon in violation of this policy shall be reported by the Superintendent to the Office of Safe Schools on the required form at least once each year. Students, staff and parents/guardians shall be informed at least annually concerning this policy.

Exceptions to these provisions shall be made for:

1. A weapon being used as part of a school approved program by the individual participating in the program.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

All incidents involving prohibited weapons possession shall be reported to local law enforcement officers. Administrators will confiscate any article described in this policy and, if appropriate, submit it to a suitable law enforcement agency. All incidents involving expulsions for weapons possession pursuant to this policy shall be reported to the Pennsylvania Department of Education.

School Dress

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

1. Nothing covering the head (hats, hoods, etc.) will be worn inside the building, unless worn for religious, medical, or safety purposes, as this is not demonstrating proper manners.
2. All shirts/blouses or other "tops" must cover the top of the shoulder. Sleeveless shirts WILL be permitted with a minimum of 3 inches of coverage of the shoulder on each side. Muscle shirts, tank tops, spaghetti straps, racerback, and open back shirts etc. will not be permitted.
3. Undergarments will be properly covered by appropriate clothing and not visible.
4. Clothing that inappropriately exposes body area, as with cropped tops that expose excessive midriffs, may not be worn. Midriffs must be covered on all sides. Shirts should be long enough that the midriff is not exposed when raising your hand or stretching.
5. All shorts, skirts, and dresses must fall to the mid-thigh or longer. No exposure of buttocks or high-cut thigh.
6. Clothing containing holes, cuts, tears, or rips that expose undergarments or skin above mid-thigh are not permitted..
7. Students wearing transparent blouses MUST wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted.
8. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
9. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
10. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
11. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
12. Clothing containing vulgar or obscene messages may not be worn.
13. Chains (i.e., wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.
14. Bandanas are not permitted to be worn or exposed.

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. **The principal, assistant principal, and teachers**

of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school. Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

Use of Tobacco and Vaping Products

Students are prohibited from smoking or chewing tobacco or from using vaping products, including electronic cigarettes, in the school building, on school property or at school-sponsored activities that are held off school property. The use, possession or sale of tobacco and vaping products on school property will result in the following disciplinary action:

First offense—three (3) days assigned in the Motivational Resource Center (MRC)

Second offense—three (3) days of out-of-school suspension

Third offense—ten (10) days of out-of-school suspension

Fourth offense—expulsion hearing before the school board

PA Act 145 clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for school districts and local justices. It is illegal for students to have in their possession any form of tobacco products including chewing tobacco. Possession or use of tobacco products or smokeless tobacco by a student between the ages of six through twenty-one in a school building, a school bus or on school property owned by, leased by or under the control of a school district is a summary offense.

The possession and/or use of e-cigarettes/vaporizing devices in the Montoursville Area School District is prohibited. Possession and/or use will result in the same consequences as outlined in [Board Policy #222](#).

A student who commits an offense under this section shall be subject to prosecution initiated by the Montoursville Area School District [Board Policy #222](#) and shall, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00) plus court costs for the benefit of the school district in which such offending student resides.

Drugs and Alcohol

With authorization of the superintendent or his designee, a trained dog, under the supervision of a specially trained law enforcement officer may be used for an inspection on or within school property or school buses to detect the presence of controlled substances.

When a controlled substance is detected, the administration will follow the procedures outlined below: “Any student who, when under the authority of the school district, has alcohol or illegal drugs in his possession, or is deemed to be under the influence of alcohol or illegal drugs, or is engaged in the distribution or sale of alcohol or illegal drugs or attempt thereof, shall be suspended from school, as provided in the school board policy on Student Rights and Responsibilities ([Board Policy #227](#)). School authorities shall turn over all evidence and/or information relative to such incidence of alcohol or illegal drug activity to appropriate police or juvenile court officials for disposition and investigation.”

It is also a violation of school policy to possess, consume, or distribute “look-alike” or non-controlled drugs. No student may make, possess, or supply to others any paraphernalia that may be typically used

for drug use. Automobiles parked on school property may be searched if there is reasonable cause to believe a school rule has been violated. All violators of the above policy will be referred to the Montoursville Assistance Program (MAP) team.

School Resource Officer & Armed Security

The Montoursville Area School District and the Montoursville Borough Jointly employ an Officer to serve in the capacity of School Resource Officer at all of its District facilities. If you wish to anonymously report suspicious or illegal activities on district property or at district events, you may call the School Resource Officer at 570-368-2611, ext. 5013 or email Officer Watkins at mwatkins@montoursville.k12.pa.us. If an immediate response is necessary, please call 911. All information will be kept confidential.

Additionally, the Montoursville Area School District employs armed security personnel to monitor each school campus.

General Information



This section provides general information regarding services provided by the school and procedures for various items regarding the school.

Messages for Students

When an emergency or urgent matter occurs, we will make every effort to contact students. However, please inform your parents that our office staff simply does not have the time to deliver routine messages, such as catching the bus, getting a haircut, etc. We appreciate your consideration in this matter.

Telephone Service

Telephone service is available for students in the office at the discretion of the office staff.

Bus Transportation

Students are not permitted to ride a bus home with another student even if a note is provided. Students must be rostered and listed on the seating chart to ride a bus.

Please talk with your child about proper bus behavior. It is imperative for the safety of all the children on the bus, that the driver not be distracted by the poor behavior of any student. If this should occur, your child may have his/her bus riding privileges suspended. The bus driver or principal will notify you if this must happen.

Hall Passes

To be in the hall at any time other than when classes are passing, a student must carry a hall pass, issued by a classroom teacher or other staff member and sign out.

School Insurance

A school accident insurance policy is available to all students. The policy insures against expenses incurred as a result of accidental bodily injury. Additional information may be obtained from the office.

Student Lockers

Each student will be assigned a locker and is responsible for all of its contents. Lockers are the property of the Montoursville Area School District and are equipped with combination locks. It will be the student's responsibility to remember his/her combination and to keep it secret. In the event a student forgets his/her combination he/she should report to his/her homeroom teacher. No locker combination will be changed. For the safety and security of the student and his/her belongings, the combination locks are to remain in a locked position when the locker is not in use by the student. School issued combination padlocks will be loaned to all students. School issued padlocks are the school's property and must be returned at the end of the school year. Students will be assessed a fee for lost, stolen or damaged locks. Personal student padlocks are not permitted on a locker at any time. Students are not permitted to decorate the outside of any lockers unless given permission by the administration for school spirit activities.

Backpacks

All students are permitted to bring backpacks to school. Due to space and safety concerns, all students will be required to place backpacks in their lockers at the beginning of the day and then pick them up at the end of the day for dismissal.

Please be aware of the following circumstances in which students will be permitted to carry backpacks.

- A student may carry their backpack if they have an injury or handicap that requires them to do so by their Physician. Examples: Diabetes, broken bones, general bodily injuries, and any other medical condition that a physician deems necessary. (A note from a physician is required.)
- Students who have medical conditions that require them to have water bottles and other necessities for their health concerns required by their doctor may carry a backpack. (A note from a physician is required.)
- **Girls may carry purses/handbags that may not exceed 12 inches x 12 inches.**
- Clothes for physical education may be carried in a small gym bag on the day's students have class.

Toys and Electronic Devices

The Montoursville Area School Board prohibits the use of toys, fidget spinners, radios, laser pens, cell phones or any other electronic devices during school hours. Any student using electronic devices during school hours will have the electronic device confiscated and parents/guardians may be asked to come to the school to pick up the confiscated item. **Cell phones must be turned off, placed in the student's locked locker in the locked Yondr phone pouch prior to reporting to 1st period and remaining in the pouch until dismissal.**

Trespassing

Under no circumstances are students ever permitted on the roof of any school district's buildings at any time. Coming on school property when school is not in session or there is not a school sponsored or board approved activity is considered trespassing. Violators may be prosecuted.

The Commons and Lunch

- Students will walk into the commons and go directly to their tables.
- Students will be dismissed by the lunchroom teachers to enter the food court.
- Students will go through the line once, and only once.
- Students will take their trays up to the dish room when they are finished.
- Students will remain in their seats and quietly talk with the people at their table. This is a great time to get to know the people in your class.
- Students will stand when given the signal by the teachers on duty. They will push in their chairs and make sure that the table and floors are clean.
- Students will walk out of the commons, using the exit closest to their table.
- Throughout the day, students may walk through the commons near the stage.

Any violation of cafeteria guidelines may result in alternative lunch assignment, detention, and/or suspension from school.

Toys and use of electronic devices are NOT PERMITTED at lunch.

It is expected that all students will eat in the school cafeteria..

BREAKFAST AND LUNCH:

Continuing with the 2026-2027 school year, breakfast and lunch will be FREE for ALL STUDENTS. Students may elect to purchase a second breakfast (or lunch), a la carte items, milk, or snacks for an additional cost.

All students wishing to purchase breakfast will be able to do so in the school cafeteria starting at 7:45 a.m. until the start of first period.

Second Breakfast/Lunch Prices:

Breakfast	Regular - \$1.10
Lunch	Regular - \$2.75

STUDENT LUNCH ACCOUNTS- BORROWING POLICY

The Montoursville Area School District has a computerized debit or “Point of Sale” system in our schools’ cafeterias. Students will have an account whether or not they choose to use the cafeteria facilities. The PIN is entered on a 10-Key PIN pad to access your account at the time of purchase. Students must memorize or have available their PIN. Money can be deposited into the student’s account using a special envelope that may be picked up at the cafeteria. Parents may also place funds on their child’s account through the link on the district website.

Additional deposit envelopes will be available in the cafeteria or in the school office when funds need replenished. Deposits cannot be accepted without the student’s name, PIN, and the amount of the deposit. Deposits to accounts made after 10:00 AM will not be credited to the student account until the next day. All deposits will be applied to negative balances first.

Parents and students will be kept abreast of their child’s student meal account balance as it nears a low balance. Verbal reminders to the student as well as parent contacts will be made by cafeteria staff as necessary to maintain a positive lunch account balance. Parents may request this information from the head cook at any time. From time to time a student may forget to make a deposit into their account. Charging/borrowing will not be permitted for any second breakfast or lunch and a la carte items (snacks, etc.). Questions about the Point of Sale System or Student Borrowing Policy may be directed to the Food Services Director at 368-2491 (ext. 4801).

The district may institute a collection procedure for unpaid balances including, but not limited to, filing a claim with the District Magistrate or delinquent collection agencies. Parents/Guardians will be responsible to pay the amount due to the cafeteria, as well as any and all fees assigned for collection of monies due to the cafeteria.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or handicap. If you believe you have been discriminated against, write to the Secretary of Agriculture, Washington, DC 20250.

LUNCH GUIDELINES

- Students are to be seated as directed by the cafeteria monitors.
- Students demonstrating inappropriate conduct may be assigned alternate seating.
- The lunch monitors from the cafeteria will dismiss students.

The cafeteria management and your fellow students appreciate your cooperation in:

- Depositing all lunch litter in the proper receptacles.
- Returning all trays and utensils to the dishwashing area.
- Leaving the table and floor around your place clean for others.
- Depositing all recyclables in the proper bins.
- Consuming all food and beverages in the cafeteria. No open beverage containers are to leave the cafeteria.
- Being mindful of appropriate conversations and action during lunch.

Water Bottles

Students may carry water bottles with them and use them. Water bottles must have a resealable cap/top that prevents leaks/spills. A water bottle filler station is provided in two separate locations within the building for use. Metal water bottles are discouraged. Students are not permitted to have beverages other

than water after the 7:55 a.m. bell. Students with beverages other than water arriving at school must remain in the Commons to finish the beverage there, keeping in mind that students must report to 1st period by 8:03 a.m.

Visitors

In order to provide for minimum class disruption and for maximum safety, all visitors must register in the school's electronic system in the front lobby upon arrival. All visitors are required to provide a government-issued photo identification (i.e., Driver's license) when entering the building. Our Visitor Management software logs visitors and retrieves data from multiple databases to help our employees make informed decisions about who may be admitted into our schools. Once admittance is granted, the office staff will then issue a visitor pass which must be worn while in the school building. The building principal must approve all student and adult visitors in advance. **Please call the middle school office at 368-2441, ext. 4000 or ext. 4001 to make an appointment.**

Responsibility for Equipment

When a student accepts his/her textbooks, Chrome books, or any other equipment issued by the school, he/she is entrusted with the responsibility of taking care of those books and equipment to the extent that they are not damaged beyond ordinary use by the end of the school year. If a student loses a book, or other school-issued item, he/she is liable for its costs. If any school-issued item is stolen, damaged or misplaced, he/she is responsible. Device insurance can be purchased to cover accidental damage to Chrome books.

Bicycles, Skateboards, and Scooters

Bicycles must be placed in the parking racks provided. It is important that bicycles be locked. Students on bicycles must be particularly careful to follow all traffic regulations and good safety practices. Students who ride bicycles are considered walking students. Skateboards and scooters are not permitted to be ridden on any school property at McCall Middle School including parking lots, sidewalks, curbs, and roadways. During the school day, these items will be stored in the front lobby. The District will not be responsible for any theft or damage to bicycles, scooters or skateboards. Anyone not following proper safety procedures will be banned from riding the vehicle in question to school.

Lost and Found

Any student who is looking for a lost item should check at the front lobby first. Any student who finds lost articles should bring them to the office. Lost eyeglasses, keys, wallets, purses, and jewelry are kept at the office. If a student loses a book, he/she should check with each one of his/her teachers.

Student Records

The Montoursville Area School Board has adopted a [Board Policy #216](#) concerning student records. Copies of the policy are available in the school office for those interested. If a parent requests a copy of students' records, the current cost per page is twenty-five cents.

Student Rights/Surveys

The Montoursville Area School Board has adopted a document on student rights/surveys, [Board Policy #235](#). All school board policies are available on the district's website.

Confidentiality and School Counselors

The chief purpose of school counseling is to help the student help himself. Greater self-understanding enables the student to make wise choices and provide the means of self-help. The school counselors through interviews, test results, classroom contacts and a determination of individual interests assist the student in understanding better his/her own interests, aptitudes and personality.

Students may make appointments for the school counseling services by seeing a school counselor before school in the morning, between classes or after school. The counselor will issue an appropriate pass. Please see our website for information about school counseling services, informed consent, and parent resources.

Student confidentiality is important to us and, as school counselors, we follow all professional standards as well as federal and state laws. All information shared is confidential except in the instances of the suspicion of abuse or neglect, harm or threats to harm self or others, and any court order or other legal proceedings. These exceptions to confidentiality are required by law.

The McCall Assistance Program (McMAP)

The McCall Assistance Program, McMAP, a state-mandated program, is a referral service concerning suicide prevention and substance abuse for McCall Middle School students. A team of trained administrators and faculty will be responsible for screening and evaluating students with school-related problems for possible referral to appropriate outside agencies. The McCall Assistance Team is a separate entity dealing with students who have substance abuse problems, and as such, is not expected to refer students for punishment or sanctions. Please contact the office at 368-2441, ext. 4000, if you need to speak with a McMAP member.

Warrior Innovation Lab/Library Policies and Resources

The Warrior Innovation Lab/Library is open from 7:55 A.M. to 3:07 P.M. You may use the Warrior Innovation Lab/Library during PRIDE period, flex periods, and with scheduled classes. In addition to checking out books, the Warrior Innovation Lab/Library may be used for student group projects, research, and STEM opportunities. No materials may be removed from the Warrior Innovation Lab/Library without being properly checked out. Students may have a total of 6 items, which may include one audiobook or video, at a time. Most materials are loaned for two weeks. Students will receive emails on their school accounts for reminders of overdue items and can access the online catalog to check on their current

checkouts and due dates. Restitution must be made for unnecessary damage or lost items. Students coming to the Warrior Innovation Lab/Library must have a pass signed by a teacher for all services including students working on special projects. Courteous and respectful behavior is expected at all times. No student will be permitted to use the Internet without completing the Acceptable Use Policy form. The library phone is 368-2441 ext. 4040.

School Nurse and Dental/Health Exams

Routine physical and dental examinations will be given by physicians and dentists designated by the Board of Education as required in the school code. Physical examinations are to be given to all 6th grade students, dental examinations and immunizations to all 7th grade students. Students in all grades are measured, weighed, Body Mass Index (BMI) is calculated, and have vision tests annually. Students in 6th grade are screened for scoliosis and students in 7th grade are screened for hearing and scoliosis. All students are encouraged to have physical and dental examinations done by their family doctor or dentist, using the proper form sent home. If a student does not return a form, he/she will be included in the school examinations. A school nurse is available or on call to aid injured or ill students. **The telephone number is 368-2441 ext. 4020.**

Students wishing to visit the nurse's office must receive a pass from a teacher in order to do so. Medications (except for Tylenol, Ibuprofen, Tums) are not available to students in the nurse's office. However, a student with a health problem who must take medication through the school day must keep properly labeled medicine in the nurse's office with a written note from the parent and their physician stating when the medication is to be given, as per school board policy. The Prescription/Non-Prescription Medication form may be obtained from the school nurse of the middle school office. A copy of this form can be downloaded from our website. Parent(s)/guardian(s) are required to bring all medications to the school nurse's office.

Students using crutches while in school must bring a written note from a parent. The note should include the expected length of time the physician has prescribed the use of the crutches and that instructions were given concerning the proper usage of crutches.

Students are required to go through the school nurse to contact parents when ill and needing to go home. Students must be dismissed by the school nurse for illness. **If the nurse is out, the student should report to the office. In case a student must be sent home because of illness, the parents will be contacted by the school office to take the child home.**

Building Surveillance Camera Notice

The Montoursville Area School District uses an electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate

signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

School Bus/Van Surveillance Camera Notice

Students and parents/guardians should be aware that Montoursville Area School District school buses and vans have cameras monitoring bus/van passengers. The cameras record both video and audio at different locations throughout each bus. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions while on school buses/vans will be recorded; therefore, they should have no expectation of privacy when riding school buses/vans. Riding school buses/vans constitutes consent to the recordings by the surveillance cameras.

HIPPA Acknowledgement

I understand that the Montoursville Area School District follows the Federal guidelines for confidentiality as regulated by FERPA and HIPAA. By acknowledging on the Parent Portal, I allow the school district to share information with appropriate school staff on a need-to-know basis and only if it affects the education of my child.

In accordance with the Federal Law (HIPAA), regulating the sharing and transmission of health information, MASD requires parental/guardian permission to share health information of each student.

The following are ways we are protecting the privacy of our students:

- ❖ Parental/Guardian consent is needed to share health information.
 - ❖ By following our confidentiality policy, we will not discuss health information of students with other parents. (So please don't ask.)
 - ❖ Health information will be sent in a sealed "confidential" envelope.
 - ❖ All health record files are locked.
 - ❖ Health conditions such as allergies and asthma will be given only to the teacher with direct contact with the student only if parental/guardian consent has been obtained.
 - ❖ The school district will avoid sending health information via email if possible. If sending, a disclosure statement will be used.
 - ❖ When sending a fax, a "confidentiality request" will be included. The individual receiving the information will be notified that it is being sent.
 - ❖ Phone conversations regarding health information will be conducted privately.
 - ❖ The nurse will be present when printing or photocopying health information.
- Faculty/staff will avoid casual conversation regarding health information in the halls and other public areas.

MASD School [Board Policy- #123.1](#) - Ineligibility Based on Use of Controlled Substances or Criminal Activity

August 10, 2010

The Board expects reasonable and responsible behavior from all members of the student body. For students who wish to participate in any extracurricular event outside of the school day, the Board wishes

to establish certain minimum standards in regard to the use of alcohol, unlawful controlled substances (“drugs”), including anabolic steroids, and criminal activity.

The Board believes that students who wish to participate in these activities, and who therefore act as role models for other students and representatives of the district in the community, should be expected to refrain from using alcohol, drugs, or engaging in criminal activity. Therefore, students who use alcohol or drugs or are convicted of misdemeanors or felonies shall be subject to the conditions stated below.[1]

For purposes of this policy, an **adjudication of delinquency** by a juvenile court based upon a finding of commission of an act that violates the Pennsylvania Crimes Code shall be considered the equivalent of a conviction.

Any student, who, on the first offense:

1. Is observed or is known to have been drinking/in the possession of alcohol, or using/in the possession of drugs by any school employee or others having the authority in such matters or is convicted of any type of misdemeanor or felony shall be:
 - a. Ineligible for participation in any event or extracurricular activity on school property outside of the school day for 30 calendar days. This includes, but is not limited to sports, sporting events, dances, prom, walking at graduation, etc. The date of ineligibility shall begin on the latter of:
 - i. the date of the infraction/conviction.
 - ii. the date on which the high school administration learns of the infraction/conviction.
2. The student may participate in extracurricular activities outside of the school day if s/he completes the following:
 - a. The 30-calendar days suspension is completed.
 - b. The student will undergo a student assistance referral to the MAP team.
 - c. The student will follow through with recommendations of the counselor.
 - d. The student will submit a letter from the drug and alcohol counselor stating that s/he complied with the recommendations of the counselor and has completed any necessary requirements as outlined to the student.

Subsequent violations will result in exclusions from participating in any event or extracurricular activities for the remainder of the school year.

Any student in violation of this policy during a time before the beginning of the school year will begin suspension on the first student day of the school year.

Delegation of Responsibility

Nothing contained in this policy shall be construed to limit the ability of a coach from imposing greater sanctions than those set forth in this policy, which are intended as minimum sanctions. A coach may

impose longer or additional sanctions, regardless of whether the incident occurred during the time when the interscholastic athletic activity was in operation.

MASD School Board Policy- # 815 Acceptable Use of Digital Technologies

August 11, 2020

The Board recognizes the need to establish rules and regulations for the use by students, staff and other authorized users of district-owned or issued technology resources, consistent with the educational and operation goals of the district.

For purposes of this policy and the accompanying administrative guideline, **district-owned or issued technology resources (district technology resources)** shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the district;
2. All district telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
3. All district-owned or issue hardware devices such as computers, laptops, tablets, telephones, cellular phones, fax machines, printers, copiers, scanners, etc.;
4. All web-based and cloud-based storage; and
5. Web and cloud-based applications provided by the district through a third party.

The Superintendent or designee shall develop and implement administrative guidelines, consistent with the general guidelines listed below, governing the acceptable use of district technology resources.

The use of district technology resources shall at all times be in accordance with applicable law and other Board policies and administrative guidelines.

The use of district technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board policy or the accompanying Administrative Guideline.

District technology resources shall be used primarily for school, district employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this policy and the accompanying administrative guideline, and further provided that such limited incidental personal use does not interfere with and is not disruptive to district or school operations or another user's use of district technology resources.

The district reserves the right to monitor, track, and document use of any activity conducted on, over and through district technology resources to the extent permitted by law.

The district further reserves the right to prevent unauthorized, inappropriate or illegal use of district technology resources, and to administer appropriate discipline to users who violate this policy or the accompanying administrative guideline.

Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, collective bargaining agreement, or Board policy/administrative guidelines, as appropriate under the circumstances.

Users of district technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through district technology resources.

The district has the ability to collect, track and store data, such as IP addresses which identify technology devices using and communicating over and through the district's network and other district technology resources. The district reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

Procedures regarding the individualized search of district technology resources when the district has reasonable suspicion that a user of district technology resources has violated the terms of this Board policy or the accompanying administrative guideline shall be included in the accompanying administrative guideline.

The availability of information on district technology resources does not imply endorsement by the district of such content, nor does the district guarantee the accuracy of such content.

The district shall not be responsible for any information lost, damaged or unavailable while using district technology resources.

The district will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing district technology resources.

Users of district technology resources shall immediately report any violations of this policy or the accompanying administrative guideline to their building principal, immediate supervisor, or the Supervisor of Information Technology.

Users of district technology resources may be required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this policy and the accompanying administrative guideline.

****Privileged and Confidential:** This information, including attachments, is for the exclusive use of the addressee and may contain proprietary, confidential and/or privileged information. If you are not the recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you are not the intended recipient, please notify the sender immediately and destroy this communication.

MONTOURSVILLE AREA SCHOOL DISTRICT

ATHLETIC HANDBOOK

Principal

The high school principal is responsible to the Pennsylvania Interscholastic Athletic Association (P.I.A.A.) in all matters pertaining to interscholastic athletic relations. He may delegate some of these powers but such delegation shall not relieve him of responsibility for any infraction, by his school, of the Constitution and By-Laws of the P.I.A.A.

The principal shall have the following powers and duties:

- A. To have control over all interscholastic athletic relations in which his school participates. This applies to interscholastic athletics for both boys and girls.
- B. To sanction all contests in which his school participates, and to notify the P.I.A.A. Executive Director, within ten days, if his school has entered a contest that he has not sanctioned.
- C. To exclude any contestant who, because of bad habits, or improper conduct, would not represent his school in a becoming manner, and also to exclude any contestant who has suffered serious illness or injury until the contestant is pronounced physically fit by the school physician, or if none is employed, by another licensed physician.
- D. To be responsible for the treatment of all visitors and officials attending contests conducted by his school. Penalties may be imposed upon a member school whose principal fails to provide reasonable protection for officials and visitors at home games. If a game is played at a neutral place, the principals of the participating schools shall be held jointly responsible for this protection. In such a case, penalties may be imposed upon either or both of the schools.

Athletic Director

The athletic director shall be the coordinator of all athletic activities and shall be the representative of the principal in athletic matters involving the school. He/she shall have the delegated authority and responsibility to fulfill the following duties and responsibilities:

- A. Schedule all interscholastic games not scheduled by the league.
- B. Contact, assign, and pay officials for all home games.
- C. Arrange for transportation for all away games.
- D. Arrange all details of home games.
- E. Arrange to receive all visiting teams.
 - 1. See that dressing rooms are available.
 - 2. Advise visiting faculty manager and coaches of details such as time of game, officials, etc.
- F. Take care of seating of the students, band members, and adults at the games.

- G. Arrange for operation of the scoreboard and the chains for football, also scoring tables and clocks for basketball, wrestling and soccer.
- H. Take care of newspaper publicity, advertising, and programs.
- I. Arrange for the mats to be placed in the gym for wrestling matches and to be put away after the matches.
- J. Arrange all details for the sale and collection of tickets at athletic contests.
- K. Work with the coaches to take care of details that are not the coaches' responsibility.
- L. Solicit and summarize all athletic requisitions.
- M. Work with administration in preparation of the athletic budget.
- N. Conduct an annual inventory of athletic supplies and equipment.
- O. Any other duties deemed necessary for carrying out the athletic program assigned by the administration.

Game Managers

The Game Managers shall assist the Athletic Director in running home events. They shall be responsible for/to:

- A. Opening the facility.
- B. Arrange to receive all visiting teams.
 - 1. See that dressing rooms are available.
 - 2. Advise visiting faculty manager and coaches of details such as time of game, officials, etc.
- C. Arrange details for the sale and collection of tickets at all athletic events for which they are responsible.
- D. Any other duties deemed necessary for carrying out the athletic program assigned by the administration or athletic director.

Head Coach (All Sports)

The head coach and assistants shall be leaders of young men and women. It is expected that the head coach and assistants will be consistent and fair in developing and implementing all rules and regulations that apply to the athletes whom they coach. The coaches will model personal behavior by their example as well as by their words.

The head coach shall be primarily responsible for:

- A. Traveling with the team and being responsible for each team member's behavior.
- A. Monitoring player conduct on the bus, in the locker room, on the playing field or gym, and any place where the athlete is affiliated with our athletic team.
- B. Follow the athlete's academic progress and attendance and helping the athlete maintain his/her academic eligibility.
- C. Assuming responsibility for all school district equipment for their sport.
- D. Being in charge of team discipline.
- E. Assigning all duties to assistant coaches under their jurisdiction.

- F. Checking the locker room, showers and equipment room after each practice session and game.
- G. The head coach or a designated staff member should not leave the practice, game, or locker area until the players have all departed.
- I. Cooperating with the athletic director concerning schedules, time of games, officials, transportation, dressing facilities and eligibility lists. The athletic director shall have the sole responsibility for scheduling all scrimmages and games.
- J. Being responsible for submitting all medical reports for a player or a coach, within 24 hours following an injury to the principal's office.
- K. Informing the athletic director of the equipment needed for a game at least two days prior to the game.
- L. Developing a set of rules governing the conduct of all squad members and informing the players and staff that all rules should be followed.
- M. Determining the eligibility of any player who refuses to adhere to the rules of conduct set by the coach.
- N. Developing a student eligibility list and completing any additional duties assigned by the athletic director or the administration.
- O. Ensuring that all team members are on the bus when returning to MAHS from an away event.
- P. All coaches are strongly encouraged to have a parent meeting before the beginning of the season.
- Q. All coaches are required to have a Code of Conduct which is to be distributed to athletes prior to or at the first practice. Parents should receive a copy at the parents' meeting. The Code of Conduct should include the players' rules and responsibilities, disciplinary actions for rule infractions, and any other pertinent information. The Code of Conduct must be reviewed and approved by the Athletic Director before distribution.
- R. Checking the condition of the playing fields or surfaces and notifying the Athletic Director of any unsafe playing conditions.
- S. No Coaches (Head, Assistant or Volunteer) are permitted to consume alcoholic beverages on any trips or athletic events in which they are supervising athletes from our school district.

Programs Coordinated by the Head Coach

The high school head coach shall be the coordinator of all activity in his/her program, grades 7 through 12. The junior high athletic program shall be considered an extension of the high school program. The coaches at these levels are considered assistant coaches who are required to follow the program set up by the head coach and perform duties assigned by the head coach. Should a JH position become available, it is the head coach's responsibility to present a candidate to the Principal and Athletic Director for hire.

Guidance on Team Prayer

When acting in their official capacities as representatives of the school district, teachers, school administrators, and other school employees, including paid coaches and volunteer coaches, are prohibited by the Establishment Clause from encouraging or discouraging prayer, and from actively participating in such activity with students and student-athletes.

Student led prayer is constitutionally protected.

The Establishment Clause of the First Amendment prohibits schools from supporting religion, and the Free Exercise Clause permits students to exercise their religious freedoms.

Assistant Coaches

Assistant coaches shall carry out the responsibilities delegated to them by the head coach. Assistant coaches are expected to fulfill all obligations in the sport for which they have been appointed.

Disqualification Rule

Any player/and or coach who is disqualified from a PIAA athletic event shall receive the minimum one (1) game suspension as specified by the PIAA. Upon that player's/and or coach's second disqualification, they shall receive the minimum one (1) game suspension by the PIAA and an additional one (1) game levied by the district (total 2 games). Upon the player's/ and or the coach's third disqualification they shall receive the minimum one (1) game suspension by the PIAA and an additional two (2) game suspension levied by the district (total 3 games). The third disqualification may result in the player's/ and or coach's dismissal from the team. After each disqualification the player/and or coach will be required to meet with the principal and or athletic director to discuss the reasons for disqualification and to determine if any other suspensions are necessary. Any coach that is disqualified may NOT accompany the team to the next team event and is prohibited by the PIAA to be at the site of the event.

Purchasing Uniforms

The purchasing of all uniforms for athletic teams must be approved by the Athletic Director **and** the Principal.

Team Pictures

Any team pictures that include Athletes out of team uniforms and used for promotional purposes must adhere to the school dress code.

Equipment (in cooperation with the Athletic Director)

The cost of equipment ordered each year shall not exceed the amount specified in the athletic budget.

The head coach shall be responsible for:

1. Scheduling and distributing equipment
2. Cleaning of equipment during the season
3. Reporting the loss or damage of equipment to the athletic director
4. Submitting a complete inventory of equipment and storing equipment at the end of the season.
5. Checking to see that all equipment is used properly and worn correctly
6. Collecting **all** equipment.

Sports Insurance

Montoursville Area School District has purchased sports accident insurance for the athletes who participate in senior and junior high interscholastic sports, band, cheerleading as well as gym classes (grades K-12) and intramurals (grades K-12). In the event of an injury to your child while participating in one of these activities, the incident should be reported immediately to either a coach, athletic director, or school nurse. Procedure for filing a claim and a breakdown of the benefits are available from the building secretary and will be distributed along with a claim form for completion following an injury.

Voluntary insurance is available to be purchased for your child for activities other than those listed above, as they are not covered by the school district's insurance. While the school district is making the insurance available to you, it is not underwriting the plan or guaranteeing the payment of claims. Responsibility for the settlement of claims rests entirely between the policyholder and the company.

Coaches who are injured should notify the business office and file a Workman's Compensation claim.

Expenses/Meal Allowance

All planned trip expenses, coaching clinics, scouting, and other expenses must be approved by the school board and/or the superintendent. There is a meal allowance of \$10.00 per day for all participants in tournament or team competition involving long-distance travel. Before utilizing this allowance, you must receive prior approval from the high school principal. All receipts submitted must be itemized and received within 1 month of the date of the receipt.

Injury Procedures

Each coach shall verify that every participant is properly insured before permitting him or her to participate in any practice or contest.

1. In the event of an injury, the coach will work with the trainer (if available) to see that the injured player receives the necessary first aid and emergency care. The coach, in

the absence of a trainer, will do what is necessary but not go beyond his/her training or what is expected of him/her.

2. In the event that any player is in serious need of a physician's aid, the coach shall be responsible for obtaining the services of a doctor or ambulance in the absence of a trainer. The coach (trainer) shall be responsible for notifying the parents of the player as to the nature and extent of the injury.
3. In the event of an injury that requires professional aid, the coach (trainer) shall be responsible for seeing to it that the injured player has reported the necessity of this professional aid to the high school secretary.
4. For those athletes that do not have school insurance, the coach shall assist the trainer in filling out the accident and injury forms and sending the original to the principal's office.
5. The coach must abide by the trainer's decision as to whether a player may participate in practices or in a game. A physician may make the final decision.

Safety in Youth Sports Act

1. All coaches must complete an online training course in concussion management. This applies to any member of the staff, paid or volunteer at all levels.
2. Each coach must print a completion certificate and submit to the athletic office before the first day of practice, but not prior to July 1st.
3. This is to be done each year of employment.
4. Every athlete will be required to complete baseline testing via ImPACT with the Athletic Trainer every two years.
5. The school physician has the final say in any disagreements regarding an athlete's return to play after suffering a concussion.

In accordance with Section 3(F) of the Safety in Youth Sports Act, the following penalties apply to coaches who either (1) do not remove an athlete from play who displays signs/symptoms of a concussion or (2) attempts to return an athlete to play who has been removed after displaying concussion signs/symptoms and has not been evaluated and cleared for return to play in writing by an appropriate medical professional:

1. For the first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For the second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

Awards for Interscholastic Athletics

The criteria for awarding a letter shall be an evaluation by the coach or coaches concerning the amount of game and/or meet time played by the athlete. The criteria should be listed in the Code of Conduct for each sport.

Parent Consent

A pupil shall be eligible for practice or participation in any sport only when there is on file with the principal a PIAA certificate of consent which is signed by his/her parent or guardian.

Physical Examination

No pupil shall be eligible to represent the high school in any interscholastic athletic contest unless they have been examined by a licensed physician of medicine before the first sports season of that academic year. ***No pupil shall be permitted to practice until they have turned in paperwork stating that they have satisfactorily passed a physical. It is the coach's responsibility to enforce this policy.*** This includes cheerleaders. No physicals may be administered before June 1st according to PIAA guidelines. Physicals are not to be accepted at practice. Once an athlete has passed a physical he/she needs only to be re-certified for participating in another sports season or re-evaluated if an injury or illness occurs.

The coach will receive a list everyday for the first week of practice stating who is eligible for practice. Any student not on the list is not permitted to practice for one or both of the following reasons: No physical on file, no pay to play fee on file.

Scholastic Eligibility

Scholastic eligibility shall be determined by the pupil's progress in each subject of an approved curriculum. In order to be eligible for interscholastic athletic competition, an athlete may not be failing more than 1 class at any given time.

Pupils who are enrolled for the first time must comply with the requirements of the scholarship rules. The standing required for the preceding semester shall be obtained from the record of the last school which the pupil has attended.

Students who are scholastically ineligible are not permitted to participate in any PIAA event. However, they are permitted to practice upon the coaches' request.

Students who are scholastically ineligible are not permitted to ride on the team bus if it involves losing school time. Students may ride the bus upon coaches' request if no loss of school time is involved.

Students who fail to meet the weekly scholastic eligibility rules shall be ineligible from Sunday thru Saturday of the following week in which eligibility is determined. Students who fail to meet the scholastic eligibility rules at the end of a marking period shall be ineligible for 15 school days beginning the day the report cards are issued or the first 15 days of the season for Fall Athletes. Students who are ineligible for a consecutive period of time may be dismissed from the team at the coach's discretion.

Attendance at School

In order to be eligible to participate in any interscholastic contest, a pupil must have been regularly enrolled in a secondary school and in full-time attendance thereafter.

Students are required to be in school by **10:41am** on the day of an athletic event/practice if they wish to participate in that event/practice. Please note that the student will still be marked tardy, and the school tardy policy will be followed in these instances. If it appears that a student will miss part of the academic day, he/she must get approval from the principal or assistant principal before the start of school (8:20 a.m.). The student must report at the agreed-upon time. Exceptions, for extenuating circumstances such as a doctor's appointment (**a doctor's note will be required**), college visitation, or funerals may be granted by the administration. Students not eligible for practice due to tardiness may not practice or accompany the team on any trips. Students may observe practice upon coaches' request, but may not participate. If there is an athletic event, the student may ride the team bus if he/she does not miss any school time. If loss of school time is involved the student is not permitted to ride the bus. The coach will decide whether or not the student can ride the team bus or attend the athletic event, if this takes place after school.

Cutting Players:

The following applies for cutting players at all levels:

- 1.) Notify players and parents that cuts will be made.
- 2.) Notify players of the date cuts are to be made – there must a minimum of three days of practice.
- 3.) Make sure you have an evaluation sheet for each player.
- 4.) Players cut are to be notified by posting the names of the players who made the team (not the names of the players that are cut).
- 5.) Coaches must offer the cut players the opportunity to meet and discuss the evaluation and areas of improvement if player requests so. If player does not request a meeting, then no meeting is necessary.

Scouting

The school district provides scouting expenses for coaches to aid the coaching staff in their preparation for opponents. Therefore, head coaches should use good judgment in the assignment of scouting. The following guidelines should be followed in scouting.

1. Funds for scouting expenditures shall be established by the board and set forth in the athletic budget for each sport. Each coach is expected to operate within the amount set in the budget.
2. An opponent should not be scouted more than two (2) times.
3. Any scouting that does not fall within these guidelines must be approved by the administration.

Publicity--Reporting Scores of Games

Each coach should work to gain publicity for his/her teams; in order to get this deserved recognition, please contact the local media by **calling in all scores to the Sun-Gazette @ 326-1551 ext. 3127**, fax 326-0314 Attn: Sports Dept. or email newsroom@sungazette.com .

Sunday and Holiday Practices

1. P.I.A.A. rules permit Sunday practices. PIAA limits the number of practices or games to 6 days in a calendar week. ***These will be scheduled only after approval has been granted by the principal and the athletic director.***
2. There will be no JH practices on Sundays.
3. Teams will be permitted to practice in school facilities on holidays when arrangements are made with the building principal and the athletic director. However, practices should not be scheduled on Thanksgiving or Christmas day. It shall be the responsibility of the coach to notify the Athletic Director as to the time of practice.

Transportation

All buses will be ordered by the athletic director. The coach and the athletic director will discuss the itinerary necessary for all trips. It shall be the responsibility of the coach to have members of his/her squad ready to board the bus at the designated time. The head coach must exercise control and maintain proper supervision of his/her squad so that the bus is not damaged in any way.

It is the responsibility of the coach to make sure that all the members of his/her squad are on the bus for the return trip home. All athletes will be required to ride to and from all away events on the team bus. Any athlete whose circumstances require that he/she cannot ride the bus must submit a written note by his/her parents asking that their son/daughter ride with his/her parents. The coach will then decide as to whether or not this permission will be granted. If any other circumstances arise, then the principal or athletic director will make the decision.

Practice

It shall be the responsibility of each coach to ensure that his/her players do not enter any part of the building or use any facilities except those necessary for practice. To assure observance, the coach must:

1. Wait until all players have left before the coach leaves. (This includes athletes who ride the activity bus.)
2. Make sure the practice area and locker rooms are secure and all lights are turned off before departing.
3. ***All practices involving the three district gyms MUST be scheduled through the Athletic office. You run the risk of losing the gym for another organization that is scheduled.***

Students shall be ineligible to practice if:

1. They are tardy to school (after 10:41 a.m.).
2. They are scholastically ineligible (they are not permitted to ride the team bus to any game if it involves missing school time).
 - a. Students who are scholastically ineligible are permitted to practice, but are not permitted to scrimmage or play in any PIAA events.
3. They have in-school suspension (they are not permitted to ride the team bus to any games if it involves missing school time). They may observe practice upon the coaches' request.
4. They have out of school suspension (they may not attend practice or participate in any

games) until suspension has been served.

Suspensions

Students may not practice or participate in any PIAA events while satisfying in or out of school suspension. A student satisfying out of school suspension shall not be eligible for any practices or games until the suspension has been served.

Students satisfying in-school suspension are not permitted to practice or play during the days of suspension. Students may attend practice to observe upon coaches' request. Students may attend games if there is no loss of school time upon coaches' request. In-school suspensions will not apply to Saturday events. Athletes serving Saturday school will be permitted to participate in Saturday events, if the event begins after 11:30 am. Athletes serving out of school suspension will not be permitted to participate in Saturday events if the suspension is Thursday, Friday, Monday or Friday, Monday, Tuesday.

Scrimmages

Pre-season scrimmage games shall be scheduled at times when student athletes will not be required to be dismissed from school. The athletic director shall schedule all scrimmages.

In-Service Days/Days School is not in Session

Please note the following in your practice organization:

1. Intramurals will not be held on in-service days or days school is not in session.
2. Activity buses will not run on in-service days or days when school is not in session.
3. On in-service days, interscholastic athletics will not begin practice until 3:30 P.M.; no athletes will be permitted in the locker room area before 3:30 P.M.

School Closing and Co-Curricular Events

In the event of a weather emergency, all co-curricular events, practices, performances or meetings will automatically be cancelled when school is closed for the day.

Factors to be Considered in Postponing Games

If a game is considered for postponement due to weather or any other factor not conducive to good game conditions, the athletic director, coach, principal and superintendent will consider the following:

1. Playing conditions of the playing surface
2. Safe travel
3. Damage to the playing surface
4. Factors involving gate receipts
5. Consideration of band members and uniforms

P.I.A.A. BY-LAWS (ATHLETIC COURTESY)

Section 1. Athletics should foster clean sports. It is the privilege and duty of every person connected with athletics to exemplify these principles in his own actions and earnestly advocate them before others.

- A. The rules of the game are to be regarded as mutual agreements, the spirit or letter of which no honorable person would break. The stealing of advantage in sport is theft.
- B. No advantages are to be sought over others except those in which the game is understood to show superiority.
- C. Unsportsmanlike or unfair means are not to be used even when opponents use them.
- D. Visiting teams are to be honored guests of the home team, and should be treated as such.
- E. No action is to be taken nor course of conduct pursued that would seem unsportsmanlike or dishonorable if known to one's opponent or the public.
- F. Remember that a student spectator represents his school the same as does the athlete.
- G. *Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.*
- H. Decisions of officials are to be abided by, even when they seem unfair.
- I. Officials and opponents are to be regarded and treated as honest in intention. In games when opponents conduct themselves in an unbecoming manner, and when officials are manifestly dishonest or incompetent, future relationship with them should be avoided.
- J. Good points in others should be appreciated and suitable recognition given.
- K. The practice of "booing" is regarded as discourteous and unsportsmanlike.

ETHICS PERTAINING TO HIGH SCHOOL ATHLETICS

The Code of Ethics Pertaining to High School Athletics is to be regarded, not only as recommendation, but as rules governing the conduct of schools, the coach, officials, athletic directors, principals, and the public.

Section 1. The School Should:

Conduct itself in a sportsmanlike manner.

Section 2. The Coach Should:

- A. Have a fair, unprejudiced relationship to players.
- B. Teach athletes to win through legitimate means only. Striving to win at any cost is distinctly unethical.
- C. Give opponents full credit when they win.
- D. Control his temper at all times.
- E. Discourage profanity and obscene language at all times.
- F. Recommend the use of competent officials and support their decision. He should not criticize the actions or decisions of officials before players or spectators.
- G. Counteract unfounded rumors of questionable practices by opponents. To establish the truth or falsity of these rumors he should refer them directly to the authorities of the school concerned.
- H. Not solicit players from other schools.

(Section 3 is purposely omitted)

Section 4. The Athletic Director Should:

- A. Arrange only schedules that are educationally and physically sound for the athlete.
- B. Have a definite and mutual understanding with other athletic directors regarding officials.
- C. Treat visiting teams and officials as guests.
- D. The Athletic Director and the community should co-operate in developing a wholesome athletic program.

Section 5. The Principal Should:

- A. Be honest in certification of players, refusing certification of any player where a lack of thoroughly reliable information makes possible his ineligibility.
- B. Endeavor to foresee possible misunderstandings with other schools, and as far as possible settle them before they materialize.
- C. Pass on to another school's officials any seemingly authentic information that calls into question the eligibility of any of their players.
- D. Encourage the school's support of its teams, but never at the expense of friendly relations.

ASSUMED NAME

A pupil who participates in an interscholastic athletic contest under a name other than his own shall be ineligible for one year from the date of such participation.

ATHLETIC RELATIONS

Section 1. Teams Which Member Schools May Play.

- A. No contest shall be played with another school not belonging to this Association (P.I.A.A.), unless its eligibility rules, for both schools and contestant, meet the requirements of the P.I.A.A.
- B. Contests with Alumni where sponsored by school authorities are permitted except in Football and Wrestling.

Section 2. Contests and Practices Limited to Six Days Per Calendar Week During Regular Season.

No team representing any P.I.A.A. member school, no individual member or members of such team, and no individual representing any P.I.A.A. member school, may practice or participate in any interscholastic athletic contest on more than six days in any calendar week during the regular season.

DISQUALIFICATION FROM NEXT CONTEST

The PIAA NEWSLETTER will publish the name of any member school that experiences an ejection of a player or a coach from the interscholastic athletic contest by a P.I.A.A.-registered official in that sport for unsportsmanlike conduct or flagrant misconduct. **Any coach or player ejected for unsportsmanlike conduct or flagrant misconduct shall be disqualified from coaching or participating in the next contest at the same level.**

Athletic Hydration Guidelines

Fluid Needs During Exercise:

- ✓ Weight loss during exercise should be less than two percent of pre-exercise body weight. This can be tracked on a weight chart.
- ✓ Water should be administered during the course of each practice.
- ✓ Water is recommended for the best results with fluid replacement.
- ✓ Salt should never be added to drinks, and salt tablets should be avoided.
- ✓ A Heat Index chart should be followed to determine if practices/contests should be held:
 - The chart should come from a reputable source like the National Oceanic and Atmospheric Association.
 - A relative humidity of 35 percent and a temperature of 95 degrees Fahrenheit are likely to cause heat illness, with heat stroke very likely.
 - A relative humidity of 70 percent and a temperature of 95 degrees Fahrenheit are very likely to cause heat illness, with heat stroke very likely.

It is the responsibility of the Head Coach to provide cool water at all practices and games. Ice is available in the Athletic Training Room at the high school and in the gym closet at the middle school.

Board of School Directors

The board of school directors has established general policies regarding the conduct of athletic programs within the Montoursville Area School District and makes all such decisions as are required by law.

Athletic Team Participation – gender discrimination and participation policy

The Montoursville Area School District shall not discriminate against student athletes on the basis of their gender, and will operate its athletic program in accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681) and regulations properly promulgated thereunder.

In most fields of athletic endeavor, the District operates separate teams for members of each gender, including, at the time of adoption of this policy, basketball, baseball/softball, soccer, tennis and track. Where separate gender-based teams are available, a student athlete is eligible only to participate on the team that matches the athlete's gender.

Athletic Coaching Policies

The following athletic coaching policies will apply to all coaches in this district.

1. Coaches will not proselytize for the particular sport.

2. Coaches will not place undue pressure on athletes to attend summer camps.
3. Coaches will limit all interscholastic practice sessions to two hours.
4. Coaches will be limited to one two-hour practice session on any day that school is in session.
5. Coaches will not allow athletes to wear individual names on their school athletic uniforms.
6. Coaches will not administer, or cause to be administered, psychological or attitudinal examinations of any kind to prospective players or members of athletic teams.
7. Coaches who willfully violate any of these policies will place their coaching position in jeopardy.
8. Coaches will comply with all P.I.A.A. and district rules and regulations pertaining to athletic programs.
9. Coaches will vacate the coaching room after their individual coaching season has ended in order that the other coaches may utilize the facility.

Participation in High School Athletic Programs

1. Any student in grades 7, 8, or 9 will be eligible for selection to the junior high team. Students selected will remain with that team for the entire season unless the student chooses otherwise. Ninth graders are eligible for selection to the JV or Varsity teams according to P.I.A.A. regulations.
2. No limit will be established on the number of students that may be selected from grades 7, 8, or 9 for the junior high school teams.
3. Selection of students for the junior high teams will be made solely by the junior high coaches in consultation with the head coaches.
4. All students comprising the junior high team will be eligible for participation in junior high school tournaments.
5. Preliminary scrimmages or matches may be arranged by the head junior high school coach for non-varsity members (grades 7, 8, or 9) of the junior high team at regularly scheduled junior high matches or games.

Each junior high athletic team will be authorized to participate in no more than two post-season tournaments. Additionally, individual junior high athletes may participate in no more than two post season tournaments.

P.I.A.A.

The Montoursville Area School District's Interscholastic Athletic Program will abide by all athletic regulations set up by the P.I.A.A. constitution and by-laws.

Intramural Programs: Middle School and High School

1. The number of intramural coaches will be determined by the number of students in these programs.
2. Selection of intramural coaches will be made by the administration.
3. Intramural coaches will be paid on the basis of a rate approved by the board.
4. Intramural programs will be offered in specific areas of primary interest to the students.

Ineligibility for Participation in Co-Curricular Activities and School Sponsored Events

The Montoursville Area School District expects reasonable and responsible behavior from all members of the student body. For students who choose to participate in co-curricular activities or school-sponsored events, the School Board recognizes that coaches or advisers have the right, and are expected, to establish and enforce their own rules regarding behavior. However, with regard to use of alcohol, unlawful controlled substances (hereafter generically referred to as "drugs"), and criminal activity, the School Board wishes to establish certain minimum standards. The School Board believes that students who wish to participate in these activities, and who therefore act as role models for other students and representatives of the District in the community, should be expected to refrain from using alcohol, drugs or engaging in criminal activity. Therefore, students who use alcohol or drugs or are convicted of misdemeanors or felonies during the school co-curricular activity year shall be subject to the conditions stated below. For purposes of this policy, an adjudication of delinquency by a juvenile court based upon a finding of commission of an act that violates the Pennsylvania Crimes Code shall be considered the equivalent of a conviction.

Any student who, on the first offense, is observed or is known to have been drinking alcohol or using drugs by any school employee or others having authority in such matters shall be ineligible for participation in any co-curricular activity or school-sponsored event for 30 calendar days. The date of ineligibility shall begin on the latter of (a) the date of the infraction or (b) the date on which the Superintendent learns of the infraction.

Any student who, on the first offense, is convicted of any type of misdemeanor or felony shall be ineligible for participation in any co-curricular activity or school-sponsored event for 30 calendar days. The date of ineligibility shall begin on the latter of (a) the date of the conviction or (b) the date on which the Superintendent learns of the infraction.

Any student who commits a second offense involving alcohol, drugs or conviction of misdemeanor or felony shall be ineligible for participation in any co-curricular activity or school-sponsored event for an additional 90 calendar days. The date of ineligibility shall begin on the latter of (a) the date of the infraction /conviction or (b) the date on which the Superintendent learns of the infraction/conviction.

Any student who commits a third or subsequent offense involving alcohol, drugs or conviction of misdemeanor or felony shall be ineligible for participation in any co-curricular activity or school-sponsored event for the remainder of that school year.



FACULTY HANDBOOK 2026-2027

TABLE OF CONTENTS

MISSION STATEMENT	Error! Bookmark not defined.
PHILOSOPHY OF EDUCATION--HIGH SCHOOL	Error! Bookmark not defined.
AIMS AND OBJECTIVES OF THE EDUCATIONAL PROGRAM	Error! Bookmark not defined.
CLASS ADVISOR GUIDELINES	Error! Bookmark not defined.
POSITION ON SERIOUS DISCIPLINE PROBLEMS	Error! Bookmark not defined.
PROFESSIONAL DUTIES AND RESPONSIBILITIES	Error! Bookmark not defined.
GRADING POLICIES	Error! Bookmark not defined.
PASS/FAIL OPTION	Error! Bookmark not defined.
MIDTERMS AND FINAL EXAMS	Error! Bookmark not defined.
RECORDING GRADES	Error! Bookmark not defined.
REQUIREMENTS FOR EVENTUAL PROMOTION OF FAILING PUPILS	Error!
	Bookmark not defined.
ATTENDANCE RECORDS	Error! Bookmark not defined.
LOCKERS	24
SUBSTITUTE TEACHER FOLDERS	Error! Bookmark not defined.
DISCIPLINE INFORMATION	Error! Bookmark not defined.
DETENTION	29
IN-SCHOOL SUSPENSION	29
SATURDAY SCHOOL DETENTION	29
SEXUAL HARASSMENT	Error! Bookmark not defined.
TELEPHONE CALLS	33
FIRE DRILL PROCEDURES	Error! Bookmark not defined.
PENNSYLVANIA'S CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS	Error! Bookmark not defined.

MISSION STATEMENT

The mission of the Montoursville Area School District is to provide comprehensive programs that emphasize the Pennsylvania and National Academic Standards. This will empower all students to use their individual abilities and capabilities to be life-long learners and successful contributors to a global society.

MAHS PHILOSOPHY OF EDUCATION

Students are at the heart of everything that we do. Every student can learn; we recognize that each student learns in their own way. It is our responsibility to engage our students in meaningful learning so they can achieve success. We recognize that each student comes with their own unique life-experiences, and we must meet them where they are and encourage and support them towards personal and academic growth.

Education is more than just rote learning of facts. Education involves teaching students how to adapt to change, how to react in different social environments, how to work cooperatively with others, and how to build skills that will aid in developing a well-rounded, civically minded, member of society. Students leaving our school should be able to recognize when change needs to occur and how to bring attention to that need and positively impact their community.

Our student body represents a 60% rural and 40% suburban population. We understand that we have a duty to educate and prepare our students for life if they choose to remain locally or if they venture into other regions of the country and the world. Our community offers a variety of occupations including agri-business, industry, medical, education, legal, automotive, oil and gas, and technical trades. Regardless of what occupation our students choose, we work to prepare them for the next step in their journey towards making their plan a reality.

Our community is ever changing, and we must provide our students with the skills to adapt to this change. The diversity of our student body is ever evolving, and we continue to work toward helping our students prepare for a global life experience. Today's international marketplace of business, technology, and communication requires us to prepare our students for safe and productive interactions on a global scale as well as at a national and local level. Providing students with skills in communication and the use of technology is a building block for their future.

The right to an education is a fundamental American principal. Education is necessary for a democratic system to succeed as people need to be able to question the government. This principle is found in our 1st Amendment right of freedom of speech and freedom of the press. As providers of education, we teach our students how to think rationally, use their voices, and choose their words to engage productively in our democratic society. We teach how to be citizens and to respect the personal and property rights of others. We instill a sense of civic duty and responsibility.

Education is preparation for the next stage of life and education is on-going throughout life, even if that learning occurs beyond the school walls. Our goal is to prepare students and provide them with skills that will aid them as they enter the workforce and prepare for careers that have not even been thought of yet. We mentor our students through our actions, our words, and our reactions. We strive to build a sense of inquiry and excitement about learning.

We strongly believe that providing an environment where students feel safe is paramount to student learning. We utilize every resource we can provide to ensure that students are mentally and physically safe. Interactions are important in cultivating a positive mental outlook. We believe that a wholesome, day-to-day, present state of mental outlook, attitudes and physical well-being are important to the pupils now and will affect their future. We shall, through our resources, try to maintain and cultivate this wholesomeness.

The student-teacher-parent-community relationship is to be viewed as one of mutual respect, trust, and consideration for the efforts, rights, and positions of each.

It is our intent to have the educational process occur in an orderly but friendly and unrepressed atmosphere. Paramount is each student's right to an education without interference from others.

The final decisions, although made by the administration and/or the school board, shall take into serious consideration opinions, ideas, and facts presented by the faculty, students, or the general public. It is important that avenues of communication be kept open and uninhibited so that a free exchange among these parties may occur.

It is our primary commission to teach, to foster learning and to encourage each pupil to achieve his/her potential.

AIMS AND OBJECTIVES OF THE EDUCATIONAL PROGRAM

To substantiate our philosophy, we set forth the following aims and objectives:

- I. A pupil-centered educational program shall be provided. This program shall consider each pupil as an individual with individual differences in ability, interests, aptitudes, emotions, needs, and personality. It shall be our task to develop the individual pupil to the fullest extent possible with the resources available and in accordance with the Strategic Plan and the Pennsylvania Academic Standards.
- II. The educational program shall provide the pupil with a fundamental core of knowledge, concepts, and ideas so that future learning in a complex and changing world shall be aided and encouraged.
- III. The educational program shall develop deep, worthwhile, and lasting values and attitudes in the pupil. These values and attitudes shall enable the student to have the moral fiber to make decisions that will be of benefit both to the student and to society. Sound values and attitudes which will lead to sound, worthy decisions shall be developed through the formal curriculum and day-to-day activities.
- IV. The program shall develop in the student an appreciation for a democratic free society and a keen respect for the human dignity of all people. Students shall learn their basic rights and develop a respect for the rights of others.
- V. The educational program shall be more than the acquisition of facts and knowledge through formal classroom instruction. The co-curricular program must make a fundamental contribution to the worthy development of the individual pupil. Under no circumstances shall the student be exploited or imposed upon regardless of the benefits to other individuals, groups, or the school that might accrue.
- VI. The educational program shall be as broad as possible to accommodate the range of socio-economic backgrounds of the student body. All students will have an equal opportunity to participate in school-sponsored activities regardless of socio-economic status.
- VII. Since the world is in a continuous state of change, the educational program shall change as research, study, and careful consideration dictate. This program shall be implemented with the policies, procedures, practices, and techniques best suited to the individual teacher and student.
- VIII. To utilize all resources both human and physical in the attainment of desirable goals requires avenues of communication among the faculty, administration, and school board. Each shall respect the integrity, dignity, opinions, deeds, and areas of operation of the other.
- IX. The program shall develop in pupils a critical, analytical, logical, rational thought process approach to problem solving, forming opinions, drawing conclusions and arriving at decisions. This shall be encouraged and employed in all contacts with the pupils both in the formal and informal areas of education
- X. The administration can implement required trainings and procedures to benefit either teachers or students or both.

CLASS ADVISOR DUTIES AND RESPONSIBILITIES

Every graduating class has a set of faculty advisors. These advisors follow a class through all four years of high school. The duties of the class advisor position include, but are not limited to:

Grade	Task	When	Cost
9 th	- Contact parents about candy or buy out for Homecoming float - Hold class officer elections - Organize Homecoming Float Committee - Create Homecoming float - Design and order class t-shirts - Yearbook donation - Conduct officer elections for the next year	- July/August - First two weeks of school - First two weeks of school - Prior to Homecoming - ASAP - March - May	\$250-500 Students buy \$300
10 th	- Contact parents about candy or buy out for Homecoming float - Organize Homecoming Float Committee - Create Homecoming float - Organize a Prom Committee, find a location for Junior/Senior Prom and get a contract in place for rental, find a DJ, reserve a photo booth - Schedule Prom for the following year - Yearbook Donation - Conduct officer elections for the next year	- July/August - First two weeks of school - Prior to Homecoming - January-May - March - May	\$250-500 \$2500 \$300
11 th	- Contact parents about candy or buy out for Homecoming float - Organize Homecoming Float Committee - Create Homecoming float - Prom committee meetings - Sell Prom tickets/hand out & collect guest forms for dance - Prepare decorations for Prom, get music list to DJ for Prom, check on photo booth, order refreshments/food for Prom - Decorate for Prom - Yearbook donation - Conduct officer elections for the next year - Choose song for Class Day - Participate in Senior Class Day by singing class song	- July/August - First two weeks of school - Prior to Homecoming - January-May - Friday before Prom - March - May - May - June	\$250-500 \$2500-3500 \$300
12 th	- Contact parents about candy or buy out for Homecoming float - Schedule, purchase breakfast foods, & hold Senior Sunrise	- July/August - First day of school	\$250

	• Organize Homecoming Float Committee • Create Homecoming float • Work with Mrs. Wentzler to get Senior signatures, Senior Superlatives, and other yearbook related items • Create the Senior Slideshow • Get Senior Class Day skits approved by admin • Yearbook donation • Order flowers for Baccalaureate and Graduation • Order single flowers for girls for Class Day and all seniors for graduation • Senior Sunset celebration • Rehearse Senior Class Day • Baccalaureate • Senior elementary walk • Graduation • Waters under the seats of all staff and graduates for graduation ceremony • Gift remaining class funds to school if the officers choose to do so *One student should design a logo for the Class and add it to the mantle (see the principal for the mantle). The mantle will be transferred from the Senior Class President to the Junior Class President at the end of Class Day to signify the rise of the junior class to senior status. *Special t-shirts are ordered that contain the seniors' signatures. Students and staff can purchase the t-shirts. This should be done ASAP so they have them for their class picture.	• First two weeks of school • Prior to Homecoming • January-May • March • March • March/April • During the last week of school • Sunday before grad. • June • June • June	\$250-500 \$300 \$1000 \$1000-\$3000
	Total: \$9450-\$11,650		

Fundraisers or buyouts should be conducted to raise the money needed to cover the expenditures.

Plan to conduct regularly scheduled class meetings.

Teachers are paid a stipend for each year they advise a class. The district determines the amount of the stipend to be paid for each year of advising. The stipend is highest for junior and senior years. Both teachers are expected to share in the advising duties. If a second teacher does not take on advising a class, the teacher will receive both stipends to be paid for that year. It is a time consuming task, especially junior and senior years, but very well worthwhile.

COACHING ACADEMIC TEAMS & ADVISING CLUBS

Every faculty member has the opportunity to coach an academic team or advise a club if they choose. Most club advisors are not paid a stipend; the advising is done *pro bono*. Some activities do provide a small stipend to advise; the amount of the stipend is determined by the district office and recognizes the time and dedication that is necessary to devote to certain programs.

Advisors are responsible for ensuring that all fundraising deposits made by cash or check are made the same day that payments come in. The deposit form must be signed by the student Treasurer for the club. All withdrawals forms for the club must contain the signature of the club president, club treasurer, and club advisor.

Advisors are responsible for conducting the election of officers in a fair and impartial manner. The advisor is responsible for overseeing the counting of the ballots and announcing the officer. The clubs can determine whether to hold officer elections at the start or close of the school year.

At the start of every school year, the club adviser must submit paperwork to the office listing the names and titles of all officers and all faculty advisors. This paperwork will go on file with the district office. It is necessary to provide these names as soon as possible as withdrawals and deposits from club accounts cannot be completed until the district office has this information on file.

Any student who is an active member in an Honor Society and is caught cheating, can be removed from the honor society. It is the responsibility of the faculty advisor to notify administration, the student officers, and any other faculty advisors of the issue and proceed with removal procedures as spelled out in the club constitution.

Teachers are responsible for scheduling their club meetings and entering those meeting dates on the school calendar. Clubs may meet during Flex days, before school, after school, and at other points scheduled by the advisor. Students must be under adult supervision when meeting.

It is GREATLY APPRECIATED that so many teachers devote hours each week working for their clubs. The work for these clubs should come second to your duty to teach the students in your class.

COACHING ATHLETICS

Coaching student athletes is a rewarding experience for both faculty and the student athletes. Teachers are encouraged to coach those sports that they wish. Head coaching positions are paid based upon the contract established by the school board. Some assistant coaching positions are also paid positions, but not all. Head coaches and assistant coaches can be excused from class for travel to an away game.

Teachers who choose to take on coaching duties will run into conflicts with the school schedule from time-to-time and the administration recognizes this. If coaching duties require the teacher to leave early for a game, the teacher is responsible for putting together lesson plans for coverage and to check with other teachers for coverage. In the event that there are no teachers available, the class(es) may be sent to a study hall for coverage. Even in a study hall environment, students are expected to be provided with work to complete.

Teacher coaches are reminded that their teaching duties are their first priority.

PROFESSIONAL DUTIES AND RESPONSIBILITIES

In addition to general responsibilities below, please refer to the Pennsylvania Professional Code of Conduct distributed at the beginning of each school year and on Page 13 of this handbook.

Teachers are required to meet the following responsibilities:

1. Maintain an updated Google Classroom, with lesson plans posted prior to the start of school on Monday morning. Include specific assignments, tests, quizzes, and project dates in the lesson plan. Lesson plans should contain enough information to allow a substitute teacher to carry out the lesson and to inform students of homework, upcoming quizzes, and test, and work due that week. The title of book, page number, topic to be covered, names of the worksheets etc. would be very helpful. **To be compliant with federal regulations on handicap accessibility to content on your Google Classroom pages, you will need to remove all previous content and repost it in a compliant nature.**
2. **Grade books are to be updated by 9am on FRIDAY for running academic eligibility and internal No Fly and At Risk lists. Assignments are to be entered into the CSIU gradebook with the grade earned following the grading policy found within this handbook.**
3. Be in the respective place of responsibility at times designated by the building principal. Teachers are to be in their rooms or in the hall adjacent to their rooms. Teachers not assigned to specific tasks will be assigned to other areas of the building for the purpose of supervising students.
4. Teachers who have coaching duties will report to their coaching assignments after the students have dismissed.
5. Be in the school by 7:50am and remain until 3:25pm.
6. Remain in the building during working hours unless permission to leave is granted by the building principal.
7. Be prompt about starting the regular activities of the school day.
8. Be familiar with each pupil's capabilities so that their work can be evaluated according to their own ability.
9. *Do not compare students with siblings or other students; each student is unique.*
10. Be familiar with each student's background, needs, and interests.
11. **Be ethical and professional.**
12. Exercise good judgment in all dealings with students, faculty and parents.
13. Maintain confidentiality. Do not discuss students with parents other than their own. Do not discuss students with other students.
14. Be concerned about the safety and welfare of all students.

15. Assist in supervising the conduct of the pupils in the hallways, lavatories, cafeteria, auditorium, gymnasium, and on the school grounds as well as in the classroom. Students are not to sit on windowsills, tables or desktops.
16. **Teachers will not send more than one student to the restroom at one time.**
17. Do not send two students to the office on an errand if one can do the job.
18. **Cell phones may NOT to be used by students during the school day.** Students are to use their Yondr pouches from the announcement to pouch their phones until they exit the building for the day. Phone are to be powered off prior to placement in the Yondr pouch. Any student found using their cell phone should immediately be sent to the office to turn it in and you should call the Assistant Principal to let them know you are sending a student down.
19. Ensure that cell phones do not accompany students to the restrooms.
20. **Station yourself in the hall while classes are passing.**
21. **Check in the restrooms between classes to discourage vaping and vandalism.**
22. **Do not leave classes or study halls unattended at any time.**
23. Attend all faculty and department meetings unless excused by the principal ([see Policy 332](#))
24. Do not excuse students from school or send them on errands for any reason. Pupils are to report to the office for permission to leave the building.
25. Refrain from soliciting or collecting any money from pupils for any project without the consent of the principal.
26. Make suggestions to the administration on matters that would increase the effectiveness of the instructional program.
27. Maintain classroom control so that effective teaching and learning can take place.
28. Submit all reports on time and have them complete and exact.
29. **Teachers are expected to be in attendance at all assemblies and enforcing proper student behavior and etiquette.**
30. Perform such other duties as may be assigned by the administration.
31. **Check and reply to your e-mail on a daily basis.**
32. Check your mailbox in the main office on a daily basis.

PROFESSIONAL ETHICS: TEACHER-STUDENT RELATIONS

There are times when teachers need to work 1:1 with a student or with a small group of students. It is imperative that these interactions be safe and above reproach. To ensure student and teacher safety in such situations, the following protocols should be followed:

1. Make teachers in the adjacent room(s) aware that you will be working with a small group of students. You may ask the other teacher to sit in.
2. Leave the classroom door open and the lights on. Keep a space of at least 3 feet between you and the students or keep a desk between you and them.
3. Do not touch the students.
4. Do not provide gifts to a singular student, especially one enrolled in your class. If you run a club or activity and provide all students with a gift, that is a different situation.
5. If you are working 1:1 with a student, move to a Flex space.
6. Do not say or do anything that would put yourself in a compromising situation. As the teacher, you are always the person in a position of authority when working with students.
7. You must maintain a professional relationship with students AT ALL TIMES.

- *Reports of inappropriate behavior or interactions will be investigated.* The teacher will be suspended for the duration of the investigation. A finding indicating an inappropriate relationship or interaction with a student will be noted in a teacher's personnel record and a hearing will be conducted. The results of the hearing could result in the teacher's termination and notification of the Commonwealth's Professional Standards and Practices Commission. A teacher who is dismissed due to misconduct may lose their teaching certificate.

PENNSYLVANIA'S CODE OF PROFESSIONAL PRACTICE AND CONDUCT FOR EDUCATORS

§ 235.1. Mission.

The Professional Standards and Practices Commission (PSPC) is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

§ 235.2. Introduction.

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual educator. However, in this Commonwealth, the Professional Standards and Practices Commission (PSPC) is charged with the duty to adopt and maintain a code for professional practice and conduct that shall be applicable to any educator. See section 5(a)(10) of the Educator Discipline Act (act) (24 P.S. § 2070.5(a)(10)).

(b) In recognition of the magnitude of the responsibility inherent in the education process and by virtue of the desire to maintain the respect and confidence of their colleagues, students, parents and the community, educators shall be guided in their conduct by their commitment to their students, colleagues and profession.

(c) Violations of any of the duties prescribed by this chapter may be used as supporting evidence in disciplinary proceedings conducted by or on behalf of the PSPC under the act. Violations of this chapter may also be an independent basis for a public or private reprimand. Discipline for conduct that constitutes both a basis for discipline under the act and an independent basis for discipline under this chapter shall not be limited to a public or private reprimand. Nothing in this chapter shall be construed to otherwise limit the Department of Education's authority to initiate an action under the act to suspend, revoke or otherwise discipline an educator's certificate or employment eligibility, or both.

(d) Nothing in this chapter shall be construed or interpreted to require an educator to violate any of the doctrines, tenets, policies, or practices of any religious or religiously affiliated school in which that educator is employed.

§ 235.3a. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Act—The Educator Discipline Act (act) (24 P.S. §§ 2070.1a—2070.18c).

Boundaries—The verbal, physical, emotional and social distances between an educator and a student.

Educator—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Electronic communication—A communication transmitted by means of an electronic device such as a telephone, cellular telephone, computer, computer network, personal data assistant or pager, including e-mails, text messages, instant messages and communications made by means of an Internet web site, such as social media and social networking web sites, or mobile device applications.

Harm—The impairment of learning or any physical, emotional, psychological, sexual or intellectual damage to a student or a member of the school community.

School entity—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Sexual misconduct—As defined in section 1.2 of the act (24 P.S. § 2070.1b).

Unauthorized drugs—Any controlled substance or other drug possessed by a person not authorized by law to possess such controlled substance or other drug.

§ 235.5a. Commitment to students.

- (a) The primary professional obligation of educators is to the students they serve.
- (b) In fulfillment of the commitment to students, educators:
 - (1) Shall exercise their rights and powers in good faith and for the benefit of the student.
 - (2) Shall maintain appropriate professional relationships and boundaries with all students at all times, both in and outside the classroom.
 - (3) Shall not sexually harass students or engage in sexual misconduct.
 - (4) Shall exert reasonable effort to protect students from harm.
 - (5) Shall not intentionally expose a student to disparagement.
 - (6) Shall exhibit consistent and equitable treatment and shall not unlawfully discriminate against students.
 - (7) Shall not interfere with a student's exercise of political or civil rights and responsibilities.
 - (8) Shall not knowingly or intentionally distort or misrepresent evaluations of students or facts regarding students.
 - (9) Shall not knowingly or intentionally misrepresent subject matter or curriculum.
 - (10) Shall respect a student's right to privacy and comply with all Federal and State laws and regulations, and local policies concerning student records and confidential communications of students.
 - (11) Shall not be on school premises or at a school-related activity involving students, while under the influence of, possessing or consuming alcoholic beverages or illegal or unauthorized drugs.
 - (12) Shall not furnish, provide, or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, vaping products, illegal or unauthorized drugs or knowingly allow any student or underage person to consume alcohol, tobacco, vaping products, or illegal or unauthorized drugs in the presence of the educator.

Shall refrain from inappropriate communication with a student or minor, including, inappropriate communication achieved by electronic com

communications that are sexually explicit, that include images, depictions, jokes, stories or other remarks of a sexualized nature, that can be reasonably interpreted as flirting or soliciting sexual contact or a romantic relationship, or that comment on the physical or sexual attractiveness or the romantic or sexual history, activities, preferences, desires or fantasies of either the educator or the student. Factors that may be considered in assessing whether other communication is inappropriate include:

- (i) the nature, purpose, timing and amount/extent of the communication;
- (ii) the subject matter of the communication; and
- (iii) whether the communication was made openly or the educator attempted to conceal the communication.

§ 235.5b. Commitment to colleagues.

In fulfillment of the commitment to colleagues, educators:

- (1) Shall not knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.
- (2) Shall not knowingly and intentionally distort evaluations of colleagues.
- (3) Shall not sexually harass a colleague.
- (4) Shall not unlawfully discriminate against colleagues.
- (5) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- (6) Shall not use coercive means or promise special treatment to influence professional decisions of colleagues.
- (7) Shall not threaten, coerce or discriminate against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, agency regulations or standards.
- (8) Shall respect a colleague's right to privacy and comply with all Federal and State laws and regulations, and local policies concerning confidential health or personnel information.

§ 235.5c. Commitment to the profession.

In fulfillment of the commitment to the profession, educators:

- (1) Shall comply with all Federal, State, and local laws and regulations and with written school entity policies.
- (2) Shall apply for, accept or assign a position or a responsibility on the basis of professional qualifications and abilities.
- (3) Shall not knowingly assist entry into or continuance in the education profession of an unqualified person or recommend for employment a person who is not certificated appropriately for the position.
- (4) Shall not intentionally or knowingly falsify a document or intentionally or knowingly make a misrepresentation on a matter related to education, criminal history, certification, employment, employment evaluation or professional duties.
- (5) Shall not falsify records or direct or coerce others to do so.

- (6) Shall accurately report all information required by the local school board or governing board, State education agency, Federal agency or State or Federal law.
- (7) Shall not knowingly or intentionally withhold evidence from the proper authorities and shall cooperate fully during official investigations and proceedings.
- (8) Shall comply with all local, State or Federal procedures related to the security of standardized tests, test supplies or resources. Educators shall not intentionally or knowingly commit, and shall use reasonable efforts to prevent, any act that breaches test security or compromises the integrity of the assessment, including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, providing unauthorized assistance to students, unauthorized alteration of test responses, results or data, and violating local school board or State directions for the use of tests.
- (9) Shall not accept or offer gratuities, gifts or favors that impair or appear to influence professional judgment, decisions, or actions or to obtain special advantage. This section shall not restrict the acceptance of de minimis gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- (10) Shall not exploit professional relationships with students, parents or colleagues for personal gain or advantage.
- (11) Shall use school funds, property, facilities, and resources only in accordance with local policies and local, State and Federal laws.

The Code of Professional Practice and Conduct for Educators can be found at 22 Pa. Code §§235.1 - 235.5c.

All questions should be directed to the Professional Standards and Practices Commission at (717) 787-6576.

GRADING POLICY

Remember that your record of a student's achievement is communication of a student's evidence of learning and should welcome conversation. The following notations are available to use to let parents know the status of an assignment.

- OR or OVR: overdue- this means the assignment is overdue and is counting as a zero at the moment; it can be turned in for some credit
- EX: excused- it means the student is excused from the assignment and it is not counting for or against their grade
- INC: incomplete- this means the student submitted the assignment but it did not have enough work done to get credit; the work has been returned to the student to finish and turn in for credit; it currently is acting as a zero for the assignment
- GP or GRP: grading pending- this means the teacher did receive the assignment but it still in the process of getting it graded

In our school, all subjects are reported to parents on a percentage basis. However, one should not assume that a passing percentage guarantees that credit has been earned. A percentage above 70 is required to earn credit, but it is not the sole factor in the determination of a grade. Other criteria for earning credit may include:

- A. Satisfactory completion of all assignments required by the teacher
- B. Taking and completing all tests and quizzes.
- C. Follow-through in making all necessary arrangements for making up work missed because of absence from class; e.g. field trips, medical absences, family excursions, athletic or academic competitions, and other related activities
- D. Teachers may use other methods of earning points, but all such methods must be quantifiable and explained in their syllabi.
- E. No student should be given a grade of zero in the gradebook without direct communication with the parents. Direct communication includes phone calls, conferences, emails or letters home. If the zero will have a significant impact on a student's overall grade, the direct communication must include a phone conversation or face-to-face conference.**

At the beginning of the course, teachers will provide a written statement of all course requirements for students. Students will be given an opportunity to sign a paper stating that they have "read and understand" the requirements. All course requirements must be approved by the administration.

Student records should be maintained in the online grade book in such a manner as to verify a student's grade at any given time. **All grades for all assignments must be entered in the online gradebook following the guidelines that follow. At no point should a grade be missing beyond 2 weeks after it is submitted.**

Type of Assignment	School Days
Daily Homework	Within 3 Days
Objective Quizzes	Within 3 Days
Quizzes with Writing	Within 5 Days
Objective Tests	Within 5 Days
Tests with Writings/Essays	Within 7 Days
Short Writings (1 to 2 pages) & Short Projects	Within 7 Days
Intermediate Writings (3-5 pages)	Within 10 Days
Major Writings (6 or more pages) & Major Projects	Within 14 Days
Summer Projects	Within 21 Days (Beginning of School)

PASSES PROTOCOL

Any student leaving a classroom for any reason is to have a pass. This includes trips to the restroom, the water-fountain, all other teacher's classrooms, the cafeteria outside of a student's lunch period, the Library, etc. All passes will be created using SmartPass. Students may generate their own pass and the teachers are to approve the pass.

The passes are used to help identify the location of students in the event of an emergency; therefore, it is imperative that students have a pass for anytime they exit the classroom.

Teachers may send students a pass to report to their room.

Before sending a student to another teacher's classroom, either ask to see the student's pass approved by the teacher or call the teacher's classroom to verify the student may report there.

The Agriculture classroom, Metal Shop, Wood Shop, Gym, Strength Training, and Art rooms are off-limits unless the teachers in these rooms approve the pass or send the pass.

The counselors should be contacted before teachers create a pass and send a student to guidance.

In the event that SmartPass is down due to a server issue, we will temporarily resort to paper passes and signout sheets.

Failure of teachers and professional staff to comply with the pass protocol can result in disciplinary action.

ACADEMIC INTEGRITY

The school's Academic Integrity policy is in effect for the 2026-2027 school year. At the start of the school year, the English Department will review the policy with the students and collect their signed forms. **It is the responsibility of the teacher to report the violation to the Assistant Principal and to the student's other teachers.**

Students caught in violation of the Academic Integrity policy are subject to removal from honor societies and disciplinary actions. The teacher whose assignment was cheated on has the right to determine the academic consequence within the guidelines of the policy. If the teacher turns the issue over to the administration to deal with beyond simply reporting it, the administration will have the final say on the consequences.

RECORDING GRADES

- Progress report grades will be entered in CSIU as per printed schedule (approximately 4-1/2 weeks). Progress reports will be published online, AND teachers will provide printed copies of progress reports for students who are failing or those who experience a significant grade drop (10 points or more) since the end of the previous marking period.
- Teachers will be asked to sort the progress reports alphabetically for mailing home and help the office staff with preparing the progress reports for mailing.
- Dramatic changes in student progress should be accompanied by frequent and documented communication with the parents.
- Grades for the nine-week's period will be entered in the computer as per printed schedule.
- A great deal of care should be taken in the correction of assignments. Due to legal implications students not are not to assist with the correction of assignments.
- Teacher online grade books **are to be updated by 9:00 A.M. each Friday morning** for both athletic eligibility and the No Fly List, Failure List, and At Risk List.

MIDTERMS AND FINAL EXAMS

Midterm and final Exams will be administered by the teacher. Midterms and finals will be administered during a regular class day with no alteration to the bell schedule. Rules regarding mid-terms and final are as follows:

1. Mid-terms and final exams/projects will be given in all core courses.
2. Electives will be determined by the teacher of the elective.
3. The exams can be written or project-based.
4. AP Exams – The teacher of the AP course will determine how this is used. Any student not taking an AP exam in a class that counts as a core course, is to take an end of the course test or complete a project designed by the teacher of the course. The AP exam will count as the final for those who take it.
5. Mid-term exam grades will not appear on the report card until the end of the school year. This will give individual teachers flexibility in scheduling mid-term exams at natural breaks in the curriculum.
6. The Mid-Term and Final are averaged together and make up 14.4% of the final course grade.
7. A copy of your midterm and final must be submitted to administration for approval prior to giving it to students.

REQUIREMENTS FOR EVENTUAL PROMOTION OF FAILING PUPILS

Any student who did not receive a final course average of 70% or higher will be considered as having failed the course. If the course is a required course for graduation, the student will have the following options to make-up the course:

1. Repeat the failed course in a regular class during the school year. If the course is taught by a different teacher than the one the student failed, they will be placed in another teacher's class. If the course is only taught by one teacher, see #4.
2. Make up the failure during a regular summer school program offered at another school district.
3. The failure may be made up on a tutorial basis.
 - a. The tutor and the teacher who failed the student should meet to better coordinate the program to meet the needs of the individual student.
 - b. The instruction must be given at some time other than the normal school hours.
 - c. The teacher/tutor is to be compensated for instruction given at the rate determined by the teacher. The estimate of total time and price will be completed before instruction begins.
 - d. All financial considerations are to be worked out between the tutor and the student and parents. No teacher whose class the student failed can be compensated for tutoring the student in that failed course.
4. Credit recovery online may be recommended with administrative and counselor approval.

***Use of make-up routes 3 and 4 above must have prior approval of the administration.*

Special rules on tutoring:

- Students may not tutor more than 2 courses per school year.
- Students receiving a grade of 50% or higher will have a minimum of 15 tutored hours.
- Students receiving below a grade of 50%, will require a minimum of 30 tutored hours.
- The teacher doing the tutoring must be certified in the subject field that is being tutored.
- The student may not pay to be tutored by a teacher whose class they failed and are using the tutoring to obtain credit for.
- On a cumulative record card, both the failing grade and the new, tutored grade will be listed. The original grade is used in figuring the class rank.

SPECIAL EDUCATION: LEGAL REQUIREMENTS FOR ALL TEACHERS

Under the federal IDEA act, all students are entitled to an education in the least restrictive environment. For those students with an IEP, this same act also requires teachers to provide modifications and accommodations as spelled out in the IEP to provide the student with opportunities for success in an equitable manner. The law not only requires that teachers make the necessary modifications and accommodations, it specifically allows for parents to sue the individual teacher(s) if they fail to meet the requirements of the IEP.

- **Modifications**: modifications are designed to help struggling students by reducing workload or content standards so the student can achieve success on specific objectives, even if those objectives are different from that of their peers; modifications change the curriculum or learning standards
 - **Examples**:
 - A different grading rubric
 - Changing the format of a test
 - Changing the grade level of reading materials
 - Reducing the complexity of an assignment
 - Assigning alternative tasks that cover different material
- **Accommodations**: accommodations help students access the same curriculum as their peers; changes how a student learns the material
 - **Examples**:
 - Reducing the number of answer choices on a multiple choice test from 5 to 3
 - Underlining or bold-facing key terms
 - Chunking matching activities to no more than 5 choices
 - Spacing out the lines of typing to 1.5 or double-spaced
 - Additional spaces between questions on a test
 - Eliminating or reducing the number of True-False questions
 - Providing extended time for assignments (generally one and a half times longer)
 - Testing in a quiet environment
 - Having test questions read aloud
- **Differentiation of instruction**: teaching approach that involves tailoring curriculum, teaching methods, and learning activities to meet the diverse needs, strengths, interests, and learning styles of ALL students within a classroom
 - To help our students be successful, especially those who do not do well with a “one-size-fits-all” approach, it is necessary to differentiate.
 - In the modern workforce, students need to be able to problem-solve and to work with groups in a cooperative setting. Differentiation of instruction helps students develop these skillsets and learn in different modalities.
 - Differentiation of instruction is a practice that is complimentary to help students with IEPs and 504 Plans meet their learning goals.

ATTENDANCE RECORDS

Daily attendance is a requirement. The attendance secretary needs all attendance to be taken and submitted via CSIU by 8:30am each morning. It is important that you actually see a student to count them present for attendance. Teachers shall assume personal responsibility for attendance reporting. **DO NOT PERMIT STUDENTS TO TAKE ATTENDANCE.**

The bell for students to be in their 1st period classroom is 8:20am. Throughout the year, 1st period will be used for attendance. Any student who enters the room **after this bell rings is tardy**, unless they have a pass from another teacher, counselor, nurse, administrator, paraprofessional, etc. If you are working with a student who will be late, please contact that student's 1st period teacher and let them know so they can submit an accurate attendance.

Students who enter the 1st period classroom after the 8:20am bell without a pass are to be sent to the office. The office will mark them as an unexcused tardy. Students who enter the building after 8:20am will automatically be issued a pass by the office.

Teachers are expected to take attendance by class period, as well. You may enter that attendance into CSIU or mark it on your own forms for attendance. When there is a discrepancy or question about whether a student was in class (or school), your attendance forms may be requested.

Please ensure accuracy when taking attendance.

SPECIAL SITUATIONS FOR ATTENDANCE:

1. On the first day of school, each homeroom teacher will receive a paper copy of their roster. Some students on your list may not report. Try to learn from the other students why they did not enroll and write the reason after the name. Send the roster to the office by 8:45am. After the first day of school, please notify the office of any discrepancies.
2. In the event of your absence, you should keep blank copies of your roster for your substitute to use for attendance purposes.
3. In the event of your absence, you should include a copy of either your complete rosters or seating chart so that your substitute can track attendance.

Students are required to present an excuse to the office within three days after they return to school following an absence. Students are to be given the same number of days they were absent to make up work upon their return.

LOCKERS

The office will issue lockers and combinations. This information is located on the students schedules that they receive on the first day of school. Students should be reminded to keep that information confidential.

Teachers are able to access the student locker number and combination by looking the student up in CSIU. Teachers are not to give students another student's locker combination.

Combination locks are available for lockers in the boys' and girls' locker rooms. A deposit of \$2.00 is required for each lock that will be refunded when the lock is returned in satisfactory condition. A pupil may keep the lock for his entire school career.

Art students will be provided lockers outside of the art classrooms. Students are to use these locker to store art materials and projects. Locks will be provided for the students and must be returned at the end of the school year. It is the responsibility of the art teachers to maintain these locks and their combinations.

YONDR POUCHES

School Board Policy #237 revised September 24, 2024 states:

Purpose

The Board recognizes that mobile phones and electronic devices are now an integral part of the daily lives and culture of many of the district's students. Nonetheless, the Board believes that students should have an educational environment free from unnecessary disruptions and distractions. The Board has determined that the presence of mobile phones and electronic devices has the potential to distract students from their educational mission and to otherwise disrupt the educational environment. This policy applies specially to non-district owned equipment.

Definitions

Electronic devices shall include any personal communication device including mobile telephones and smartphones; any device that can capture still images or movies; any device that can record, store, display, transmit, or receive audio or video; any device that can provide a connection to the internet (whether wireless or wired); laptops and tablet computers, electronic gaming systems, pagers, e-readers, and laser pointers.

Authority

The Board prohibits use of electronic devices by students during the school day in district buildings; on district property; on district buses and vehicles; and during the time students are under the supervision of the district.[\[1\]](#)

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The district shall not be liable for the loss, theft, damage or misuse of any electronic device that is brought into school buildings, onto school property, onto school vehicles/buses, and while attending school-sponsored activities.

Exceptions

The building principal may grant approval for possession and use of an electronic device by a student for the following reasons:

1. Health, safety or emergency reasons.
2. An Individualized Education Program (IEP) or Section 504 Service Agreement.[2][3]
3. A student is a member of a volunteer ambulance, fire, or rescue squad.

The Board prohibits the use of electronic devices to take photographs, or to record or livestream audio or video at any time during the school day or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the photograph/video/livestream or recording by giving written consent, unless the use is authorized for educational purposes as outlined below. "During the school day" includes the time while students are engaged in remote instruction – even if students are not physically in a school district building.

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and employees about the Board's electronic device policy.

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

Guidelines

The district reserves the right to define the educational value and place restrictions or prohibitions on the possession or use of any electronic device currently available, or that may become available in the future, whether or not it is addressed in this policy.

Violations of this policy by a student shall result in disciplinary action and shall result in confiscation of the electronic device.[4][5][6]

As a result of this policy, every student is issued a Yondr pouch on the first day of school. Students are to turn off their phones and place their phones in their Yondr pouch at the start of 1st period. It is the responsibility of the teachers to ensure that the students place their phones in the pouches and close them. AT NO POINT are students to be using their phones in class without prior administrative approval.

Students are not to take their phones into the bathrooms. Teachers who suspect that a student does have a phone on them has the responsibility to ensure that the phone does not leave the classroom and is put in the Yondr pouch.

Any teacher who knowingly violates this policy will be subject to dismissal for violation of the board policy.

SUBSTITUTE TEACHER FOLDERS

All teachers are provided with a bright yellow Substitute Folder at the start of the school year or the pages to insert in the folder for the school year if they retained their folder. This folder is to be placed in an area easy to see in the event the teacher is absent. The papers in the Substitute Folder are to remain in the folder and not be removed.

The substitute folder already contains the following:

1. The log-in for the substitute to use the classroom computer
2. The teacher's schedule. The section for the schedule is blank for teachers to fill in with their schedule, the names of paraprofessionals or Special Education teachers who will be in the room, another other information the teacher believes to be relevant.
3. The bell schedules for the school
4. Phone extensions
5. Auditorium seating chart
6. Sexual harassment policy
7. Fire drill procedures and a map of the building. The teacher is to draw in the route (in red) that their class would take to exit the building during a fire drill or emergency. It also lists who the substitute should report their attendance to in the event of a drill or emergency.
8. Emergency procedures
9. Bomb threat checklist
10. Medical information

It is the teacher's responsibility to:

- Complete the course schedule in the Substitute Folder
- Put in a complete roster and seating chart
- Put in an emergency lesson plan
- Keep updated lesson plans in Google Classroom that can be accessed by administration in the event of an absence
- Mark the evacuation route of where to go in an emergency evacuation of the school

POLICY 332: WORKING PERIODS

While it is not required, professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator. Faculty meetings will be scheduled for immediately after school.

The teacher report time is 7:50 am and teacher dismissal time is 3:25pm.

If you are going to be late, you need to contact administration and the office secretaries so that coverage can be arranged if you have a first period class. If you have a 1st period prep, you still need to contact administration.

If timely attendance becomes an issue, the teacher will initially be given a verbal warning, followed by a written warning. If timely attendance continues to be an issue, the teacher will be written up and an improvement plan may be put in place or a possible suspension.

STAFF ABSENCE PROCEDURES: ABSENCE MANAGEMENT ON WEBSITE

If a staff member (professional or support staff) is unable to report to work, s/he is to submit an absence request via the Tyler Absence and Substitute site found on the district website under the Staff-Staff Links-Absence Management navigation bars. This is to be done as soon as possible to give adequate time for a substitute to pick up the job prior to the start of the school day.

Staff members must submit an absence request via the Absence Management link when requesting personal, sick, emergency, bereavement, days without pay and/or approved conference days.

Do not ask the secretaries to input absences for you as they are prohibited from doing so.

POSITION ON SERIOUS DISCIPLINE PROBLEMS

We believe that in the end, the primary objective of discipline is to produce an enlightened change of behavior on the part of the student. Discipline should never degenerate to a simple reflexive punishment reaction to a seemingly deserving student. We prefer to assume that the more severe discipline problems have rational (on the part of the student at least) motivating forces; it is our professional responsibility to uncover and deal with these forces in a calm and humane manner.

Punishment at best is a temporary and, possibly, necessary expediency in dealing with a discipline problem. Punishment alone may even complicate and intensify an undesirable situation rather than correct it.

The entire professional staff should, whenever possible, approach the problems from the point of view of reconciling the motivating forces. The administration, counseling staff, and health service staff, in cooperation with the teaching staff, is in a favorable position to pursue this course of action.

It is also recognized that the classroom teacher, in dealing directly with a group, is forced at times to use expedient, short range measures of coping with problems; whereas, the other personnel enumerated above, can and should use a long-range approach to resolving the problem. Classroom teachers not directly involved, may contribute in a wholesome positive manner to the solution of discipline problems, friendly counseling, change in classes, etc.

We must also recognize that many of the problems require patience and effort applied over a rather lengthy period of time.

The entire staff should be alert to anticipating problems and resolving them before they develop into a "showdown" situation.

The entire staff must realize that the formal educational phase of a pupil's life is a relatively major part of their life and affects them for the rest of their life. Many times, a school's discipline problems may be met quickly and expediently if only the school scene is to be considered. *But the big question is this: in the course of eliminating our discipline problems, are we creating a problem which the pupil and society must cope with and finance for many years to come?* This long-range consideration of the pupil's well-being must be kept constantly in view.

DISCIPLINE INFORMATION

Refer to the Student Handbook for the complete Discipline and Responsibility Guidelines of our students. Below is a summary of some of the consequences used for inappropriate actions.

- **DETENTION**

- A detention hall will be maintained on Monday and Wednesday from 3:20 until 4:05 p.m.
- A alternative to afterschool detention will be held in the office from 7:30am until 8:15am in the office.
- Teachers are to complete the Detention Slip Google form and provide as much detail as possible. Those details can and will be shared with the student and parents.
- All students should have a one-day notice of detention assignments, and those students who ride the bus should have a two-day notice so that the parents may make the necessary arrangements for transportation.
- Any student who accumulates a total of 10 hours of detention will be turned over to the assistant principal for further disciplinary action. At this point a letter will be sent to their parents.
- Teachers who assign detention **MUST** contact the parents **by phone** to alert the parents of the student's behavior.
- Students who fail to take detention within two weeks of the assigned date will be placed in Saturday school detention. Those who refuse to serve their assigned Saturday School detention will be assigned to MRC.
- Students are to work on academic assignments or reading while in detention and not using the time to play online games for entertainment, watching YouTube videos for entertainment, or sleeping.

- **MOTIVATIONAL RESOURCE CENTER (MRC)**

- MRC is scheduled for Monday, Wednesday, and Friday from 8:20 a.m. until 3:15 p.m. Students may be assigned for a period, half-day, or the whole school day at the administration's discretion.
- Any student assigned to a full day of MRC, may not participate in any school related activity that day. This includes practice for any activity.

- **SATURDAY SCHOOL DETENTION**

- Saturday School detention takes place at Montoursville Area High School from 8:30 a.m. until 11:30 a.m. Students arriving after 8:30 a.m. will not be admitted and will face further disciplinary action.
- Students must bring academic work to complete during their time in Saturday School detention.

DISCIPLINE MATRIX

This is being provided as a reference only. Depending upon the individual situation, the consequence may be moved up or down a category by building administration. *If the student has been identified as ES, please consult with the ES teacher in addition to contacting the Assistant Principal.*

<u>Level I: verbal warning</u> • Vulgarity or profanity (f-bomb is a Level III) • Refusal to join a group for an activity • Disruption of the classroom environment • Failure to follow classroom instruction • Tardiness to class first and second offense (please complete a tardy form) • Excessive time out of class when permitted to use the restroom • Insulting/disparaging another student • Cell phone not kept invisible, inaudible (1st offense) • Sleeping in class (first offense) • PDA (first offense)	<u>Level II: assign a detention</u> • Repeated refusal to join a group for an activity • Repeated disruption of the classroom environment • Tardiness to class in excess of 2 (please complete a tardy form) • Ongoing vulgarity or profanity (after warnings)- please provide context • Inappropriate behavior for the classroom environment • Behavior jeopardizing the safety of the student or classmates • Failure to follow safety protocols in class • Arguing with teacher • Continued insults/disparagement of another student • Refusal to comply with cell phone rules • Disfiguring desks or other school property • Cheating/violation of academic integrity • Ongoing sleeping in class • Ongoing PDA
<u>Level III: notify Assistant Principal</u> • Use of the f-bomb, please provide context as to whether it was directed at a student or staff member specifically. • Continued disruption of the classroom environment • Vaping (contact immediately, take the vape) or other tobacco or nicotine methods • Escalation of argument with teacher • Continued refusal to comply with cell phone rules • Blatant dress code violation • Theft • Severe damage to school property • Bullying/cyberbullying (must be persistent and pervasive) • Skipping class • Sharing photos of tests • Sexting • Blackmail/extortion • Intimidation of students or staff • Insubordination	<u>Level IV: notify both Principal and Assistant Principal IMMEDIATELY</u> • Fighting • Drug possession • Student showing other students a weapon they brought to school • Making physical contact with a teacher or paraprofessional • Throwing objects at a teacher or paraprofessional • Sexual harassment of students or staff by a student • Leaving school grounds • Suspicion of alcohol • Students taking photos of other students in the locker rooms or bathrooms • Vandalism of the restrooms

<u>Level V: put out an all call so evacuation/lock down measures can be taken</u> • You see a student with a weapon that you believe they intend to use • You hear gunshots • You see students running and indicating they have been attacked • You see an intruder	

SEXUAL HARASSMENT

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. Both the federal Equal Employment Opportunity Commission and the Pennsylvania Human Relations Commission have attempted to define sexual harassment by issuing guidelines.

The purpose of Montoursville Area School Board Policy 4096 is to provide a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Furthermore, the purpose of the policy is to eliminate unacceptable behavior in the workplace without intruding on the friendly social relationships that flourish in a healthy work and school environment. Any sexual harassment allegations should be reported immediately to the building principal unless he/she is the focus of the report. In the event the principal is the focus, it should be reported to the Superintendent.

TELEPHONE CALLS & CELL PHONE USE

- Telephone calls should be made from the faculty room phone or the classroom phone.
- Regularly check your classroom phone for messages and respond accordingly.
- Your phone does have an ALL CALL button. This is to be used in an EMERGENCY ONLY. Please refrain from using it to make additional announcements throughout the day. In an emergency, the ALL CALL is an option when your phone is still hung up. You push the ALL CALL button, pick up your phone receiver, wait for the beeps to indicate it is broadcasting, and announce the emergency with as much detail as possible.
- Keep in mind that students are prohibited from using their cell phones throughout the day. Model this behavior and only use your cell phone for school related purposes and keep it to a minimum while students are present. Examples of acceptable use during student contact time include:
 - to message a Special Education teacher or an administrator for a student who is disruptive to the classroom
 - reading a message indicating that a practice is cancelled so you can communicate it to your students

ANNOUNCEMENTS

- Announcements should be written up and turned in at the office before 8am. Forms can be found by the phone in the office copy room.
- Please keep announcements short and limit them to no more than 3 days.
- Announcements can be specifically designated for am, Flex, or pm announcements.

Announcements will be made at the start of first period, at the start of Flex period, and at the end of 9th period.

It is the responsibility of the teacher to ensure that the class is quiet enough to listen to the announcements.

BUILDING SURVEILLANCE CAMERA NOTICE

The Montoursville Area School District uses electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

SCHOOL BUS AND VAN SURVEILLANCE CAMERA NOTICE

Employees should be aware that Montoursville Area School District school buses and vans have cameras monitoring bus/van passengers and drivers. The cameras record both video and audio at different locations throughout each bus and van. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Employees should understand that their actions while on school buses and vans will be recorded; therefore, they should have no expectation of privacy when riding school buses or vans. Riding school buses and vans constitutes consent to the recordings by the surveillance cameras.

FIRE DRILL PROCEDURES

In the event of a fire drill, teachers should make sure all windows are closed, utilities are turned off and all doors closed. Students should observe the following rules:

1. Walk to the designated exit. DO NOT RUN
2. Be orderly--no talking or horseplay is permitted
3. Proceed to the exit designated.
4. Follow the instructions of the teacher carefully.
5. Stay with your group.

Raptor is the preferred method of recording both your safety and that of your students. If you do not have Raptor on your phone, get with a teacher who does and have them submit your attendance. You may also use Raptor on your school issued computer, but the signal may not always work as you move away from the school. In the event of a real emergency, this is will provide real time accountability for students, teachers, and staff. Teachers should also take attendance sheets with them in order to take careful attendance outside if Raptor is down. This is extremely important!

Once you complete your student attendance, be sure to let the monitor for your area know. Directions on whether to return to the building or to report to a safer place will be provided. It is important that you listen for directions and keep students quiet enough to hear those instructions.

EMERGENCY EVACUATION INSTRUCTIONS & ASSIGNED MONITORS

EXIT	Primary Monitor	Back-up Monitor	Report to
<u>Front Door</u> (Main Entrance – Mulberry St) 201, 202, 203, 204, 205, 206, 207 300, 301, 301C, 302, 303, 304, 306 USE NORTH STAIR TOWER Black Box Theater	Warner	Smith	Gush
<u>Side Door</u> (Side Entrance – Practice Field) 209, 210, 211, 212, 213 309, 310, 311, 312, 313 Cafeteria USE MIDDLE TOWER	Wasilko	Delong	Edler
<u>Back Door</u> (Back Entrance – Service Drive) 214, 215, 216, 217, 219 314, 315, 316, 317, 319 <i>(Past courtyard)</i> Coaches' Room, Training Room	Wentzler	Trick	S. Wise
<u>Art Room Doors</u> (Art Patio – Practice Field) Art Rooms – 105, 107	Fuller	Lechler	Edler
<u>Aux Gym Doors</u> (Aux Gym Entrance – DO Parking Lot) Boys' and Girls' Locker Rooms	Keefer	Overdorf	S. Wise
<u>Music</u> (Nearest Exit to Student Parking Lot – NW) Band, Chorus, Music Rooms, Dressing Rooms	Gist/C. Morgan	Mazzante	Gephart
<u>Second floor Music Wing</u> (Stairs at end of hall): 223, 224, 225, 226, 228, 229, 230, 231, 233	Gist/C. Morgan	Mazzante	Gephart
<u>SHOPS/AG</u> Rear exit of your respective shop	MacInnis	Woolever	S. Wise

Students should continue to move away from the building until the last student is at least 30 feet from the exit.

Office personnel (REPORT TO COLUMN) will get the reports from the PRIMARY/BACK-UP MONITOR.

Office personnel (REPORT TO COLUMN) will report to the Building Principal. Updated July 2026

ACT 31: CHILD ABUSE RECOGNITION AND REPORTING REQUIREMENTS–FREQUENTLY ASKED QUESTIONS

All health-related licensees/certificate holders and funeral directors are considered “mandatory reports” under section 6 of the Child Protective Services Law (23 P.S. § 6311). Therefore, all persons applying for issuance of an initial license or certificate from any of the health-related boards (except the State Board of Veterinary Medicine) or from the State Board of Funeral Directors are required to complete, as a condition of licensure, 3 hours of training approved by the Department of Human Services (DHS) on the topic of child abuse recognition and reporting.

As a condition of biennial renewal, you are required to complete 2 hours of approved training on the topic of child abuse recognition and reporting from an approved provider. If your license is close to expiration, we recommend that you check with the approved provider of your course to confirm the time-frame in which they plan to submit the results.

Continuing education results must be submitted electronically from the provider. This process can take up to seven days. If you have questions regarding the submission of the continuing education, please contact the approved provider directly before contacting the Board.

For more information on the mandatory reporting requirements, please visit <http://keepkidssafe.pa.gov/>

For additional frequently asked questions on Act 31, [click here](#)

McKinney-Vento Act Education for Homeless Youth

42 U.S.C. § 11431 et seq.

Date of Issue: February 3, 2010

Date of Review: December 10, 2016, August 19, 2015, September 1, 2011

Purpose

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

Procedures

This Basic Education Circular (BEC) explains the categories of children who are "homeless" and entitled to the protections of the federal law. These categories include:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,
5. "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child's case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students.

Under the Pennsylvania Education for Homeless Children and Youth State Plan, homeless children are defined as "children living with a parent in a domestic violence shelter; runaway children and children, and youth who

have been abandoned or forced out of their home by parents or other caretakers; and school-aged parents living in houses for school-aged parents if they have no other available living accommodations.”

The McKinney-Vento Act states that it is the policy of Congress that state educational agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths 42 U.S.C. § 11431. Specifically, 42 U.S.C. § 11432(g) (3) (A) indicates that the local educational agency (LEA) shall, according to the child’s best interest: In accordance with Section 722 (g) (3) (B) (ii), the local educational agency:

1. must presume that keeping a homeless child or youth in the school of origin is in the child’s or youth’s best interest unless doing so is contrary to the request of the child’s or youth’s parent or guardian, or (in the case of an unaccompanied youth) the youth;
2. must consider student-centered factors related to a child’s or youth’s best interest, giving priority to the request of the child’s or youth’s parent or guardian, or (in the case of an unaccompanied youth) the youth; or
3. if the LEA determines that it is not in a child’s or youth’s best interest to attend the school of origin, or the school requested by the parent, guardian, or unaccompanied youth, it must provide a written explanation of the reasons for its determination, in a manner and form that is understandable.

According to the McKinney-Vento Act the term "school of origin" means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. 42 U.S.C. § 11432(g) (3) (G).

Homeless Students Residing in Shelters, Facilities or Institutions

Section 1306 of the Pennsylvania Public School Code (24 P.S. §13-1306) deals with the public school admission of nonresident students living in shelters, facilities or institutions. Implementing regulations for Section 1306 are found in Section 11.18 of the State Board of Education regulations. 22 Pa. Code § 11.18 (a) addresses the public school admission of nonresident children who live in an institution, shelter or custodial care facility:

1. *The board of school directors of a school district in which there is located a licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for the care or training of children or adolescents, shall admit to the district’s public schools school age children who are living at or assigned to the facility or institution and who are residents of the district or another school district in this Commonwealth.*

22 Pa. Code § 11.18, as it applies to homeless children and youth, includes within the definition of "licensed shelter" those facilities which provide temporary shelter for a specified, limited period of time. Therefore, children in temporary shelters and children who "lack a fixed, regular, adequate night time residence" – homeless children – are entitled to free school privileges from either the school district in which their person or the shelter is located or the school district of origin.

Homeless Students Not Residing in a Shelter, Facility or Institution

Homeless students may reside in hotels, motels, cars, tents or temporarily doubled-up with a resident family because of lack of housing. In determining residence and in the case of homeless children, equating "residence" and "domicile" (home) does not apply. They are presently unable to establish "homes" on a permanent basis.

Homeless families are not required to prove residency regarding school enrollment. These students should be enrolled without delay, in the district where they are presently residing or continue their education in the district of prior attendance.

Children experiencing homelessness are often highly mobile and may not stay in the same school district each night or each week. This is particularly true regarding children who stay overnight in vehicles, those who stay with different family members or friends, or those who receive services from agencies, organizations or networks which facilitate overnight accommodations in multiple school districts. These children should not be forced to change school districts every time their overnight accommodations change. Rather, these children are entitled to attend school in any school district where a parent, guardian, an adult caring for them or where an unaccompanied child:

- Spends the greatest percentage of his or her time; or
- Has a substantial connection such as where he or she is
 - regularly receiving day shelter or other services involving any of the 16 McKinney-Vento Activities (42 U.S.C. 11433(d)) for individuals who are homeless;
 - conducting daily living activities; or
 - staying overnight on a recurring basis.

This policy helps maintain continuity and school stability for homeless children in compliance with the McKinney-Vento Act.

The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is fully resolved by a McKinney-Vento coordinator, state coordinator, through mediation or in court.

School Placement

The McKinney-Vento Act requires that, "local educational agencies will designate an appropriate staff person, who may also be a coordinator for other federal programs, as a local educational agency liaison for homeless children and youth." This person has the following responsibilities:

1. Identify homeless children and youths with assistance by school personnel and through coordination activities with other entities and agencies.
2. Inform parents or guardians of educational rights and related opportunities available to their children, including Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, other preschool programs administered by the LEA, and provide them with meaningful opportunities to participate in the education of their children.
3. Disseminate public notice of the educational rights of homeless students where children and youths receive services under the McKinney-Vento Act (such as schools, family shelters and food pantries).
4. Mediate enrollment disputes in accordance with the Enrollment Dispute section.
5. Inform the parent or guardian of a homeless child, youth and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services.
6. Liaisons are required to ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
7. Liaisons are required to assist children and youths who do not have documentation of immunizations or medical records to obtain necessary immunizations or necessary medical documentation.
8. Understand the guidance issued by the Pennsylvania Department of Education (PDE) for the education of homeless students and be ready to explain the BEC related to homeless education to school district staff.

9. Get to know the best resources in their community to assist families with referrals for things such as shelter, counseling, food and transportation.
10. Distribute information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff.
11. Provide standard forms and information about enrollment procedures and key school programs to each shelter in their district.
12. Become familiar with the various program materials that are available from PDE.
13. Ensure that public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchen, in a manner and form understandable to the parents and guardians and unaccompanied youth.
14. Liaisons must collaborate with a school district's special education program to ensure that homeless children who are in need of special education and related services are located, identified and evaluated. This is a requirement under the Individual with Disabilities Education Act (IDEA), which mandates that highly mobile children with disabilities, including homeless children, be identified and served. Liaisons should also ensure that homeless youths who have or may have disabilities have a parent or a surrogate parent to make special education or early intervention decisions. In the case of unaccompanied homeless youth, if a student is disabled or may be disabled and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff in emergency shelters; transitional shelters; independent living programs; street outreach programs; and state, local educational agency or child welfare agency staff involved in the education or care of the child. This rule applies only to unaccompanied homeless youth.
15. Liaisons should also identify preschool-aged homeless children by working closely with shelters and social service agencies in their area. In addition, the liaison should inquire, at the time they are enrolling homeless children and youths in school, whether the family has preschool-aged children.
16. Liaisons can identify unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate.
17. Liaisons ensure that unaccompanied youths are enrolled in school, and have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C 1087vv), and their right to receive verification of this status from the local liaison.

Appropriate school placement arrangements, based on the child's best interest, should be implemented through the cooperative efforts of the respective chief school administrators. Each case presents a unique set of circumstances and, therefore, requires an individualized response. In all cases, the LEA shall comply, to the extent feasible, with the request made by a parent or guardian regarding school selection, shall attempt to minimize disruptions and shall maintain the highest possible degree of continuity in programs for all homeless students. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Homelessness alone is not a reason to separate students from the mainstream school environment. Homeless children and youths should have access to education and other services that they need to ensure that they have an opportunity to meet the same challenging state student performance standards to which all students are held.

In determining the *best interest* of the child or youth under McKinney-Vento Act, the LEA shall:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The selected school shall immediately enroll the child or youth in school, *even if the child or youth lacks records normally required for enrollment*, such as previous academic records, medical records, proof of residency or other documentation. Section 722 (g)(3)(C) (i)(II) requires that a school selected based on a homeless child's or youth's best interest must immediately enroll such child or youth even if he or she has missed application or enrollment deadlines during any period of homelessness.

The terms "enroll" and "enrollment" are defined as attending classes and participating fully in school activities. The enrolling school must immediately contact the last school attended to obtain relevant records.

In order to ensure immediate enrollment, in accordance with Section 722 (g)(6)(A)(ix), the LEA liaison is required to: train school enrollment staff about the legal requirement that homeless children and youths be immediately enrolled and provided transportation; review school regulations and policies to ensure that they comply with the McKinney-Vento Act requirements; inform families and youth, in a language they can understand, of their rights; develop clear, understandable and accessible written explanations of decisions and the right to appeal; and expeditiously follow up on any special education or language assistance needs presented by a student.

School/Health Records

The educating district should immediately enroll and begin to provide instruction. The receiving school district may contact the district of origin for oral confirmation that the child has been immunized. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within 30 days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The law specifies that information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information. (Section 722 (g)(3)(G)).

According to federal law, "(iii) If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local educational agency liaison designated under paragraph (1)(J)(ii), shall assist in obtaining necessary immunizations, or immunization or medical records, in accordance with subparagraph (D)" 42 U.S.C. §11432(g)(c)(iii).

Title I

Title I of the Elementary and Secondary Education Act (reauthorized December 2015 by the Every Student Succeeds Act) mandates that funds be reserved to serve homeless children. Title I states, "A local educational agency shall reserve such funds as are necessary to provide services comparable to those provided to children in schools funded under this part to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live." Under Title I, homeless children are eligible for services if they are attending schools served by an LEA.

Transportation

The state and its LEAs are required to adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. If the homeless student continues to live in the area served by the LEA, that LEA must provide or arrange transportation. If the homeless student moves to an area served by another LEA, though continuing his or her education at the school of origin, the LEA of origin and the LEA in which the student is living must agree upon a method to apportion responsibility and costs for transportation to the school of origin. This

includes students enrolled in public school Head Start and Early Head Start education programs. If the LEAs cannot agree upon such a method, the responsibility and costs must be shared equally. Distance, time of year, options available, the effects of a transfer, etc., should all be addressed.

The provision of transportation to the school of origin is based on a students' status as homeless. The provision to remain in the school of origin during the remainder of the academic year is offered to provide for school stability. Local education agencies must continue to provide transportation to and from the school of origin to formerly homeless students who have become permanently housed for the remainder of the academic year during which the child or youth becomes permanently housed. (Section 722(g)(3)(A)(II)).

Fiscal Responsibilities

Fiscal responsibilities apply to all homeless students, whether in regular or special education classes.

The educating district should apply the following criteria when determining fiscal responsibility:

1. The procedures outlined below will be followed in cases when the education of the child is provided by the district where the homeless student is temporarily living (doubled up, motel, shelter). The procedures shall also apply in cases when the district of prior attendance, where that is not the district the child attended when permanently housed, will educate the child.
 - a. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, doubled-up with a resident family, shall be reported and reimbursed as resident students;
 - b. For homeless individuals in temporary shelters, the educating school district will send a PDE-4605 Determination of District of Residence for Student in Facilities or Institutions in Accordance with Section 1306 of the Pennsylvania Public School Code to the presumed district of residence;
 - c. If PDE-4605 is acknowledged by the resident district, the educating district will enter the child on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to PDE child accounting procedures; and
 - d. If PDE-4605 is disclaimed and a school district of residence cannot be determined, the educating school district should submit a written request to PDE's School Services Office to make a determination regarding the student's "ward of the state" status.
2. In cases when the education of the child is provided by the district of origin, including preschool children, where that is the district the child attended when permanently housed, that district will continue to educate a homeless student for the period of temporary displacement and should maintain the homeless student on its roll as a resident student. When a child or youth completes the final grade level served by the school of origin, it also includes the designated receiving school at the next grade level for all feeder schools. (Section 722(g)(3)(I)).
3. In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not in the district of new residence, the educating district will continue to educate the formerly homeless student, if requested by the student's parent or guardian, until the end of the academic year and should maintain the homeless student on its roll as a non-resident student. The educating district should advise the new district of residence of its financial responsibility for this student and send a tuition bill.

Categorical Eligibility under the National School Lunch and Breakfast Programs

Effective July 1, 2004, Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 amended Section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs. The following are guidelines set out by PDE for implementation of this amendment.

1. Homeless, runaway or migratory children are automatically certified as eligible for free meal benefits and can begin receiving free meal benefits upon proper documentation for meals. Please note that documentation as runaway, homeless, or migratory can only be provided by a school district migrant education or homeless education staff.
2. School district migrant education or homeless education staff are responsible for providing proper documentation of a child's status to the food service directors in each school district.

Dispute Resolution Process

Pursuant to the McKinney-Vento Act, every state must develop procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. 42 U.S.C §11432(g)(1)(C). The state must ensure that LEAs comply with requirements set forth in the McKinney-Vento Act including ensuring immediate enrollment, providing written notice to families concerning school selection, enrollment decisions and providing enrollment and pendency in the school of choice while a dispute is being resolved. 42 U.S.C §11432(g)(2)(A).

PDE has developed the following procedures to govern the resolution of disputes regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths:

Level 1 – A dispute may be raised with a LEA.

If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which they are seeking enrollment, pending resolution of the dispute 42 U.S.C. §11432(g)(3)(E)(i). PDE recommends that the parent, guardian or unaccompanied youth who initiates the dispute contact the LEA liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the LEA liaison directly, the LEA shall be responsible for contacting the LEA liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.

The LEA liaison shall ensure that the child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it 42 U.S.C. §11432(g)(3)(E)(iii). The LEA shall issue a written disposition of the dispute within 20 business days after the LEA liaison is notified of the dispute. The disposition shall be provided to the parent, guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal. 42 U.S.C. §11432(g)(3)(E)(i).

NOTE: The LEA should use and maintain copies of PDE's "Notice of Procedural Safeguards" form (see attached) which ensures that all LEAs (a) inform families of the basis of their decision regarding enrollment or school selection; (b) notifies families of their right to remain in their school of choice pending resolution of the dispute and (c) explains the procedures for challenging the decision of the LEA.

Level 2 – A complaint may be filed with a McKinney-Vento coordinator.

If the parent, guardian or unaccompanied youth is dissatisfied with the LEA's disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento site or regional coordinator or with the state coordinator. (See attached list which contains

contact information for all of the McKinney-Vento coordinators in Pennsylvania). In lieu of filing an appeal with a McKinney-Vento coordinator, a parent, guardian or unaccompanied youth may elect to appeal the LEA decision directly to a court of competent jurisdiction. Participation in the appeal procedure is not required prior to taking legal action.

A regional or site coordinator with whom a complaint or appeal is filed must notify the state coordinator immediately. Upon being notified, the state coordinator will review the complaint or appeal and assign it to a site or regional coordinator for disposition. The coordinator to whom the appeal is assigned may contact, interview and accept documentation from any individual or LEA involved, and shall issue a written disposition within 20 business days after the complaint or appeal has been assigned. The disposition shall be provided to the LEA and the parent, guardian or unaccompanied youth involved. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is resolved or until a disposition from a McKinney-Vento coordinator is received.

The state coordinator may assist in the mediation of disputes directly and may also invite those involved to have the dispute mediated at any time in the process through the Dispute Resolution Program operated by the Commonwealth Office of General Counsel (OGC). The [OGC Dispute Resolution Program](#) is a voluntary informal process through which a trained mediator assists in reaching a mutually acceptable resolution.

Participating in mediation is not a waiver of the right to file a lawsuit nor is participation in mediation required prior to taking legal action.

NOTE: The parent, guardian or unaccompanied youth may file a complaint with the McKinney-Vento site, regional or state coordinator on the attached complaint form. However, the use of the attached form is not mandatory. Any dispute raised by a homeless family or youth concerning school enrollment or any other right under the McKinney-Vento Act whether received via telephone, letter or any mode of communication shall be treated as a complaint.

Bureau/Office Contacts

Education for Homeless Children and Youth Program

Bureau of Curriculum, Assessment, and Instruction
Pennsylvania Department of Education
Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-783-6466

Child Accounting questions should be referred to:

Bureau of Budget and Fiscal Management
Division of Subsidy Data and Administration
Pennsylvania Department of Education
Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-787-5423

Transportation questions should be referred to:

Bureau of Budget and Fiscal Management
Division of Subsidy Data and Administration
Pennsylvania Department of Education

Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-787-3195

For additional information, please contact:

Storm Y. Camara | Pennsylvania Department of Education
Education for Homeless Children and Youth Program
Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-772-2066
scamara@pa.gov

Montoursville Area High School

Student Handbook 2026-2027



DISTRICT OFFICE

Superintendent

Mr. Daniel Taormina

Curriculum Coordinator

Dr. Matthew Johnson

Supervisor of Special Education

Mr. Timothy Hanner

Business Manager

Mrs. Jessica Haas

Director of Technology

Mr. Sebastian Peipher

Supervisor of Buildings and Grounds

Mr. Joe Gnoffo

HIGH SCHOOL

Principal

Mrs. Ronda Albert

Assistant Principal

Mrs. Susan Wise

Athletic Director

Miss Melissa Balliet

Guidance Counselor 9-10

Mr. Erick Edler

Guidance Counselor 11-12

Miss Mallee Hornberger

Office Secretaries

Mrs. Gush & Mrs. Gephart

SCHOOL BOARD

President

Mr. Todd Badger

Vice President

Mr. David Young

Members

Mr. Daniel Albert

Mr. Brad Eisenhower

Mr. Doug Gardner

Mr. John Houseknecht

Mrs. Amanda Kling

Ms. Tina McCloy

Mrs. Sharon Meyer

TABLE OF CONTENTS

[Welcome](#)

[Tips for Success](#)

[Academics](#)

Graduation Requirements

Credits

Act 158 Requirements

Pathways to Graduation

Course/Subject Requirements

Special Education

Class Rank

College Entrance Requirements

Vocational Education Opportunities

Homework Statements

Progress Monitoring and Marketing Period System

Co-Curricular Eligibility

Honor Roll

Midterms & Final Exams

Pass/Fail Option

Making Up Failures

Dropping Subject

Promotion and Retention

Early Graduation

Senior Grade Deadlines

Scholarships & Awards

National Honor Society

Academic Integrity Policy

[Attendance](#)

Habitual Truancy

Tardy

Bell Schedules

College Visits

Doctor & Dental Appointments

Educational Trips and Family Excursions

Leaving School Early

McKinney-Vento Homeless Education Program

[Athletics and Activities](#)

[Discipline and Responsibility Guidelines](#)

Weapons Policy

Use of Tobacco / Vapes / Nicotine Salts or Other Nicotine Products

Drugs and Alcohol

School Dress

Yondr Phone Pouches

[General Information](#)

[Counseling Department](#)

[Appendices](#)

MAHS Welcomes You!

Welcome to the 2026–2027 School Year at Montoursville Area High School!

Dear Students and Families,

Welcome to a new school year! It is our pleasure to welcome you to our high school community and to the opportunities, challenges, and experiences that await you.

At the heart of our school are the core values of **Pride, Tradition, and Excellence**. We take pride in who we are, honor the traditions that have shaped our school community, and strive for excellence in everything we do. These values guide our actions, inspire our achievements, and help create a culture of respect, responsibility, and success.

Our school is committed to providing a safe and supportive environment where every student feels valued, respected, and encouraged to reach their full potential. We believe that every student has unique strengths and talents, and we are dedicated to helping each individual grow academically, socially, and personally.

High school is a time to explore new interests, develop meaningful relationships, and prepare for future opportunities. Whether you are entering as a freshman or returning for another year, I encourage you to get involved, challenge yourself, and make the most of every experience. Our faculty and staff are here to support you every step of the way.

Together, we will build on our traditions, celebrate our accomplishments, and continue pursuing excellence. Most importantly, we will ensure that our school remains a place where every student can grow, succeed, and thrive.

We look forward to a wonderful year ahead and all that we will accomplish together.

Ronda K Albert, Principal

Susan Wise, Assistant Principal

TIPS FOR SUCCESS

Here are some parent tips for student success (students should read these, too):

- Check on homework and provide a quiet place to study. Ask to see the Google Classroom page for each class to verify if there is homework or not. It may be posted or it may be listed in the teacher's lesson plans.
- See that the homework is done carefully and consistently.
- See that proper rest and attention to schoolwork are encouraged and sustained all school year.
- Periodically check the Parent Portal to check on student grades. If you have a question about a grade, contact the teacher. If you see a 0 in the gradebook, find out why and encourage your child to speak with their teacher.
- Remind students that attendance is not only expected, but required
- Don't send a child to school who has a fever or is vomiting; they will not be able to learn.
- Reach out to your child's counselor if you have concerns about them emotionally, socially, or academically.

ACADEMICS

Mission Statement

The mission of Montoursville Area School District is to provide comprehensive programs that emphasize the Pennsylvania and National Academic Standards. This will empower all students to use their individual abilities and capabilities to be life-long learners and successful contributors to a global society.

Specific Curriculum Notes

- There are nine (9) periods per day.
- There are six (6) days per cycle.
- A course taken one (1) period per day, per cycle is 1.0 credits.
- A course taken three (3) days per cycle is 0.5 credits.
- Students are required to carry a minimum of 6.5 credits per year.
- Four (4) credits are awarded for LycoCTC
- A total of 26 credits are required for graduation from MAHS (Board Policy #217)
- GPA calculations and credits begin with 9th grade
- Credits may begin in 8th grade for Algebra & Geometry (count as elective credit, not included in GPA)

GRADUATION REQUIREMENTS

The graduation requirements of the Montoursville Area High School, which is accredited by the Pennsylvania Department of Education, must meet the graduation requirements of the Pennsylvania Department of Education and the Montoursville Area School District graduation standards as outlined by Board Policy #217.

The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at the graduation ceremonies.

The Board shall adopt graduation requirements students must achieve, which shall include course completion with defined grade requirements and meeting the requirements on state and/or local assessments.

Minimum Graduation Requirements: Board Policy #217

Effective with the graduating class of 2015, the Board requires each candidate for graduation shall have earned a minimum of twenty-six (26) credits and passed state requirements. These specific credit requirements will be approved annually by the Board through the published Course Catalog and will also be enumerated in the high school student handbook.

The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning and has completed all requirements for graduation.

<i>Units of Credit</i>	<i>Course/Subject</i>
4	English: Must satisfactorily complete four (4) English courses.
3	Math: Must satisfactorily complete three (3) math courses taken while the student is in grades 9-12. All students must take and pass Algebra I and Geometry. Students must take the Algebra Keystone at the completion of either Algebra I or the completion of Algebra IA and IB.
3	Science: Must satisfactorily complete three (3) science courses. All students must take and pass a Biology course to graduate. Students must take the Biology Keystone at the completion of the Biology course.
4	Social Studies: Must satisfactorily complete four (4) Social Studies courses. All students must take and pass Civics & Government and take a state-mandated end-of-course exam. One (1) credit in Social Studies may be waived for LycoCTC students.
2	Health and Physical Education: Must satisfactorily complete 2.00 credits.
2	Arts* or Humanities**: Must satisfactorily complete two (2) credits in any of the options below: a. 2 credits in Art b. 2 credits in Humanities c. 2 credits total in Arts & Humanities with part in Arts and part in Humanities
8	Additional Credits: The student elects enough other credits such that at least the seven and a half (7.5) credits are accumulated to total the 26 required by the Montoursville Area School District. Students are required by the state to complete and pass a Financial Literacy course (.5 credits)
26	Total credits required for graduation.

***Arts:** Visual Arts, Music, Theater, Industrial Arts, Crafts, and Agriculture

****Humanities:** Literature, Foreign Languages, History, or additional courses in English and Social Studies

STUDENT OWES

Students are required to return or reimburse the school district for any district owned property (Chromebooks, chargers, library books, textbooks, uniforms etc) and/or school fines owed to the district. MAHS will hold a student's diploma and final transcript until all items a student owes are returned or reimbursed to the district.

CREDITS

LycoCTC Credits

Each year 36 weeks of LycoCTC shall be equated to four (4) credits as part of the six (6) additional credits requirement.

Unit of Credit

For graduation purposes, a unit of credit shall represent satisfactory completion of a planned course of 120 hours of instruction in grades 9-12. A school district may offer a planned course of less than 120 hours and course credit shall be awarded based on a fraction thereof.

3 periods/cycle/semester = 0.25 credits

3 periods/cycle/year = 0.5 credits

6 periods/cycle/year = 1.0 credits

Awarding of Credit

Course credits may not be used to meet more than one (1) graduation requirement. A grade of 70% or higher or P (Pass) must be attained to pass the course and receive credit.

Courses Approved for Graduation

All courses offered and taken in grades 9-12 are approved for graduation credit. The courses which fulfill required areas, shall be interpreted using information stated in the Montoursville Area School District Graduation Requirements.

Student Transfer

In cases of pupils transferring to Montoursville Area High School after the 9th grade, the administration may make certain exceptions to the previous requirements if they feel, in essence, the pupil has met the requirements or transferring presents a very impractical situation. The intent of this is to prevent hardship on a pupil because of technicalities.

CHAPTER 339

According to PA School Code," Title 22 Chapter 339 Career and Technical Education Standards require all schools that either have PDE-approved career and technical education programs or send their grades 9-12 students to another school for PDE-approved career and technical education program instruction to have a K-12 Guidance Plan."

ACT 158 REQUIREMENTS

Act 158 of 2018 (Act 158), signed into law by Governor Tom Wolf on October 24, 2018, provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements.

Effective with the graduating class of 2023, students have the option to demonstrate postsecondary preparedness through one of four additional pathways that more fully illustrate college, career, and community readiness. Keystone Exams will continue as the statewide assessment Pennsylvania uses to comply with accountability requirements set forth in the federal Every Student Succeeds Act (ESSA). Although students will no longer be required to achieve proficiency on the Keystone Exams to meet the statewide graduation requirement, **students must take the Keystone Exams for purposes of federal accountability**. Failure to do so will affect a Local Education Agency (LEA) and school's participation rate.

Our main goal is to have each student meet the ACT 158 requirements by scoring Proficient or Advanced on the three required Keystone Exams; however, there are times when a student is just not able to do so. In order to meet ACT 158 requirements, alternative pathways must be put into place. These pathways should be discussed with your child's counselor to ensure that all pieces are met. These pathways are fully detailed on PDE SAS using the following link: [Act 158: Pathways to Graduation](#).

Pathways to Graduation

OPTION 1: KEYSTONE PROFICIENCY PATHWAY

Student must earn a proficient or advanced score on all three Keystone Exams: Algebra I, Literature, and Biology.

OPTION 2: KEYSTONE COMPOSITE PATHWAY

Student must earn a composite score of 4452 on the Algebra I, Literature, and Biology Keystone Exams. Student must also earn a proficient or advanced score on at least one of the three exams. The student may not earn a Below Basic score on either of the other two exams.

OPTION 3: ALTERNATE ASSESSMENT PATHWAY

Student must earn a passing grade in the course(s) associated with each Keystone Exam on which the student did not earn at a proficient or advanced score. These courses include Algebra I, 10th grade English Language Arts, and Biology. Student must also achieve one of the following:

- Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
 - SAT: 1010
 - PSAT: 970
 - ACT: 21
 - ASVAB: the minimum score required for admittance to the armed services branch during the year the student graduates
- Gold Level on the ACT WorkKeys Assessment

- Attainment of at least a ‘3’ score on an Advanced Placement Program exam in an academic content area associated with each Keystone Exam on which the student did not achieve a proficient or advanced score;
- Successful completion of a concurrent enrollment course (ex. college-in-high school course, dual enrollment course) in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score.
- Successful completion of a pre-apprenticeship program; or
- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework.

OPTION 4: EVIDENCE BASED PATHWAY

Student must earn a passing grade in the course(s) associated with each Keystone Exam that a proficient or advanced score was not earned. These courses include Algebra I, 10th grade English Language Arts, and Biology. Student must also demonstrate three pieces of evidence consistent with the student’s goals and career plans, including:

- One of the following:
 - Attainment of an established score on the ACT WorkKeys assessment (Silver Level), a SAT subject test (score of 630), an Advanced Placement Program Exam (score of 3);
 - Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework.
 - Attainment of an [industry-recognized credential](#); or
 - Successful completion of a concurrent enrollment or postsecondary course; and
- Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

OPTION 5: CTE PATHWAY

Students, who are Career and Technical Education (CTE) Concentrators, must earn a passing grade in the course(s) associated with each Keystone Exam on which a proficient or advanced score was not earned. These courses include Algebra I, 10th grade English Language Arts, and Biology. Student must also attain an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study. For further explanation of the CTE Pathway, please see [PDE’s Act 6 guidance](#).

COURSE/SUBJECT REQUIREMENTS

Advanced Placement (AP)

- AP can change your life. Through college-level AP courses, you enter a universe of knowledge that might otherwise remain unexplored in high school; through AP Exams, you can earn credit or advanced standing at most of the nation's colleges and universities. These college level courses require students to meet high standards for success. They require reading and writing skills at a superior level as well as abilities to analyze, synthesize, evaluate, and create. Students selecting these courses must be highly motivated, self-directed learners. All students enrolling in AP courses **are highly encouraged** to take the Advanced Placement exam for that course. Students considering college in their plans should enroll and successfully complete a minimum of 2 AP classes before graduation. The experience and preparation required will give you a good idea of what a college class will be like.
- AP courses are weighted at 1.1.

Penn College Concurrent Dual Enrollment and Lycoming College EDUC 215

- Penn College offers a program that allows high school students to earn Penn College credits through dual enrollment concurrently taught by our MAHS teachers. These courses are free for students when offered.
- Students interested in a career in the education field can take Lycoming College's EDUC 215 taught by MAHS teachers and administrators here and at Lyter.
- These courses are weighted at 1.075.

Dual Enrollment

- The dual enrollment coursework opportunities at MAHS exist for the purpose of academic advancement, and early access to cost-effective college credits. These courses are typically not courses that are brick-and-mortar at the high school and are in an online format offered through participating universities and colleges with whom we have an agreement.
- Dual enrollment courses will count toward a student's GPA with weight** and appear on their transcript, Dual enrollment courses WILL be factored into class rank.
- Dual enrollment coursework will be selected only after consultation with administration, school counselor, student, and parent input. Administration may seek input from teachers as part of this decision-making process. Administration retains the right to deny any dual enrollment request.
- Dual enrollment courses are weighted at 1.075.

SPECIAL EDUCATION

Parents of students who suspect that their child has a disability and is in need of special education may request a multidisciplinary team evaluation of their child through a written request to the building principal or the Supervisor of Special Education. For additional information pertaining to special education services, please refer to the Montoursville Area School District website at www.montoursville.k12.pa or contact the Office of Special Education at 570-368-3502.

CLASS RANK

A student's class rank will be included in his/her report card at the conclusion of the school year. Since class rank is an important factor in a student's acceptance into college, it is important that each student is cognizant of the method used in determining its value.

Class Rank Computation

All marks in courses given school credit beginning with ninth grade and ending with the last grade completed by the student are used in the computation. The student's average is the average grade per credit taken with due weight assigned to academic courses. The average is the sum of the individual products of the (1) course grade, (2) credit for the course, and (3) weight for the course; divided by the sum of the credits of the courses.

The general formula is:

$$\text{Average} = \frac{G_1 * C_1 * W_1 + G_2 * C_2 * W_2 + G_3 * C_3 * W_3 \dots}{C_1 + C_2 + C_3 \dots}$$

$G_1, G_2, G_3 \dots$ = Grade for That Course

$C_1, C_2, C_3 \dots$ = Credit Given for That Course

$W_1, W_2, W_3 \dots$ = Weight Factor for That Course

Weight Factors*

Weight	Course
1.10	Advanced Placement (AP): Calculus, Physics, Chemistry, Biology, English (11th and 12th Grade), US History, Economics, Government and Politics, World History, Psychology, Spanish, Computer Science
1.075	Dual enrollment courses, EDUC215
1.05	All Honors Level Courses and Anatomy and Physiology
1.00	All Other Courses

COLLEGE ENTRANCE REQUIREMENTS

Graduation from high school does not necessarily qualify a student for admission to college or a professional school. Each student planning to enter a college must take the subjects required by the institution.

Since the entrance requirements vary with colleges and also within the college (liberal arts, engineering, business, nursing), the serious-minded college prep student is compelled to take the courses which will prepare them to enter almost any college and to compete successfully after they are admitted. As a student approaches their junior or senior year, their college plans may become better defined at which time their high school course selection may be focused accordingly.

Even though it is difficult to ascertain predetermined rules for college preparation, many colleges require three years of English (grades 10, 11, and 12), Algebra I, II, Geometry, and Trigonometry, Biology and Chemistry, social studies, and a foreign language. These requirements are a minimum for entrance, but to successfully compete, a student may have to prepare well beyond these requirements.

Engineering students should take all possible math and science courses. Liberal arts students should have at least three years of one language and possibly four. It is better to have three or four years of one language rather than less time in two different languages.

Since college preparation has such flexibility, students (juniors and seniors in particular) should keep in close contact with the counseling department. Your acceptance by a college, although dependent on many factors, is essentially geared to your performance on the SAT or ACT and your high school achievement record as reflected by your class rank. Good hard work and study throughout your school career is the only preparation for those two critical factors.

VOCATIONAL EDUCATION OPPORTUNITIES

Students will have an opportunity to decide whether they would like to enroll or continue in vocational education. Most vocational education programs prepare students to obtain entry-level job skills so that they will qualify for a job following high school graduation. Further training at a post-secondary educational institution is also an option. Please take the time to read this important information and to discuss career goals and choices in vocational education. Below is a list of vocational education opportunities at Montoursville Area High School or at the LycoCTC and the requirements for entrance into these programs. For further information, contact school counselor Mallee Hornberger or Erick Edler at (570) 368-2611.

Grades 9-12—

- Vocational Education and Academics
- Business Education
- Agriculture Education (No entrance requirements) at MAHS

Grades 10, 11, and 12—

- Vocational Education at the Lycoming Career & Technology Center (LycoCTC)

This program is primarily intended for sophomores, juniors, and seniors who do not plan to attend college. Students in this program may, if they qualify, continue their program beyond high school in the technical field chosen in high school. First-time applicants must be a student in good standing. This program offers an

excellent opportunity for our students to obtain a salable skill. Our students are encouraged to think seriously about this program. The student, once enrolled in the Lycoming Career & Technology Center (LycoCTC), has standards to meet, in order to remain in the program:

- A. **Attendance**—All students will be expected to be in regular attendance in the LycoCTC program. Each student will be allowed to miss no more than a total of ten (10) days per year without a doctor's excuse. The administration will make parental contact after any student has missed five (5) days. Family vacation and/or excursions that comply with Montoursville Area School District policy **will not be counted** toward this 120-day standard.
- B. **Performance**—Each student will be expected to maintain a passing grade (70%) in his/her program at LycoCTC. A failing grade (less than 60%) for the first semester or less than 70% for the year may eliminate the student from further participation in the LycoCTC program. Each student will be expected to pass their course work at Montoursville Area High School to continue eligibility at the LycoCTC program. If a student fails 2 or more classes at Montoursville Area High School, they will be ineligible to attend the LycoCTC program the following school year.
- C. **Attitude**—A negative report from the LycoCTC instructor in regard to any student's effort or deportment in his/her program will be sufficient grounds for withdrawal.

Any student who does not comply with the standards of continuation in the LycoCTC program will be withdrawn from the program by the administration and returned to the regular program in the Montoursville Area High School.

Handicapped or disadvantaged pupils may be dropped from the program only after an MDT has determined the handicap or disadvantage associated with the pupil is not instrumental in the infraction of the standard.

Any student who is withdrawn from the LycoCTC program for failure to meet the standards outlined in this policy will not be permitted to re-enter the program at a later date unless an exception is granted by the Montoursville Area School Board. Furthermore, the Montoursville Area School Board will reserve the right to render other exceptions to this policy on an individual basis due to extenuating circumstances.

HOMEWORK STATEMENT

We, at Montoursville Area High School, believe that homework is an integral part of almost every learning activity and work should be assigned to be completed at home for the following reasons:

1. To improve skills in a basic subject.
2. To review important items.
3. To increase knowledge learned in the classroom.
4. To prepare for classroom instruction.
5. To help the student organize and condense knowledge.

PROGRESS REPORT AND MARKING PERIOD SYSTEM

Students will be issued a **progress report** if they are in academic difficulty at the end of 4 ½ weeks of a reporting period. A report card is issued to each student at the end of each nine-week period. In addition to reporting student achievement, the progress report and report card should become the medium through which the teacher and parent work with the student for his/her educational progress.

Both Progress Reports and Report Cards are published to the parent portal of our student information system. If you would like a paper copy mailed home, please contact the high school office with that request. Paper copies of progress reports will be mailed home for those students who are failing a course at the mid-point of the marking period.

Grading is reported by the use of a numerical system, ranging from 1 to 100. No conversion to other systems is provided. Any grade of 70 or above is passing for the nine-week's period, semester, or the term. These are important grades, since a failing grade can eliminate a student from important extra-curricular activities.

CO-CURRICULAR ELIGIBILITY

To be eligible for extracurricular activities such as the musical, play, athletics, academic competitions, etc., students must maintain their grades. Students who are failing 2 courses will not be eligible for the week. Grades are checked each Friday. This is a weekly eligibility. As always, there are times when this needs to be waived. In a case where ineligibility effects the entire group, the high school administration may waive this requirement for the benefit of the whole. **This waiver does not apply to athletics.**

GRADING SYSTEM EQUIVALENT

92-100	A
85-91	B
75-84	C
70-74	D
<70	F

HONOR ROLL

There will be an honor roll every nine weeks averaged from all subjects.

Requirements:

- Must maintain an overall 90 average. This average is computed by using all subject grades.
- Must maintain a minimum grade of 85 in all courses.
- No incompletes or failing grades are permitted.
- An incomplete incurred for reasons beyond the student's control (illness, etc.) when completed will make the student eligible for honor roll consideration.
- Students having an incomplete will have an opportunity to make up their work and receive equal recognition.

MIDTERMS & FINAL EXAMS

Midterm and Final Exams will be administered by the teacher. Midterms and Finals will be administered during a regular class day, and may require alterations to the bell schedule to accommodate assessment timelines. Mid-Terms and Finals count as follows:

1. Mid-Terms and Final Exams will be given in all core courses.
2. Electives will be determined by the teacher of the elective.
3. The exams may be **written** or **project-based**, except for the Civics and Government final as directed by the State Department of Education's Act 35. Civics and Government students must complete an end of course exam.
4. AP Exams – The teacher of the AP course will determine how this is used. AP Exam assessment timelines and administration details will be communicated through 11th and 12th grade school counselor and administration.
5. Mid-Term exam grades will not appear on the report card until the end of the school year. This will give individual teachers flexibility in scheduling mid-term exams at natural breaks in the curriculum.
6. The Mid-Term and Final are equally weighted and make up 14.4% of the final grade.

MAKING UP FAILURES

1. Repeat the failed course in a regular class during the school year.
2. Make up the failure during a regular summer school program.
3. The failure may be made up on a tutorial basis.*
 - a. The tutor and the teacher who failed the student should meet to better coordinate the program to meet the needs of the individual student.
 - b. The instruction must be given at some time other than the normal school hours.
 - c. The teacher/tutor is to be compensated for instruction given at the rate determined by the teacher. The estimate of total time and price will be completed before instruction begins. Student/family is responsible for payment to the teacher/tutor.
 - d. The student may be assigned to Nittany Learning Services for remediation of the failing grade.
 - e. Students receiving a grade of 50% or higher will require a minimum of 15 tutored hours
 - f. Students receiving below a grade of 50%, will require a minimum of 30 tutored hours
 - g. The teacher doing the tutoring must be currently certified in the subject field that is being tutored
 - h. The teacher whose class the student failed cannot do the tutoring to make-up the course

*Make-up option 3 above must have prior approval of the administration.

Students may not tutor more than 2 courses per school year.

On a transcript, both the failing grade and the new, tutored grade will be listed. The original grade is used in calculating the class rank.

DROPPING SUBJECTS

At the beginning of each school year, a one-week period is allowed for the adjustment of schedules. During this time, desired adjustments may be made through school counselors. **After the one-week's adjustment period, there shall be no more course changes granted, nor will any course be dropped, unless approved by the counseling department and administration.** Courses dropped after the adjustment period are recorded on the transcript as a Withdraw Fail (WF). If it is a disciplinary drop, the recorded entry will be Withdraw Fail (WF) and no credit is awarded.

PROMOTION AND RETENTION

Board Policy #215

The Board recognizes that the emotional, social, physical and educational development of students will vary and that students should be placed in the educational setting most appropriate to their needs. The district will establish and maintain high standards for each grade and monitor student achievement in a continuous and systematic manner. The Board establishes that each student shall be moved forward in a continuous pattern of achievement and development that corresponds with the student's development, the system of grade levels, and attainment of the standards established.

High School (Grades 9-12) students are classified and assigned to grade levels according to the minimum standards listed below:

Grade 9 – Satisfactory completion of the program of study in Grade 8.

Grade 10 – Satisfactory completion of 6 credits by the end of 9th grade.

Grade 11 – Satisfactory completion of 12 credits by the end of 10th grade.

Grade 12 – Satisfactory completion of 18 credits by the end of grade 11 and the ability to plan a schedule that will meet requirements for graduation, which includes an additional 8 credits for a cumulative total of 26 credits for graduation.

EARLY GRADUATION

Board Policy #217.1

Students may petition the School Board for early graduation consideration. A parental approval form for the student to participate in the program must accompany the student's petition. Early graduation consideration allows the student an opportunity to complete all high school requirements for graduation at an accelerated rate. Options which may be used are doubling up on scheduled courses, tutoring, and attendance at summer school.

Students who complete the graduation requirements at an accelerated rate in a given year should consult with the counseling department for written conditions pertaining to yearbook pictures, participation in baccalaureate

and commencement ceremonies, issuance of a diploma, listing in the commencement scholarships and awards. Students must meet Chapter 4 requirements for the Pennsylvania State System of Assessments in order to graduate. The responsibility of meeting all requirements for graduation will be solely that of the student. If requirements are met, a diploma will be awarded at the end of 11th grade. A student who is granted approval to participate in this program but who does not meet the necessary requirements will not be eligible for early graduation. The Superintendent must approve courses taken other than in the regular school program. Each case must be reviewed by the School Board.

SENIOR GRADE DEADLINES

The specific deadline time and date for all final senior grades to be submitted to the office will be set by the administration. No grade may be changed after this deadline and prior to commencement exercises unless an obvious error is in evidence. ***Students not having enough credits by the set deadline date prior to graduation will not be eligible to participate in the graduation ceremony. The date established will be the Monday before graduation.***

Student speakers are chosen as the top 3 students in the class as of the end of the 3rd 9 weeks of the senior year. These rankings will not be published in the graduation program. Students will appear in the order as assigned by the High School Principal.

SCHOLARSHIPS & AWARDS

The Pennsylvania Higher Education Assistance Agency (PHEAA), the federally funded Pell Grants, Stafford Loans, College Work Study Programs, and direct application to the college of a student's choice for financial aid account for about 98% of the financial aid students receive. This aid is plentiful, but students must apply for it and pursue it. If a student can show need, there is a good chance for financial aid. In some cases, a student may be required to submit a CSS Profile Form. These may be obtained in the counseling suite. Applicants should consult the college catalogs for deadline dates. Scholarship and loan information concerning the above programs as well as others will be distributed throughout the year. Keep in contact with the counseling department for details.

The school also has many scholarships and awards available through the First Community Foundation Partnership of PA and other donors. Seniors will be notified through announcements and in a class meeting about the availability of the applications for these awards and scholarships. Students MUST apply to be considered for these additional awards. A committee of 5-6 composed of faculty and administration review applicants and award these scholarships and awards. They will be presented at an awards ceremony prior to graduation during an evening ceremony.

If a student does not receive an award, an award cannot be established to provide recognition. For example, once it is learned that the student did not receive an award, the family cannot establish an award to secure an invite to the awards ceremony and be recognized.

NATIONAL HONOR SOCIETY

The Montoursville Chapter of the National Honor Society of Secondary Schools received its charter from the National Honor Society Council of Secondary School Principals on January 2, 1959.

The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership in the Montoursville chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

The Faculty Council, which oversees the selection of members, consists of five voting faculty members appointed annually by the principal. The Faculty Council selects students who demonstrate outstanding performance in scholarship, leadership, service, and character. All students who meet the GPA requirement* will be identified and then evaluated, with input from the entire faculty, in the areas of leadership, service, and character. Students chosen by the Faculty Council for membership will be invited to join the Montoursville chapter of the National Honor Society.

Membership in the National Honor Society is open to qualified sophomores, juniors, and seniors attending Montoursville Area High School.

**The GPA requirement for the Montoursville chapter of the National Honor Society is a 92. This cumulative GPA is determined by taking the student's weighted GPA and multiplying by .95. Once selected, students must maintain at least an 89 to continue in membership.*

ACADEMIC INTEGRITY POLICY

Your integrity is critical in your learning. All students are expected to produce their own work and cite others work through the Modern Language Association (MLA) format. No student shall knowingly plagiarize, cheat, copy, or work to gain an advantage over others on any schoolwork.

Definitions

Assessment

Any exam, test, quiz, essay, take-home test, lab, homework, assignment, project or any other means of assessing student knowledge and skills.

Cheating

Copying from others

Having or using resources not specifically authorized, reviewed, or approved by the teacher.

Providing OR receiving information about all or part of an assessment, including answers or unauthorized materials (i.e. telling a classmate about what was on an exam)

Altering a graded assessment and resubmitting it for a better grade.

Using or displaying any prohibited or unauthorized information of an assessment obtained through theft or an electronic device (i.e. answers programmed into a calculator, cell phone distribution of an unauthorized photo of an exam)

Seeking unauthorized assistance on a take-home or make-up assessment.

Failing to abide by teacher or school instructions as related to an assessment.

Misrepresenting academic accomplishments (i.e. tampering with computer records, lying on a resume)

Manipulating others for one's own academic benefits.

Forging a signature.

Plagiarism

Getting or giving improper assistance on an assignment meant to be individual work (i.e. using materials or information not based on your own research and writing, knowingly giving a classmate your work for his/her credit)

Submitting substantial portions of the same academic work for credit in more than one course without consulting with and receiving permission from the current teacher.

Making up data for an experiment or citing non-existing sources in any research.

Failing to cite sources properly:

1. Not using quotation marks when needed.
2. Not acknowledging sources when paraphrasing.
3. Software determines the paper is plagiarized.
4. Submitting AI-generated material as your own work.

Use of Artificial Intelligence (AI) Tools

Artificial intelligence (AI) is an evolving technology that students may learn to use responsibly and ethically. Teachers will establish clear and explicit expectations for AI use on individual assignments and may specify when, how, and to what extent AI tools may be used.

Students are responsible for ensuring that submitted work reflects their own thinking and learning. AI-generated material may not be submitted as a student's own work. When AI use is permitted, students must verify information for accuracy, synthesize content into their own words, and appropriately cite AI tools as an outside source when required. Guidance for AI citations may be found here: [How to Cite AI Generated Content](#)

Students may be asked to provide documentation of their AI use, including prompts, generated responses, or other evidence of how the tool was used. AI use may also be reviewed through the district's plagiarism and AI-detection tools ([Brisk Teaching](#)).

Use of AI that does not comply with the teacher's assignment guidelines or results in work being represented as a student's own original work may be considered **cheating or plagiarism** and will be addressed according to the district's and building's academic integrity procedures.

For additional information, reference [MASD School Board Policy 815.1 – Use of Generative Artificial Intelligence in Education](#) which further details Montoursville's stance on the use of AI within the educational setting.

Violations of Academic Integrity

When a student violates this policy, the following will take place:

- A meeting between the student and teacher will occur.
- The student will receive a grade of zero for the assessment.
- The teacher will notify the administration of the violation.
- The administration will evaluate the level of the infraction and determine if further disciplinary action is necessary.
- If the student is a member of the National Honor Society, the infraction will be referred to the Faculty Council.
- If the student is a member of any Honor Society, the infraction will be referred to the committee of Honor Society advisors.

I have read, understand, and pledge to commit to the Academic Integrity Policy of Montoursville Area High School. By signing this, I understand I will be held to this standard and accept the consequences of any violation.

Student Name (*Printed*)

Signature

Date

ATTENDANCE

Board Policy #204

Section 1327 of the Pennsylvania Public School Code of 1949 states, “Every child of compulsory school age (6 through 18 years of age) having a legal residence in this Commonwealth—is required to attend a day school in which the subject and activities prescribed by the standards of the State Board of Education are taught in the English language.” The Montoursville Area School District believes that regular school attendance is essential. There are, however, occasional circumstances which may cause students to be absent from school. By law, the reasons listed below are the only ones which will be considered excused and/or lawful.

All other reasons will be considered unexcused and/or unlawful. Such things as shopping, vacation (without a Family Excursion Form), hunting, fishing, helping at home, etc., will not be considered excused absences.

In cases of prolonged illness or injury, homebound instruction will be provided by the school upon written request by a certified physician.

Students who have been absent from school must return an excuse within 3 days, with a reason for the absence, and signed by the parent, guardian or doctor on the day of his or her return to school. This excuse must be turned into the high school office. Failure to turn in an excuse within 3 days of returning to school will result in an unlawful/illegal absence. Please phone the school for any and all routine absences. Students who have been ill cannot attend evening functions at school until after they have returned to school. Students will be excused only for those holidays now recognized by the Department of Education.

Any student who accumulates 10 days of absence will be required to submit a doctor’s excuse for any days of school that are missed thereafter.

Legal Excused Absences/Tardies

By law the following reasons for absence are the only ones which will be considered excused and/or lawful.

1. Student’s own illness or family quarantine.
2. Medical/dental treatment if appointments cannot be scheduled during non-school hours.
3. Tutorial programs and/or counseling programs which are not available in the school, and which do not conflict with the
 - a. regular school program.
4. Observance of religious holidays.
5. Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the
 - a. Pennsylvania State Code.
6. Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and the
 - a. parent or guardian.
7. A death in the family.
8. Family emergencies (will require an explanation of the emergency to school officials).
9. School suspensions.

Illegal Absences

- An illegal absence is never approved or condoned by the school staff.
- Truancy is an illegal absence without parental knowledge or consent. The punishment will be prescribed by the administration. The state defines a student truant if they accumulate 3 unexcused/unlawful absences and habitually truant with 6 unexcused/unlawful absences.
- Time in the Motivational Resource Center will not be assigned for unlawful absence, except in a truancy case as defined above.

*****Any Senior who accumulates 15 or more absences, excused or unexcused, may not be eligible to participate in any extra-curricular activities including prom and walking in graduation. *****

1. Once a student accumulates three (3) unexcused absences, the following procedures shall be implemented:
 - a. *Notice to Parent.* the Assistant-Principal shall notify in writing the person in parental relation with the child who resides in the same household as the child of the child's violation of compulsory school attendance within ten (10) school days of the child's third unexcused absence
 - b. *Form and Timing of Notice.* The notice shall be on a form created by the School District and shall:
 1. Shall include a description of the consequences that will follow if the child becomes Habitually Truant.
 2. Shall be in the mode and language of communication preferred by the person in parental relation.
 3. Shall include the offer of a School Attendance Improvement Conference after 4 unexcused/unlawful absences; and
 4. When transmitted to a person who is not the biological or adoptive parent, shall also be provided to the child's biological or adoptive parent if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.
 5. The Notice must be provided within ten (10) school days of the third absence.
 - c. The Conference
Attendance -
There is no legal requirement for the student or parent(s) to attend the conference and, in the event that the student or Parent(s) do not attend the conference, the conference may be conducted in their absence provided that attempts to contact that student and parent(s) have been made by telephone and such attempts are documented.

The conference shall be attended by the Principal or Assistant Principal of the school to which the student is assigned and shall include staff as determined reasonable by the principal. If the student is a student with a disability who has an IEP or a Section 504 Service Agreement, the

following additional staff shall attend the conference, including but not limited to: Special Education Supervisor, counselor, teacher and/or parent. If the student is a student with a disability, the conference attendees shall consider whether the student should be referred for an evaluation or re-evaluation or whether an IEP team should be convened in accordance with applicable law.

The purpose of the School Attendance Improvement Conference is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.

d. The Plan

The outcome of the conference shall be documented in a written School Attendance Improvement Plan ("the SAIP"). The SAIP shall be on the form developed by the Department for this purpose. A copy of the plan shall be provided to the parent(s), the student and appropriate school district staff.

2. Limitation on Further Legal Action.

Further legal action may not be taken by the School District to address unexcused absences by the student until after the date for the scheduled school attendance improvement conference has passed.

HABITUAL TRUANCY

According to Pennsylvania School Code 24 P.S. §§ 13-1326 – 1354, “A child is “truant” if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is “habitually truant” if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.”

Students who are habitually truant (accumulating 6 or more days of unlawful absence) are ineligible to transfer to any cyber school, including the district’s Warrior Academy.

When a child is Habitually Truant and under fifteen (15) years of age at the time of referral, the Principal shall:

1. Refer the student to either of the following:
 - a. (i) A school-based or community-based attendance improvement program and
 - b. (ii) the Lycoming County Children and Youth Agency for services or for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63 (relating to juvenile matters); and
2. File a citation in the office of the appropriate judge against the person in parental relation who resides in the same household as the child.

When a child is Habitually Truant and fifteen (15) years of age or older at the time of referral, the Principal shall:

1. Refer the student to a school-based or community-based attendance improvement program or service; and
2. File a citation in the office of the appropriate judge against the child or the person in parental relation who resides in the same household as the child.
 - If a student who is fifteen (15) years of age or older continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program or refuses to participate in a school-based or community-based attendance improvement program as recommended through the school attendance improvement conference, the Principal shall refer the child to the Lycoming County Children and Youth Agency for possible disposition as a dependent child under the provisions of 42 Pa.C.S. Ch. 63.
 - When referring a habitually truant child to the Lycoming County Children and Youth Agency or filing a citation with the court because a child has been habitually truant, the school shall provide verification that a school attendance improvement conference was held.
 - Whether to implement this policy with respect to a student shall be within the discretion of the building principal and/or the superintendent. Each situation shall be addressed individually and shall depend on the factors present in each case. Where the superintendent has determined that there are no mitigating factors, such as valid medical excuse for absence, they may recommend to the Board of School Directors that credit earned during the school year be withdrawn, that promotion or graduation be withheld, expulsion from school (subject to the student’s right to a formal hearing), or termination of enrollment if the student is 17 years old or older. When the superintendent determines that there are mitigating factors, they may impose lesser discipline without board approval.

TARDY

A student is considered tardy if they are not in their 1st period class when the tardy bell (8:20 a.m.) rings; they must obtain a tardy excuse from the attendance office before reporting to their 1st period classroom. The following consequences will be taken with the accumulation of the third and subsequent tardies to school:

3 rd -5 th tardy	=	One detention for each tardy
6 th -8 th tardy	=	½ day in the Motivational Resource Center
9 th -12 th tardy	=	Saturday School
12+ tardies	=	Full day in the Motivational Resource Center and may include a loss of privileges

This policy takes effect on the first day of the school year and continues through the last day of the school year; it does not start over at the beginning of the second semester. The following are the only reasons accepted as an excused tardy:

1. Student's own illness. After a student reaches 5 tardies due to illness, a medical excuse will be required.
2. Medical/dental treatment if appointments cannot be scheduled during non-school hours.
3. Tutorial programs and/or counseling programs which are not available in the school and which do not conflict with the regular school program.
4. Observance of religious holidays.
5. Religious instruction that does not exceed thirty-six (36) hours per school year as outlined in Section 1546 of the Pennsylvania State Code.
6. Educational tours and trips conducted under the supervision of an adult acceptable to the superintendent/designee and to the parent or guardian.
7. A death in the family.
8. Urgent personal reasons that are approved by the school administration.

BELL SCHEDULES

Regular Schedule				2-Hour Delay Schedule				3-Hour Delay Schedule				
	<i>Start</i>	<i>End</i>	<i>Length</i>		<i>Start</i>	<i>End</i>	<i>Length</i>		<i>Start</i>	<i>End</i>	<i>Length</i>	
1st	8:20	9:06	46 min	1st	10:30	11:08	38 min	1st	11:20	11:51	31 min	
2nd	9:09	9:52	43 min	2nd	11:11	11:43	32 min	6th	11:54	12:25	31	min
3rd	9:55	10:38	43 min	4th	11:46	12:18	32min	LUNCH				
4th	10:41	11:24	43min	LUNCH				5th	12:28	12:59	31	min
LUNCH				6th	12:21	12:53	32min	LUNCH				
5th	11:27	12:10	43min	LUNCH				4th	1:02	1:33	43	min
LUNCH				5th	12:56	1:28	32min	LUNCH				
6th	12:13	12:56	43min					7th	1:36	2:07	31 min	
LUNCH				7th	1:31	2:03	32 min	8th	2:10	2:41	31 min	
7th	12:59	1:42	43 min	8th	2:06	2:38	32 min	9th	2:44	3:15	31 min	
8th	1:45	2:28	43 min	9th	2:41	3:15	34 min	<i>skip 2nd & 3rd periods on this schedule</i>				
9th	2:31	3:15	46 min	<i>skip 3rd period on this schedule</i>								

Doors Open

Doors will unlock at 7:45 am for school. Students should report to the cafeteria or library if they arrive before 8:15 am. No students will be permitted to enter the building before 7:45 am unless for a practice, review, or workout that is prearranged with the teacher.

Leaving the Campus

Once a student arrives on campus (by any means) they are **NOT** permitted to leave school grounds. Students shall **NOT** leave the campus at any time without permission from the office.

Late Busses

If a bus does not arrive on time, all students on the bus shall report to the attendance office and sign in. This will not be counted as being late to school.

Illness or Accidents

In case of illness or accident, your teacher will issue a hall pass so that you can see the nurse. If the nurse is not in her office, report to the main office. All accidents must be reported to the teacher in charge at the time of the accident.

COLLEGE VISITS

Seniors may have permission for excused absences not to exceed 2 visits per year. Prior approval must be obtained using the form available in the high school office. [Click here for a pdf version of the form.](#)

DOCTOR & DENTAL APPOINTMENTS

A student wishing permission to visit the doctor or dentist during school hours shall present to the attendance office an appointment card or note signed by a parent. This shall be presented between 8:20 a.m. and 8:27 a.m. on the day of the appointment. These appointments should be made during study periods. Any make-up work is strictly a matter between the teacher and the student. As always, before leaving and upon returning to school, the student should sign in and out through the office.

EDUCATIONAL TRIPS & FAMILY EXCURSIONS

Board Policy #204

Because of the importance of class attendance, the school district does not recommend lengthy student absences, whether excused or unexcused. The policy for Educational Trips that are not school sponsored is as follows:

- **No** educational trip requests will be approved during Keystone testing windows.
- Students will be permitted to take no more than two (2) educational trips per school year, not to exceed a total of 10 days. Additional absences for trips will be unexcused.
- The principal must review the request for an educational field trip prior to the trip.
- A student's attendance history and/ or academic performance (retention/failure status) will be reviewed.
- Students are responsible for obtaining all assignments and for completing all work covered during the absence from school at the teacher's discretion.

LEAVING SCHOOL EARLY

In case a student's parents wish for them to leave school early, a written request from the parents, stating the student's name, the date, the length of time involved, and the specific reason for the request, along with the phone number and signature of the parent or guardian must be presented to the attendance office before 8:20 a.m. If legitimate, the request will be approved and an early dismissal slip will be issued to the student. A student will not be dismissed as a result of a phone call from home. For times of an unexpected need for a student to leave school early, please send an email to sgush@montoursville.k12.pa.us. All students are expected to be in their nine periods of classes for dismissal unless specifically excused.

MCKINNEY-VENTO HOMELESS EDUCATION PROGRAM

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

- Students who are in temporary, inadequate and homeless living situations have the following rights:
- Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation.
- Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed
- Advocate for and support students and families through school and home visits
- Set clear expectations for student behavior, attendance and academic performance
- Assist students/families access with community services
- Assist students/families with access to tutoring, special education, and English language learner resources
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact Mr. Daniel Taormina, LEA Homeless Liaison at 570-368-2491

ATHLETICS & ACTIVITIES

As a member of a Montoursville Area High School athletic team or activity, you will have assumed a great deal of responsibility; you immediately and publicly represent your family, your school, your community, and yourself. When you participate in this role, you represent Montoursville and serve as role models for your fellow students, especially those in younger grades.

Co-curricular activities are an important part of our school and important in the growth of students. Each student is encouraged to use these activities to the maximum extent; they will add much to the student's all-around development. One word of caution, the student's schoolwork comes first; do not get into so many activities that a poor job is done on the schoolwork. Participation in co-curricular activities is encouraged, and it is *also a privilege that can and will be canceled or abbreviated if necessary*. The administration or faculty activity advisor may, at times, bar a student from participating in any activities or organization if such student is found to be participating to the detriment of his/her health, scholarship, the general welfare of the school, or organization to which he/she belongs.

ATHLETIC PARTICIPANTS

The athletic program is regulated by certain minimum standards set by the Pennsylvania Interscholastic Athletic Association (P.I.A.A.), which is a statewide organization. The school can enter a student in competition with other schools if that pupil meets certain eligibility requirements.

- Parent Consent
 - A pupil shall be eligible for practice or participation in any sport only when there is on file with the principal a PIAA certificate of consent which is signed by their parent or guardian.
- Physical Examination
 - No pupil shall be eligible to represent the high school in any interscholastic athletic contest unless they have been examined by a licensed physician of medicine before the first sports season of that academic year. No pupil shall be permitted to practice until they have turned in paperwork stating that they have satisfactorily passed a physical. It is the coach's responsibility to enforce this policy. This includes cheerleaders. No physicals may be administered before June 1st according to PIAA guidelines. Physicals are not to be accepted at practice. Once an athlete has passed a physical they need only to be re-certified for participating in another sports season or re-evaluated if an injury or illness occurs.
- The coach will receive a list every day for the first week of practice stating who is eligible for practice. Any student not on the list is not permitted to practice for one or both of the following reasons: no physical on file, no pay to play fee on file.

Scholastic Eligibility

Scholastic eligibility shall be determined by the pupil's progress in each subject of an approved curriculum. In order to be eligible for interscholastic athletic competition, an athlete may not be failing more than 1 class at any given time.

- Pupils who are enrolled for the first time must comply with the requirements of the scholarship rules. The standing required for the preceding semester shall be obtained from the record of the last school which the pupil has attended.

- Students who are scholastically ineligible are not permitted to participate in any PIAA event. However, they are permitted to practice upon the coaches' request.
- Students who are scholastically ineligible are not permitted to ride on the team bus if it involves losing school time. Students may ride the bus upon coaches' request if no loss of school time is involved.
- Students who fail to meet the weekly scholastic eligibility rules shall be ineligible from Sunday thru Saturday of the following week in which eligibility is determined. Students who fail to meet the scholastic eligibility rules at the end of a marking period shall be ineligible for 15 school days beginning the day the report cards are issued. Students who are ineligible for a consecutive period of time may be dismissed from the team at the coach's discretion.

COURTESY & SPORTSMANSHIP

Our athletics foster clean sports. It is the privilege and duty of every person connected with athletics to embody these principles in personal actions and earnestly advocate them before others. All rules of the regular student and regular school day are in effect during practices and performances: avoidance of alcohol, drugs, tobacco, etc.

Attendance at School

In order to be eligible to participate in any interscholastic contest, a student must have been regularly enrolled in a secondary school and in full-time attendance thereafter.

Students are required to be in school by 10:41am (4th Period) on the day of an athletic event if they wish to participate in that event. Please note that the student will still be marked tardy and the school tardy policy will be followed in these instances. If it appears that a student will miss part of the academic day, they must get approval from the principal or assistant principal before the start of school (8:25 a.m.). The student must report at the agreed-upon time. Exceptions, for extenuating circumstances such as a doctor's appointment, college visitation, or funeral may be granted by the administration.

Students not eligible for practice due to tardiness may not practice or accompany the team on any trips. Students may observe practice upon coaches' request but may not participate. If there is an athletic event, the student may ride the team bus if they do not miss any school time. If loss of school time is involved, the student is not permitted to ride the bus. The coach will decide whether the student can ride the team bus or attend the athletic event if this takes place after school.

ACTIVITIES

All students have an opportunity to take part in extra-curricular and co-curricular activities by joining one of the clubs of the school. Club meeting schedules will be announced monthly. Students not joining clubs will have remain in their flex period room or report for academic work to a teacher.

Student Council

The Student Council is an organization of students elected by students to serve as their official representatives in matters of concern to the entire student body. It provides a medium through which student opinions may be heard. It also provides a training ground for leaders. The Student Council aims to build school morale and to foster democratic principles in the student body.

The “Sock”

The high school yearbook, the “Sock,” which is issued in November of each year by a staff of representative senior high students, aims to present a complete and comprehensive review in prose and picture of students and faculty, as well as academic and extra-curricular activities during the year.

The work is divided into two fields, the editorial and business. A faculty publications committee composed of the principal and the advisor appoint the editorial and business staffs. In addition to the editor-in-chief and the business manager, the staff is made up of editorial assistants, photography editor, activities editor, sports editor and as many others as will be required on the staff. The requirements for all these appointments are a good scholastic standing, a sincere interest, and ability in the position for which selected. Membership is limited to select senior high students.

Peer Tutors

National Honors Society provides peer tutors. Students in need of peer tutors must see Miss Lundy in room 217 to sign up. Miss Lundy will then seek volunteers from NHS and students will meet during flex period or common study hall periods if possible.

Other Club

The following clubs, organizations, and activities are also open to membership:

Social Science Seminar	Key Club (pending advisor)	Spanish Club
Health Careers Club	Technology Student Association (TSA)	Math Honor Society
Arrowhead (Newspaper) Staff	Mock Trial	Theater Arts Club
Astronomy Club	Art Club	Science Honor Society
Academic Decathlon (pending adv)	Art Honor Society	School Musical
FBLA	Warrior Custom Cut	
Spanish Honor Society	Rho Kappa (pending advisor)	
School Play	English Honor Society (pending adv)	
Future Farmers of America (FFA)- <i>students must be enrolled in an Agriculture class</i>		

SALES

All sales (tickets, candy, yearbook, newspapers, etc.), are to be scheduled through the administration by the project advisor. Sales tax must be included on taxable items. Sales of fall play tickets, dance tickets, school publications, etc., (edibles excluded) will be encouraged during the three lunch periods. Advance notice of sales over the PA system will be made. An effort will be made to have only one drive in progress at a given time. Salespersons should always be businesslike and courteous at all times. No loud or boisterous disruptions will be tolerated.

FLEX PERIODS

- Activities will meet during flex period on days 2 or 4. Class meetings and Pathway of the Warrior brunches will try to be scheduled solely on Day 6. Refer to the Google Calendar to schedule meetings.
- Passes through Smart Pass will be required to attend class meetings.
- Students will report to their flex period for attendance before reporting to their scheduled activities. Students who are not scheduled for club meetings will remain in their flex periods or report for academic work as requested by the teacher.
- It is preferred that Day 6 be used as an academic period exclusively. This can include academically connected activities and co-curricular activities. Honor societies and service clubs should use Days 2 and 4.
- Students wishing to go to the Library during Flex period must receive a pass in advance from the Library staff.
- Students are to schedule passes from teachers before Flex period in order to report to their rooms during Flex.

QUEENS & KINGS/MR. MONTOUR

A student may only be one queen during any one academic year. Once a student participates in a court, they are not eligible for other courts throughout the school year. Students may turn down acceptance to a court. Organizations contemplating an election are to check with the office for details.

DANCES

All dances must be pre-approved by the administration. Dances are offered for students to relax and have fun with friends and peers in a safe environment. Multiple dances are organized throughout the school year for the student body to attend. The organizations may charge admission and are expected to sell tickets. The organization is responsible for setting up before the dance and cleaning up within 24 hours after the dance.

The organization sponsoring the dance may put a dress code in place and refuse entry to any student who does not abide by the dress code, regardless of whether the student paid for a ticket. A student who is refused admission due to a dress code violation is not entitled to a refund.

Crowd surfing will be reason for removal from the dance.

Any student bringing another student to a Montoursville Area High School sponsored dance must have a completed permission form, or the student's guest will not be permitted admittance. ***Students must be of high school age or older (9th grade and up). No one 21 years of age or older, will be permitted to attend the dances, this includes the prom. DO NOT ASK for an exemption.*** Permission forms can be picked up in the main office or [click here for a pdf of the form](#).

DISCIPLINE AND RESPONSIBILITY GUIDELINES

The Montoursville Area School District Code of Conduct shall apply to any student attending school, on district property, while riding buses, or while attending *any* school related function.

STUDENT RESPONSIBILITIES

- Attending school regularly and being on time for classes and other school functions.
- Making a conscientious effort in classroom work.
- Abide by school rules and regulations.
- Respect the rights of students, teachers, and administrators.
- Compliance with Commonwealth and local laws and school board regulations.
- Exercising proper care when using school facilities and equipment.
- Dressing and grooming to meet fair standards of safety and health.
- Not causing disruption to the educational process.
- Volunteering information in matters relating to health, safety, and welfare of the school community.
- Assisting school personnel in operating a safe and efficient program.
- Pursuing, and attempting to complete satisfactorily, the courses of study prescribed by the Commonwealth and the school board.

DISCIPLINE

The Montoursville Area School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This Code of Conduct serves as a guideline, and not the final authority, on matters of discipline. The high school administration has the authority in implementing this Code of Conduct. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The breach of discipline within the schools will usually fall into two major classes of offenses:

1. Violation of the rules of conduct of the school. (See Levels I and II)
2. Violation of rules of conduct of the school because they are a violation of state or federal law (a crime has been committed). (See Level III)

OFFENSES

Different offenses should require different responses. The following is a categorization of offenses into levels. The following examples are, by no means, all-inclusive.

Level I

- Unexcused lateness to school
- Unexcused lateness to class
- Horseplay or scuffling in class
- Loud, boisterous noise
- Running in classrooms, hallway, the cafeteria, locker rooms, etc.
- Throwing objects (pencils, erasers, etc.)
- Sleeping in class
- Public display of affection
- Failure to complete homework assignments
- Violation of classroom procedures established by the teacher

Level II

- Cheating or lying
- Cutting class
- Truancy
- Gambling
- Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
- Possession/use of non-instructional items (squirt guns and bottles, etc.)
- Acting in an insubordinate manner
- Failure to complete assigned detention
- Falsification of records, excuses, passes, etc.

- Leaving school grounds without permission
- Obscene language or gestures
- Littering
- Possession or use of tobacco or vaping products
- Excessive tardiness
- Continuation of unmodified Level I behavior

Level III

- Assault and/or battery on another student or school personnel
- Extortion
- Indecent exposure
- Intimidation: threat to student(s) and/or school personnel
- Theft/possession/sale of another's property
- Vandalism
- Fighting
- Violation of the vehicle code
- Arson or false alarms
- Bomb threats
- Possession and/or use of firecrackers or explosives
- Possessing deadly or offensive weapons
- Controlled substance abuse (drugs and alcohol)
- Commission of any other act punishable under the Pennsylvania Crimes Code

Important in any disciplinary code of conduct is an understanding of the penalties that may be enforced to provide a corrective measure to improve student behavior. The administration has the authority to apply the consequence in accordance with the Code of Conduct.

***The following disciplinary list is divided into three levels to correspond to the three levels of offenses.**

Level I

- Verbal reprimand
- Special assignment (relevant to the curriculum)
- Notification of parents or guardians
- Detention
- Saturday School detention

Level II

- Notification of parents or guardian
- Motivational Resource Center referral
- Saturday school detention
- Out-of-school suspension (Administration will call home.)

Level III

- Notification of parents or guardian
- Referral to MAP team for controlled substance abuse offense
- Motivational Resource Center referral
- Saturday school detention
- Notification of law enforcement officials
- Out-of-school suspension (Administration will call home.)
 1. Administration will call parents/guardians to notify them of the Out-of-school suspension.
 2. Students may not attend school functions during the suspension period.
- Expulsion

DETENTION

Detention is maintained for certain infractions of the rules. Bus students and students holding jobs are not excused from detention. The parents or guardian must assume the responsibility of transportation to their home on the specified date(s). Failure of the parents or guardian to assume this responsibility will necessitate the suspension of the student. For students serving morning detention, they must report to the school prior to 7:30am. It is the parent's responsibility to transport the student to school to serve the morning detention.

The following regulations apply to after school detention:

- A. Detention will be held Monday and Wednesday after school.
- B. Students will not be permitted to enter detention after 3:20 p.m. or leave before 4:05 p.m.
- C. Students will not be admitted to detention unless they have books (school materials) for study.
- D. Students will not be permitted to enter detention with anything to eat.
- E. Students in detention are not permitted to talk or study together.
- F. All students will be given a one-day advance notice of detention assignment.
- G. Any student who does not report for detention on the night assigned or is not permitted in detention because of any of the above stated regulations, may be called to the office the following morning for additional action.
- H. While detention may be assigned by a teacher, paraprofessional, or other staff, the administration makes the final determination on the number of days of detention. The administration may override the detention and assign a different consequence.
- I. Any student who, during the school year, serves a total of ten or more detentions will be called to the office for additional action and possible suspension.
- J. Students who fail to take detention within two school weeks of the assigned date will be placed in MRC.**

SCHOOL EXCLUSIONS

Students who willfully defy school rules or who do not fulfill their responsibilities are subject to exclusion from school. The types of offenses that could lead to school exclusion include:

- Constant disruption of school classes or functions.
- Failure to report for scheduled classes.
- Leaving school grounds without permission.
- Fighting or assaulting another student.
- Smoking, vaping, or chewing tobacco or other nicotine based products on school property.
- Irresponsibly damaging, defacing, or destroying school property.
- Assaulting a teacher or other school personnel.
- Possession and/or use of alcoholic beverages, controlled drugs and look-alike non-controlled drugs.
- Using profanity.
- Defiance of school authorities.
- Other offenses that disrupt the learning process or endanger the health and/or safety of the school community.

*General regulations pertaining to the students' rights and responsibilities are found in [Board Policy #233](#).

MOTIVATIONAL RESOURCE CENTER (MRC)

Following progressive discipline, there may be times that students are assigned full or partial days to our Motivational Resource Center (MRC) which offers in-house supports along with a highly structured and more restrictive environment that allows students to complete accountability requirements in lieu of out-of-school suspension. As with out-of-school suspension, students serving full-day accountability requirements in the MRC will lose the opportunity to participate in school related activities including extra-curricular practices. Those students assigned for ½ day or less of MRC, may attend after-school activities provided they do not have to leave MRC early to attend.

SATURDAY SCHOOL

To better meet the behavioral needs of every student who commits an infraction of the rules and regulations stipulated by school and board policy in the Montoursville Area School District, "Saturday School" has been added as a consequence to those currently used at the middle school and high school.

Saturday School serves a variety of purposes. First, it reduces the situations where students are abusing the consequence of after-school detention and suspension. Second, it applies pressure to those types of students who tend to "test the system" and to the general school population, letting all students know that having detention for three (3) hours on a Saturday morning is a costly consequence. Finally, it sends a message to parents that there is a "middle level" consequence for the behaviors for which students would traditionally be suspended—that their utmost cooperation with getting students to that Saturday School is expected.

Saturday School may be assigned (1) in lieu of accumulated unserved detentions for any infraction, or (2) at the discretion of the middle school and high school administration when an infraction is committed that warrants a Saturday time-period and not necessarily an after-school detention or suspension. The following guidelines apply to Saturday School detention:

1. Students must be quiet and working during the entire length of time, and no sleeping or any form of horseplay is permitted. No food or drink is permitted during the three hours.
2. Students are responsible for their own transportation to and from Saturday School.
3. Students are permitted one (1) lavatory break during the three-hour duration at the discretion of the proctor. Special circumstances requiring additional lavatory privileges must be discussed with the proctor prior to the placement.
4. The proctor will keep strict records of any disruptions or various disciplinary issues that may arise during the three-hour duration and will submit these records to the assistant principal the next school day.
5. Students who play sports or who are involved in any kind of activity and who are assigned Saturday School on a given date **MUST** serve that Saturday School and will forfeit their right to play or perform in that Saturday activity if the activity time conflicts with Saturday School hours.
6. After completing assigned work, the student will be expected to work on the assignments given to you. The student is responsible for getting assignments from the teachers and is responsible for bringing books and other necessary materials to Saturday School. **Students will not be permitted to visit their lockers before, during, or after the session.** If a student fails to do any of these assignments or if a student fails to bring any necessary books and materials, he/she will be removed from Saturday School and assigned out-of-school suspension.
7. Saturday School takes place at Montoursville Area High School in Room 317 from **8:30 a.m. until 11:30 a.m.** Students arriving after 8:30 a.m. will not be admitted and will face further disciplinary action. Enter the building through the front entrance. You must stay the entire time.
8. Talking or disruptive behavior will not be tolerated. If you become a disruption, you will be removed from the Saturday School and will be subject to further disciplinary action by the assistant principal. A reasonable attempt will be made to inform the parent/guardian of the student's removal from Saturday detention. If no parental contact can be made, the Montoursville borough police will be notified.
9. If a student is ill, (s)he must submit a **doctor's excuse** to the office on the first day the student returns to school following the Saturday School assignment. The excuse must cover the Saturday School date.
10. **Failure to attend Saturday School or a violation of any rule may result in a suspension from school for three (3) days the following week.**
11. **Completion of a Saturday School assigned for unserved detentions will remove up to three previously assigned detentions.**

SUSPENSION FROM SCHOOL

A student may be suspended from school for any conduct not approved by the faculty and administration. Any student who has been suspended must make satisfactory adjustment with the principal before reinstatement to the school. If satisfactory arrangements are not made, the case may be given to the school board. In this event, the board may permanently expel the student. Students may make up work missed as a result of suspension from school by the administration for disciplinary reasons. **Students may NOT attend school functions or be allowed on property during the period of suspension unless otherwise authorized by district administration.**

CORPORAL PUNISHMENT

On December 3, 2005, the State Board of Education revised its Chapter 12 regulations. Section 12.5 (Corporal Punishment) now prohibits the use of Corporal Punishment.

However, teachers and school authorities may use reasonable force under the following circumstances:

1. To quell a disturbance.
2. To obtain possession of a weapon or other dangerous objects.
3. For the purpose of self-defense.
4. For the protection of persons or property.

SEXUAL HARASSMENT

Board Policy #103

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. Both the federal Equal Employment Opportunity Commission and the Pennsylvania Human Relations Commission have attempted to define sexual harassment by issuing guidelines. The purpose of Montoursville Area School Board Policy #103 is to provide a working and learning environment free from sexual harassment. Sexual harassment is hereby prohibited. Furthermore, the purpose of the policy is to eliminate unacceptable behavior in the workplace without intruding on the friendly social relationships that flourish in a healthy work and school environment. Any sexual harassment allegations should be reported immediately to a counselor or principal.

BULLYING & CYBER BULLYING

Board Policy #218.3 (revised, Nov. 2021)

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

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

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

Bullying, as defined in this policy, includes cyberbullying.

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

The Board prohibits all forms of bullying by district students.

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

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.[4][5]

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

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

WEAPONS POLICY

Board Policy #218.1

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, non-chuck stick, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possessing – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

The Board prohibits students from possessing and bringing weapons and replicas of weapons at any time into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity. The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis. In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals with Disabilities Education Improvement Act.

- The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.
- The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.
- Each building principal shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Law enforcement protocol shall be developed in cooperation with local police departments and the Pennsylvania State Police.
- Acts of violence or possession of a weapon in violation of this policy shall be reported by the Superintendent to the Office of Safe Schools on the required form at least once each year.
- Students, staff and parents/guardians shall be informed at least annually concerning this policy.

Exceptions to these provisions shall be made for:

A weapon being used as part of a school approved program by the individual participating in the program.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.

All incidents involving prohibited weapons possession shall be reported to local law enforcement officers. Administrators will confiscate any article described in this policy and, if appropriate, submit it to a suitable law enforcement agency. All incidents involving expulsions for weapons possession pursuant to this policy shall be reported to the Pennsylvania Department of Education.

USE OF TOBACCO/VAPES/NICOTINE SALTS OR OTHER NICOTINE PRODUCTS

Students are not permitted to smoke, vape, or chew tobacco in the school building or on school property. The use or possession of tobacco or smoking, including the use of e-cigarettes and/or vaping on school property will result in the following disciplinary action:

- First offense—three (3) days of MRC in lieu of a filing with the local magistrate, the \$50 fine can be paid direct to MAHS; 500- word essay on the negative effects must also be submitted
- Second offense—three (3) days of out-of-school suspension; filing with the magistrate
- Third offense—ten (10) days of out-of-school suspension; filing with the magistrate
- Fourth offense—expulsion hearing before the school board; filing with the magistrate

PA Act 145 clarifies the School Tobacco Control Act in 35 P.S. Section 1223.5 for school districts and local justices. It is illegal for students to have in their possession any form of tobacco products including chewing tobacco. Possession or use of tobacco/nicotine products or smokeless tobacco by a student between the ages of six through twenty-one in a school building, a school bus or on school property owned by, leased by or under the control of a school district is a summary offense.

The possession and/or use of e-cigarettes/vaporizing device in the Montoursville Area School District is prohibited. Possession and/or use will result in the same consequences as outlined in Board Policy No. 222.

A student who commits an offense under this section shall be subject to prosecution initiated by the Montoursville Area School District Board Policy #222 and shall, upon conviction, be sentenced to pay a fine of not more than fifty dollars (\$50.00) plus court costs for the benefit of the school district in which such offending pupil resides.

DRUGS & ALCOHOL

It is a violation of school policy to possess, distribute, or be under the influence of any controlled substances during school hours, on school property, or at any school-sponsored event. Information received from other students, teachers, or citizens of the community may be used to determine the actual presences of controlled substances. With authorization of the superintendent or their designee, a trained dog, under the supervision of a specially trained law enforcement officer may be used for an inspection on or within school property or school buses to detect the presence of controlled substances.

When a controlled substance is detected, the administration will follow the procedures outlined below:

“Any student who, when under the authority of the school district, has alcohol or illegal drugs in his possession, or is deemed to be under the influence of alcohol or illegal drugs, or is engaged in the distribution or sale of alcohol or illegal drugs or attempt thereof, shall be suspended from school, as provided in the school board policy on Student Rights and Responsibilities (#227). School authorities shall turn over all evidence and/or information relative to such incidence of alcohol or illegal drug activity to appropriate police or juvenile court officials for disposition and investigation.”

It is also a violation of school policy to possess, consume, or distribute “look-alike” or non-controlled drugs. No student may make, possess, or supply to others any paraphernalia that may be typically used for drug use. Automobiles parked on school property may be searched if there is reasonable cause to believe a school rule has been violated. All violators of the above policy will be referred to the Montoursville Assistance Program (MAP) team.

Students choosing to participate in extracurricular activities or school-sponsored events, with regard to the use of alcohol, unlawful controlled substances “drugs,” including anabolic steroids, and criminal activity, still fall into a required set of minimum standards. For specific standards of participation for extracurricular and school-sponsored events, refer to Board Policies [#122.1](#) and [#123.1](#) which outline specific ineligibility for participation as well as referral to the Montoursville Assistance Program (MAP) team.

SCHOOL DRESS

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

Not Acceptable

1. Anything covering the head (hats, hoods, skull caps, sleep bonnets, etc.) will not be worn inside the building. An exemption will be made for religious purposes only.
2. All shirts/blouses or other “tops” must cover the top of the shoulder. Sleeveless blouses WILL be permitted. Muscle shirts, spaghetti straps, etc. will not be permitted.
3. Undergarments will be properly covered by appropriate clothing.
4. Clothing that inappropriately exposes body area, as with cropped tops that expose excessive midriffs, may not be worn.
5. Shorts, dresses and skirts must be worn so they naturally fall to mid-thigh or longer. At no point should buttocks be exposed.
6. Shorts, pants, dresses and skirts cannot have holes above mid-thigh.
7. Students wearing transparent blouses must wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted.
8. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
9. Long shirts/sweatshirts that completely cover shorts/skirts are not permitted.
10. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
11. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
12. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
13. Clothing containing vulgar or obscene messages may not be worn.
14. Chains (i.e. wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.
15. Bandanas, skull caps, wave caps and/or dew rags are not permitted to be worn or publicly displayed

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. **The principal, assistant principal, and teachers of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school.** Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

ASSEMBLY CONDUCT

The administration asks that you be particularly alert and courteous during assemblies. Everyone will quickly proceed to their seat in the auditorium. Moving a large number of students in or out of the auditorium can consume too much time if students loiter, talk, socialize, etc. During the program, be very aware of your behavior.

1. Never whistle, yell, or make verbal remarks of approval or disapproval.
2. Applaud at the proper time.
3. Do not talk to your neighbor(s).
4. Be aware and considerate of other people and events, especially the performers and guests.
5. Misconduct may result in the suspension of future assembly privileges.

STUDENT LOCKERS

Lockers are located in the halls for student use. Lockers will be assigned on an as-needed basis. You are not to use any other locker except the one assigned to you. Locker assignments may not be changed without the approval of the office staff. Lockers will be assigned to students for the proper storage of school materials and clothing. **Liability for all items, including textbooks, becomes the responsibility of the student.**

School lockers are the property of the Montoursville Area School District. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. **Student lockers may be searched if the administration feels that a locker contains unauthorized materials or substances that may pose a threat to members of the student body or school staff.** If anything illegal is found in a student's locker, it will be confiscated. A student may be disciplined based upon anything found in a locker, or the contents or contraband may be turned over to the police.

Lockers located in the band room area are to be used for musical instruments and band-related materials only. Students are not to loiter in the band room locker area before school, at lunch, or after school. Students are not to be in this area without a permission slip. Students are not to eat in this area.

Lockers located in the locker rooms are provided. Students can rent a lock from the PE teacher for storing clothes, shoes and hygiene products for PE class. Students assume all responsibility for any items left unattended and unlocked in the locker room.

POSTING ADVERTISEMENTS

Advertisements of any kind will only be posted on bulletin boards upon approval of high school administration.

PSP DRUG DETECTING DOG SEARCHES

The school reserves the right to bring in the Pennsylvania State Police Drug Canines for periodic searches of the building lockers and open common areas. During these searches, the school will go into lockdown and student movement will be restricted. The dogs are not used to search individual students, backpacks, or classrooms.

SCHOOL SURVEILLANCE/CAMERA NOTICE

District Transportation

Students and parents/guardians should be aware that Montoursville Area School District school buses and vans have cameras monitoring bus/van passengers. The cameras record both video and audio at different locations throughout each bus. Camera recordings are reviewed by school officials for discipline and safety purposes and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions while on school buses/vans will be recorded; therefore, they should have no expectation of privacy when riding school buses/vans. Riding school buses/vans constitutes consent to the recordings by the surveillance cameras.

School Buildings/Properties

The Montoursville Area School District uses electronic video surveillance system in its schools. This system covers the interior and exterior of the district's buildings and grounds to protect district property and ensure the safety of students, staff, community, and visitors. District surveillance cameras will only be utilized in public areas where there is no reasonable expectation of privacy and in areas deemed to be at risk for either vandalism or student misconduct. Any activities detected through use of video surveillance cameras that present a violation of school rules, breach of security, or possible criminal activity will be reported immediately to the appropriate authority and appropriate disciplinary action will be administered and/or criminal charges filed consistent with Board policy and procedures. Appropriate signage will be posted at entrances to the school campus and/or at major entrances into school buildings notifying students, staff and the general public of the District's use of surveillance cameras.

CAFETERIA

Board Policy #808

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered daily at a reasonable price. Students who carry their lunches also will have a place in the cafeteria to eat. Students are not permitted to charge any food to their lunch accounts per Board Policy #808. No food will be taken from the cafeteria.

Students must adhere to the following guidelines:

1. Students are to be seated as directed by the cafeteria monitors.
2. Students can be assigned seats by the lunch monitor if the monitor determines there is a behavior problem occurring.
3. The lunch monitors from the cafeteria will dismiss students.

Any violation of cafeteria guidelines may result in alternative lunch, loss of cafeteria privileges, and/or suspension from school.

The cafeteria management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in the proper receptacles.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place clean for others.
4. Depositing all recyclables in the proper bins.
5. Consuming all food and beverages in the cafeteria. No open beverage containers are to be brought into the school.

DIGITAL TECHNOLOGY

Digital Technology shall mean all forms of digital technology including hardware, software and digital services of any nature and kind. This includes computers, VPNs, servers, networks, programs, software, digital files, folders, data and records of any nature, the Internet, cell phones, modems, voicemail, email, wikis, blogs, and such similar technologies.

1. The digital technologies must be used for educational purposes only. Personal use of any kind is prohibited.
2. The use of digital technologies within the classroom is at the discretion of each individual classroom teacher.
3. No district data, applications, or software of any kind may be loaded on the digital technology without the permission of the District Technology Coordinator.
4. The district is not responsible for theft, damage, content, or maintenance of student-owned devices.
5. The personal use of cell phones during the day is prohibited. **Cell phones are NOT permitted during the functional school day.** All cell phones are to be placed in a Yondr pouch and locked for the duration of the school day. After the last bell of the day, students may use the unlocking devices placed at the main entrance to the building.
6. Students are not permitted to use any personal laptops, iPads, Kindles, or other related technology during the school day. Exemptions may be granted for students enrolled in a dual enrollment course that is not compatible with the student's school issued Chromebook; these will be handled on an individual basis and a special exemption form will be provided. The student should be able to show this form at any time upon request by a staff member.

DEVICE CARE

Each student will be assigned a Chromebook and charger for school purposes only. Students are responsible for the proper handling of their own Chromebook and charger. In the event of damage to the device or charger, an invoice for repair/replacement will be sent to the student. Device insurance can be purchased from the technology department for each student. Insurance covers accidental damage only.

Chromebooks are the property of Montoursville Area School District, and device activity is monitored to ensure proper and safe use of the device. Students are to return both the Chromebook and charger at the end of each school year. An invoice will be sent to the student for any device or charger not returned.

YONDR POUCHES

To support a focused, respectful and engaged learning environment, MASD implemented a policy to manage cell phone use during the school day. While we recognize that smartphones are a part of everyday life, we also know they can become a source of distraction in the classroom, as well as barriers to meaningful interaction with peers and teachers. The purpose of using Yondr pouches is *not* to punish or control, but to help students remain present and make the most of their time at school. Each student is assigned a Yondr pouch.

Following morning announcements, students at MAHS are required to “pouch” their phones in district-provided Yondr pouches. They may unlock their phones **only** with administrative discretion, and at the end of the school day at the HS exits. This process encourages students to focus on learning, face-to-face communication, and healthy social interaction without the constant interruptions of notifications, texts, and social media.

Ultimately, the goal is to help every student succeed – both academically and personally – by creating an environment where focus, respect, and community can thrive.

If a student does not have their phone pouched, the teacher has been directed to send the student to the office. Students are expected to comply; failure to do so is considered insubordination.

- **First Visit:** The student will place their phone with an administrator in a phone holder, where it can be retrieved at the end of the day; the student may pick their phone up at the end of the school day without consequence
- **Second Visit:** The student will place their phone with an administrator in a phone holder, where it can be retrieved at the end of the day **BY THAT STUDENT’S PARENT(S)**.
- **Subsequent Visits:** The student will place their phone with admin in a phone holder where it can be retrieved at the end of the day **BY THAT STUDENT’S PARENT(S)**, student will receive one (1) detention

GENERAL INFORMATION

This section provides general information regarding services provided by the school and procedures for various items regarding the school.

MESSAGES

When an emergency or urgent matter occurs, we will make every effort to contact students. Parents are encouraged to contact the office if a parent needs to inform their student of an urgent matter.

SECURITY

The high school has a security system complete with video cameras. Alarms are on all exterior doors. The other doors will be locked to provide additional security and monitoring of students, visitors and guests entering the building. **ALL STUDENTS will enter through the front entrance.**

SCHOOL RESOURCE OFFICERS

The Montoursville Area School District and the Montoursville Borough jointly employ Officer Marcus Watkins to serve in the capacity of school resource officer at all of its District facilities.

TELEPHONE SERVICES

Telephone service is available for students in the office. Students are to have their phones inside their Yondr pouches during school hours unless otherwise directed.

HALL PASSES

To be in the hall at any time other than when classes are passing, a student must have a pass. MAHS uses an electronic hall pass system known as SmartPass. Students can access SmartPass from their Chromebooks and create a pass for themselves that the staff member will need to approve, or a staff member can create a pass for a student using the classroom computer.

SCHOOL INSURANCE

A school accident insurance policy is available to all students. The policy insures against expenses incurred as a result of accidental bodily injury. Additional information may be obtained from the office.

WITHDRAWAL FROM SCHOOL

Any student who moves or leaves school for any reason must obtain a withdrawal slip from the counseling office. This slip must then be completed, signed by the teachers, and returned to the counselor before the student may leave school.

MONTOURSVILLE ASSISTANCE PROGRAM (MAP)

The Montoursville Assistance Program is a way to identify teenagers who are having school-related problems because of drug or alcohol use or who are at risk of suicide and other mental health problems. It is a method for intervening and referring students to appropriate community services. For further information, contact the Counseling office.

LISTS TO MILITARY RECRUITERS

In accordance with **Act 10 of 1991** of the General Assembly of Pennsylvania, the Montoursville Area School District will make available, upon request, a list of students to armed forces recruiters. The listing will include the student's name, home address, and, if published, telephone number. A written request from the student to Mrs. Ronda Albert, the high school principal, to exclude a student's name will be honored. This request should be submitted to the high school office within 21 calendar days from the first day of school.

WORKING PAPERS

"Working papers" are issued in the Main Office located within the high school at 700 Mulberry St, Montoursville, PA 17754. Students 14 years or older may secure working papers through the following process:

1. One parent must present a birth certificate to the Office Secretary.
2. The parent must complete the working papers form.
3. The school will issue the working paper which the student must sign.

PERMISSION TO DRIVE

All students who live over the legal walking distance from school are transported by a contracted school bus; hence, driving to and from school and for regular school functions is a privilege, not a right.

PARKING FACILITIES

Parking facilities for students are available in the designated area in the north parking lots. A student wishing to secure a permanent parking space for the year will be required to pay a \$20.00 fee to register the vehicle. Students with passes are assigned a specified spot at random and should be the only vehicle in that space. Registration will include the make, model and color of the vehicle; the license plate number; the owner's name; and the student's name, address and phone number. Additionally, students will be expected to furnish a current driver's license and registration information. Student vehicles parked in unauthorized areas will be towed away at the student's expense. Students are not to be in any cars between 8:15 am and 3:15 pm.

DENTAL AND HEALTH EXAMS

- Each year the board designates a doctor and a dentist for medical and dental needs.
- The school employs a school nurse.
- The state requires the eleventh-grade students to have a medical examination.
- Students wishing to visit the health room must receive a pass from the teacher to do so. Emergencies are the exception.
- Medication is not available to students in the nurse's office. Students who must take medication during the school hours should consult the school nurse and School Board Policy [No. 210.](#)
- Any student sent home or taken home must sign out at the nurse's office or the main office.

FERPA & HIPPA ACKNOWLEDGEMENT

I understand that the Montoursville Area School District follows the Federal guidelines for confidentiality as regulated by FERPA and HIPPA. By signing below, I allow the school district to share information with appropriate school staff on a need-to-know basis and only if it affects the education of my child.

In accordance with the Federal Law (HIPPA), regulating the sharing and transmission of health information, MASD requires parental/guardian permission to share health information of each student. The following are ways we are protecting the privacy of our students:

- Parental/Guardian consent is needed to share health information.
- By following our confidentiality policy, we will not discuss health information of students with other parents. (So please don't ask.)
- Health information will be sent in a sealed "confidential" envelope.
- All health record files are locked.
- Health conditions such as allergies and asthma will be given only to the teacher with direct contact with the student only if parental/guardian consent has been obtained.
- The school district will avoid sending health information via email if possible. If sending, a disclosure statement will be used.
- When sending a fax, a "confidentiality request" will be included. The individual receiving the information will be notified that it is being sent.
- Phone conversations regarding health information will be conducted privately.
- The nurse will be present when printing or photocopying health information.
- Faculty/staff will avoid casual conversation regarding health information in the halls and other public areas.

LIBRARY POLICIES AND RESOURCES

- Access :** The library is open every school day from **8:00 AM to 3:30 PM**. Students may access the library from flex period, study hall, lunch, or with a classroom teacher for independent study, computer use, make-up work, or tests. Except when accompanied by a classroom teacher, students are required to have a pass.
- Loan Policies:** Regular library materials may be signed out for a **three week** loan period. Reference materials are signed out for overnight use. AV materials are signed out for one week.
- Overdues:** Students will be charged a \$.10 per school day for overdue library materials. There is a \$.25 per school day charge for overdue devices and chargers. Overdue notices are emailed to the students individually.
- Renewals:** Any library material may be renewed up to **three** times, unless that material is on reserve for another patron. Students may renew their records **without having the materials present**.
- Reserves:** Students may reserve any library materials at any time. When reserve materials become available, notices will be sent to student's via email.
- References:** MAHS Library offers a wide selection of print and non-print references. Access the library's electronic references and web-based card catalog by selecting the Montoursville Home Page at <http://www.montoursville.k12.pa.us> and the high school library web page. MLA format for works cited and parenthetical references are also located on the high school library web page. Montoursville is a member of AccessPA and its POWER library, which can also be accessed from the library web page.
- Donations:** Montoursville Area High School gladly accepts the donation of new or gently used books. The books must support the school's curriculum. Old encyclopedia sets, textbooks, and National Geographic are not accepted. Memorial books will have a book plate inserted inside the front of the book, as well as a "Memorial Book" label placed on the outside of the book.

TESTING

Following are brief test descriptions with which all students should become acquainted:

SAT **SAT (College Board, Educational Testing Service).**

Most colleges for admission require this test. This is a verbal and mathematical ability test. The preferred test date is spring of the student's junior year. This date is also essential for prospective Penn State applicants. The test may be taken again in October, November, or December of the senior year, if desired, or in June between the junior and senior year. For steps on how to register, see school counselor.

Subject Test Check the college requirements for Subject Tests. This is a subject matter type test and should be taken at the most opportune time in relation to courses in progress or completed by the student.

ACT **American College Testing** Program, (Iowa City, Iowa). This is required by many colleges west of the Mississippi River and in the south for admission; it is accepted by most other colleges in lieu of SAT (check website).

PSAT **Preliminary Scholastic Aptitude Test** (College Board, Educational Testing Service). This test is recommended for sophomores and juniors who will be possible college applicants. It is given only in October of a student's sophomore or junior year. All juniors will take the PSAT in October of junior year.

NMSQT **National Merit Scholarship Qualifying Test.** This test is combined with the PSAT. It qualifies outstanding academic students for merit scholarships.

Keystones **Pennsylvania's Keystone Exams**

The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, Literature, and Biology.

The Keystone Exams are one component of Pennsylvania's system of high school graduation requirements. Keystone Exams will help school districts guide students toward meeting state standards

ASVAB **Armed Services Vocational Aptitude Battery Test.** This test evaluates a student's strengths on what they know and their propensity to learn different areas to help identify potential career opportunities. This test is administered to all sophomores in the fall and a satisfactory score can be used to meet a pathway to graduation.

AP ***Students enrolled in AP Courses are strongly encouraged to take the AP examinations.***
Student should refer to the individual school's information on what AP score they will accept for each test.

COUNSELING DEPARTMENT

The Montoursville Area High School Counseling Department is an integral member of an educational “team” composed of faculty and administration. The department’s basic goals are to facilitate maximum self-awareness, self-direction, and self-development on the part of the student, as well as to promote personal/social adjustment and educational/vocational decision-making.

Students will be involved in individual interviews with their counselor during the school year. These interviews are of a personal nature and will be held in the strictest confidence. Any time a student desires to speak with a counselor, it is only necessary to arrange an appointment. Counselors will also be willing to schedule appointments with parents, students, and/or faculty members at a time that is convenient with the parties involved.

As often as possible, interviews will be arranged during a student’s study periods. There will, however, be times when it will be necessary for a student to miss a class. It is the student’s responsibility to make up any work missed and to arrange a more suitable time for the interview, if a test is being given at that time.

In addition to individual interviews, a number of classroom presentations will be given on various topics throughout the school term. Also, a battery of several standardized tests will determine student aptitude and achievement levels. All standardized test results will be interpreted for the students on an individual basis or in small groups to ensure student comprehension of the results.

College Entrance Exams are given to interested juniors and seniors at other high schools in the area. Arrangements to take these tests may be made in the counseling offices. Most colleges require the College Board’s SAT or the ACT for admission. Some colleges also require the College Board’s SAT Subject Tests. Students are advised to refer to the catalog of the college of their choice to determine which tests are required for admission. Pertinent and timely information regarding these tests will be distributed and announced periodically by the counseling department.

CONFIDENTIALITY

Student confidentiality is important to us and, as school counselors, we follow all professional standards as well as federal and state laws. All information shared is confidential except in the instances of the suspicion of abuse or neglect, harm or threats to harm self or others, and any court order or other legal proceedings. These exceptions to confidentiality are required by law.

CHAPTER 339

According to PA School Code,” Title 22 Chapter 339 Career and Technical Education Standards require all schools that either have PDE-approved career and technical education programs or send their grades 9-12 students to another school for PDE-approved career and technical education program instruction to have a K-12 Guidance Plan.”

STUDENT RECORDS

Information contained in the student's permanent record folder is considered confidential information and is not released to outside agencies (employers, college admission offices, etc.) without the student's or parent's written permission. Proper forms are available in the counseling or main office to grant permission to school officials to send transcripts to colleges or release information to a third party. The full text governing students' records is available in the library.

SOCIAL SECURITY NUMBER

If parents or students have not already secured a social security number, students should plan to do this as the beginning of their junior year. The number will be needed for approaching tests and other reasons.

JOB SHADOWING

Professional job shadowing opportunities are available to all students in the school. This program is designed to expose students to actual work environments. Each interested student will have an opportunity to spend time in a non-paid, realistic portrayal of a "day in the life" of his/her career choice. Students are expected to use the experience to gain insights into the knowledge, skills, and values needed to become a contributing member of a business and in his/her future life in the "real" world. A complete set of the necessary forms and materials is available in the office.

APPENDICIES

Board Policy 815: Acceptable Use of Digital Technologies

Code 815

Status Active

Legal 1. 47 U.S.C. 254

2. 20 U.S.C. 6777

3. 47 CFR 54.520

17 U.S.C. 101 et seq

18 Pa. C.S.A. 5903

18 Pa. C.S.A. 6312

18 U.S.C. 2256

24 P.S. 1303.1-A

24 P.S. 4601 et seq

24 P.S. 4604

Pol. 103, Pol. 104, Pol. 218, Pol. 218.2, Pol. 218.3, Pol. 220, Pol. 233, Pol. 237, Pol. 248, Pol. 317, Pol. 348, Pol. 417, Pol. 448, Pol. 517, Pol. 548, Pol. 814

Adopted August 10, 2004; Last Revised August 11, 2020

Purpose

The Board recognizes the need to establish rules and regulations for the use by students, staff and other authorized users of district-owned or issued technology resources, consistent with the educational and operation goals of the district.

Definitions

For purposes of this policy and the accompanying administrative guideline, **district-owned or issued technology resources (district technology resources)** shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the district;
2. All district telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
3. All district-owned or issue hardware devices such as computers, laptops, tablets, telephones, cellular phones, fax machines, printers, copiers, scanners, etc.;
4. All web-based and cloud-based storage; and
5. Web and cloud-based applications provided by the district through a third party.

Delegation of Responsibility

The Superintendent or designee shall develop and implement administrative guidelines, consistent with the general guidelines listed below, governing the acceptable use of district technology resources.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Guidelines

The use of district technology resources shall at all times be in accordance with applicable law and other Board policies and administrative guidelines.

The use of district technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board policy or the accompanying Administrative Guideline.

District technology resources shall be used primarily for school, district employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this policy and the accompanying administrative guideline, and further provided that such limited incidental personal use does not interfere with and is not disruptive to district or school

operations or another user's use of district technology resources.

The district reserves the right to monitor, track, and document use of any activity conducted on, over, and through district technology resources to the extent permitted by law.

The district further reserves the right to prevent unauthorized, inappropriate or illegal use of district technology resources, and to administer appropriate discipline to users who violate this policy or the accompanying administrative guideline.

Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, collective bargaining agreement, or Board policy/administrative guidelines, as appropriate under the circumstances.

Users of district technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through district technology resources.

The district has the ability to collect, track and store data, such as IP addresses which identify technology devices using and communicating over and through the district's network and other district technology resources. The district reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

Procedures regarding the individualized search of district technology resources when the district has reasonable suspicion that a user of district technology resources has violated the terms of this Board policy or the accompanying administrative guideline shall be included in the accompanying administrative guideline.

The availability of information on district technology resources does not imply endorsement by the district of such content, nor does the district guarantee the accuracy of such content.

The district shall not be responsible for any information lost, damaged or unavailable while using district technology resources.

The district will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing district technology resources.

Users of district technology resources shall immediately report any violations of this policy or the accompanying administrative guideline to their building principal, immediate supervisor, or the Supervisor of Information Technology.

Users of district technology resources may be required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this policy and the accompanying administrative guideline.

[815AG Acceptable Use of Technology.pdf \(383 KB\)](#)

[815A Acceptable Use of Technology Employees.pdf \(156 KB\)](#)

[815B Acceptable Use of Technology Students.pdf \(94 KB\)](#) §

[815C Acceptable Use of Technology 1to1 Agreement.pdf \(135 KB\)](#)

Board Policy 218.1: Weapons

Status: Active

Legal:

[1. 24 P.S. 1317.2](#)

[2. Pol. 233](#)

[3. 20 U.S.C. 1400 et seq](#)

[4. 24 P.S. 1303-A](#)

[5. 20 U.S.C. 7151](#)

[6. 20 U.S.C. 7114](#)

Administrative Regulation - 218.1 - AR

Adopted: August 10, 2004

Purpose: The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions:

- **Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, non-chuck stick, firearm, shotgun, rifle, replica of a weapon, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)
- **Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority: The Board prohibits students from possessing and bringing weapons and replicas of weapons at any time into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school sponsored activity.[\[1\]](#)

The school district shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility: In the case of a student with disabilities, the Superintendent shall take all necessary steps to comply with the Individuals With Disabilities Education Act.[\[3\]](#)

The Superintendent or designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.[\[1\]](#)

The Superintendent or designee shall report all incidents relating to expulsion for possession of a weapon to the Department of Education.[\[1\]](#)

Each building principal shall be responsible to develop a memorandum of understanding with local law enforcement officials that sets forth procedures to be followed when an incident occurs involving an act of violence or possession of a weapon by any person on school property. Law enforcement protocol shall be developed in cooperation with local police departments and the Pennsylvania State Police.[\[4\]](#)

Acts of violence or possession of a weapon in violation of this policy shall be reported by the Superintendent to the Office of Safe Schools on the required form at least once each year.[\[4\]](#)

Guidelines: Students, staff and parents/guardians shall be informed at least annually concerning this policy.

- Exceptions to these provisions shall be made for:
 1. A weapon being used as part of a school approved program by the individual participating in the program.

Transfer Students: When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[1\]](#)

Board Policy 123.1: Ineligibility Based on Use of Controlled Substances or Criminal Activity

Status: Active

Legal: Pol. 227, Pol. 236

Adopted: August 10, 2004; Last Revised: August 9, 2022

Prior Revised Dates: 8/10/2010

Purpose: The Board expects reasonable and responsible behavior from all members of the student body. For students who choose to participate in any extracurricular activities or school-sponsored events, the School Board recognizes that coaches or advisers have the right and are expected to establish and enforce their own rules regarding behavior. However, with regard to the use of alcohol, unlawful controlled substances ("drugs"), including anabolic steroids, and criminal activity, the School Board wishes to establish certain minimum standards.

Authority: The Board believes that students who wish to participate in these activities, and who therefore act as role models for other students and representatives of the district in the community, should be expected to refrain from using alcohol, drugs, or engaging in criminal activity. Therefore, students who use alcohol or drugs or are convicted of misdemeanors or felonies shall be subject to the conditions stated below.[1]

Definition

- For purposes of this policy, an **adjudication of delinquency** by a juvenile court based upon a finding of commission of an act that violates the Pennsylvania Crimes Code shall be considered the equivalent of a conviction.

Guidelines: Any student, who, on the first offense:

1. Is observed or is known to have been drinking/in the possession of alcohol, or using/in the possession of drugs by any school employee or others having the authority in such matters or is convicted of any type of misdemeanor or felony shall be:
 - a. Ineligible for participation in any event or extracurricular activity on school property outside of the school day for thirty (30) calendar days. This includes, but is not limited to sports, sporting events, dances, prom, walking at graduation, etc. The date of ineligibility shall begin on the latter of:
 - i. the date of the infraction/conviction.
 - ii. the date on which the high school administration learns of the infraction/conviction.
2. The student may participate in extracurricular activities outside of the school day if s/he completes the following:
 - a. The 30-calendar days suspension is completed.
 - b. The student will undergo a student assistance referral to the MAP team.
 - c. The student will follow through with the recommendations of the counselor.

- d. The student will submit a letter from the drug and alcohol counselor stating that s/he complied with the recommendations of the counselor and has completed any necessary requirements as outlined to the student.

Subsequent violations will result in exclusions from participating in any event or extracurricular activities for the remainder of the school year.

Any student in violation of this policy during a time before the beginning of the school year will begin suspension on the first student day of the school year.

Delegation of Responsibility: Nothing contained in this policy shall be construed to limit the ability of a coach or extracurricular adviser from imposing greater sanctions than those set forth in this policy, which are intended as minimum sanctions. A coach or adviser may impose longer or additional sanctions, regardless of whether the incident occurred during the time when the interscholastic athletic activity or extracurricular activity was in operation.

42 U.S.C. § 11431 et seq.

Date of Issue: February 3, 2010

Date of Review: December 10, 2016, August 19, 2015, September 1, 2011

Purpose

In 1987, Congress passed the Stewart B. McKinney Homeless Assistance Act, (subsequently renamed the McKinney-Vento Homeless Assistance Act) to aid homeless persons. The Act defines the term "homeless children and youths" as individuals who lack a fixed, regular, and adequate nighttime residence. On December 10, 2015, the Every Student Succeeds Act (ESSA) was enacted, amending McKinney-Vento.

Procedures

This Basic Education Circular (BEC) explains the categories of children who are "homeless" and entitled to the protections of the federal law. These categories include:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
2. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. "migratory children" who qualify as homeless under federal law because the children are living in circumstances described in clauses (i) through (iii) above. The term "migratory children" means children who are (or whose parent(s) or spouse(s) are) migratory agricultural workers, including migratory dairy workers or migratory fishermen, and who have moved from one school district to another in the preceding 36 months, in order to obtain (or accompany such parents or spouses in order to obtain) temporary or seasonal employment in agricultural or fishing work; and,
5. "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian." This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any other reason.

Communication and collaboration among education and child welfare professionals is critical to support school stability and continuity for children in out-of-home care. The law requires child welfare and local education agencies to work together to promote school stability and continuity including trying to ensure children remain in the school in which they were enrolled at the time of placement when it is in their best interest. Best practice would suggest that decisions be made collaboratively between school personnel, child welfare agencies and any other individual involved in the child's case including the child, resource parent, child advocate and attorney. It is imperative that caseworkers and school district administration and staff work together to help ensure the educational progress of all students.

Under the Pennsylvania Education for Homeless Children and Youth State Plan, homeless children are defined as "children living with a parent in a domestic violence shelter; runaway children and children, and youth who have been abandoned or forced out of their home by parents or other caretakers; and school-aged parents living in houses for school-aged parents if they have no other available living accommodations."

The McKinney-Vento Act states that it is the policy of Congress that state educational agencies shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths 42 U.S.C. §

11431. Specifically, 42 U.S.C. § 11432(g) (3) (A) indicates that the local educational agency (LEA) shall, according to the child's best interest: In accordance with Section 722 (g) (3) (B) (ii), the local educational agency:

1. must presume that keeping a homeless child or youth in the school of origin is in the child's or youth's best interest unless doing so is contrary to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth;
2. must consider student-centered factors related to a child's or youth's best interest, giving priority to the request of the child's or youth's parent or guardian, or (in the case of an unaccompanied youth) the youth; or
3. if the LEA determines that it is not in a child's or youth's best interest to attend the school of origin, or the school requested by the parent, guardian, or unaccompanied youth, it must provide a written explanation of the reasons for its determination, in a manner and form that is understandable.

According to the McKinney-Vento Act the term "school of origin" means the school the child or youth attended when permanently housed, or the school in which the child or youth was last enrolled. 42 U.S.C. § 11432(g) (3) (G).

Homeless Students Residing in Shelters, Facilities or Institutions

Section 1306 of the Pennsylvania Public School Code (24 P.S. §13-1306) deals with the public school admission of nonresident students living in shelters, facilities or institutions. Implementing regulations for Section 1306 are found in Section 11.18 of the State Board of Education regulations. 22 Pa. Code § 11.18 (a) addresses the public school admission of nonresident children who live in an institution, shelter or custodial care facility:

1. *The board of school directors of a school district in which there is located a licensed shelter, group home, maternity home, residence, facility, orphanage or other institution for the care or training of children or adolescents, shall admit to the district's public schools school age children who are living at or assigned to the facility or institution and who are residents of the district or another school district in this Commonwealth.*

22 Pa. Code § 11.18, as it applies to homeless children and youth, includes within the definition of "licensed shelter" those facilities which provide temporary shelter for a specified, limited period of time. Therefore, children in temporary shelters and children who "lack a fixed, regular, adequate night time residence" – homeless children – are entitled to free school privileges from either the school district in which their person or the shelter is located or the school district of origin.

Homeless Students Not Residing in a Shelter, Facility or Institution

Homeless students may reside in hotels, motels, cars, tents or temporarily doubled-up with a resident family because of lack of housing. In determining residence and in the case of homeless children, equating "residence" and "domicile" (home) does not apply. They are presently unable to establish "homes" on a permanent basis. Homeless families are not required to prove residency regarding school enrollment. These students should be enrolled without delay, in the district where they are presently residing or continue their education in the district of prior attendance.

Children experiencing homelessness are often highly mobile and may not stay in the same school district each night or each week. This is particularly true regarding children who stay overnight in vehicles, those who stay

with different family members or friends, or those who receive services from agencies, organizations or networks which facilitate overnight accommodations in multiple school districts. These children should not be forced to change school districts every time their overnight accommodations change. Rather, these children are entitled to attend school in any school district where a parent, guardian, an adult caring for them or where an unaccompanied child:

- Spends the greatest percentage of his or her time; or
- Has a substantial connection such as where he or she is
 - regularly receiving day shelter or other services involving any of the 16 McKinney-Vento Activities (42 U.S.C. 11433(d)) for individuals who are homeless;
 - conducting daily living activities; or
 - staying overnight on a recurring basis.

This policy helps maintain continuity and school stability for homeless children in compliance with the McKinney-Vento Act.

The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is fully resolved by a McKinney-Vento coordinator, state coordinator, through mediation or in court.

School Placement

The McKinney-Vento Act requires that, "local educational agencies will designate an appropriate staff person, who may also be a coordinator for other federal programs, as a local educational agency liaison for homeless children and youth." This person has the following responsibilities:

1. Identify homeless children and youths with assistance by school personnel and through coordination activities with other entities and agencies.
2. Inform parents or guardians of educational rights and related opportunities available to their children, including Head Start programs (including Early Head Start programs), early intervention services under Part C of the IDEA, other preschool programs administered by the LEA, and provide them with meaningful opportunities to participate in the education of their children.
3. Disseminate public notice of the educational rights of homeless students where children and youths receive services under the McKinney-Vento Act (such as schools, family shelters and food pantries).
4. Mediate enrollment disputes in accordance with the Enrollment Dispute section.
5. Inform the parent or guardian of a homeless child, youth and any unaccompanied youth, of all transportation options, including to the school of origin, and assist in accessing these transportation services.
6. Liaisons are required to ensure that unaccompanied youth are immediately enrolled in school pending resolution of disputes that might arise over school enrollment or placement.
7. Liaisons are required to assist children and youths who do not have documentation of immunizations or medical records to obtain necessary immunizations or necessary medical documentation.
8. Understand the guidance issued by the Pennsylvania Department of Education (PDE) for the education of homeless students and be ready to explain the BEC related to homeless education to school district staff.
9. Get to know the best resources in their community to assist families with referrals for things such as shelter, counseling, food and transportation.
10. Distribute information on the subject of homeless students and arrange staff development workshops and presentations for school personnel, including office staff.
11. Provide standard forms and information about enrollment procedures and key school programs to each shelter in their district.

12. Become familiar with the various program materials that are available from PDE.
13. Ensure that public notice of the educational rights of homeless students is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchen, in a manner and form understandable to the parents and guardians and unaccompanied youth.
14. Liaisons must collaborate with a school district's special education program to ensure that homeless children who are in need of special education and related services are located, identified and evaluated. This is a requirement under the Individual with Disabilities Education Act (IDEA), which mandates that highly mobile children with disabilities, including homeless children, be identified and served. Liaisons should also ensure that homeless youths who have or may have disabilities have a parent or a surrogate parent to make special education or early intervention decisions. In the case of unaccompanied homeless youth, if a student is disabled or may be disabled and the youth does not have a person authorized to make special education decisions, the following people can be temporary surrogate parents: staff in emergency shelters; transitional shelters; independent living programs; street outreach programs; and state, local educational agency or child welfare agency staff involved in the education or care of the child. This rule applies only to unaccompanied homeless youth.
15. Liaisons should also identify preschool-aged homeless children by working closely with shelters and social service agencies in their area. In addition, the liaison should inquire, at the time they are enrolling homeless children and youths in school, whether the family has preschool-aged children.
16. Liaisons can identify unaccompanied homeless youth while respecting their privacy and dignity by providing specific outreach to areas where eligible students who are out of school may congregate.
17. Liaisons ensure that unaccompanied youths are enrolled in school, and have opportunities to meet the same challenging state academic standards as the state establishes for other children and youths, are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (HEA) (20 U.S.C 1087vv), and their right to receive verification of this status from the local liaison.

Appropriate school placement arrangements, based on the child's best interest, should be implemented through the cooperative efforts of the respective chief school administrators. Each case presents a unique set of circumstances and, therefore, requires an individualized response. In all cases, the LEA shall comply, to the extent feasible, with the request made by a parent or guardian regarding school selection, shall attempt to minimize disruptions and shall maintain the highest possible degree of continuity in programs for all homeless students. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

Homelessness alone is not a reason to separate students from the mainstream school environment. Homeless children and youths should have access to education and other services that they need to ensure that they have an opportunity to meet the same challenging state student performance standards to which all students are held.

In determining the *best interest* of the child or youth under McKinney-Vento Act, the LEA shall:

1. Continue the child's or youth's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
2. Enroll the child or youth in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The selected school shall immediately enroll the child or youth in school, *even if the child or youth lacks records normally required for enrollment*, such as previous academic records, medical records, proof of residency or other documentation. Section 722 (g)(3)(C) (i)(II) requires that a school selected based on a homeless child's or youth's best interest must immediately enroll such child or youth even if he or she has missed application or enrollment deadlines during any period of homelessness.

The terms "enroll" and "enrollment" are defined as attending classes and participating fully in school activities. The enrolling school must immediately contact the last school attended to obtain relevant records.

In order to ensure immediate enrollment, in accordance with Section 722 (g)(6)(A)(ix), the LEA liaison is required to: train school enrollment staff about the legal requirement that homeless children and youths be immediately enrolled and provided transportation; review school regulations and policies to ensure that they comply with the McKinney-Vento Act requirements; inform families and youth, in a language they can understand, of their rights; develop clear, understandable and accessible written explanations of decisions and the right to appeal; and expeditiously follow up on any special education or language assistance needs presented by a student.

School/Health Records

The educating district should immediately enroll and begin to provide instruction. The receiving school district may contact the district of origin for oral confirmation that the child has been immunized. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within 30 days. The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The law specifies that information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information. (Section 722 (g)(3)(G)).

According to federal law, "(iii) If the child or youth needs to obtain immunizations, or immunization or medical records, the enrolling school shall immediately refer the parent or guardian of the child or youth to the local educational agency liaison designated under paragraph (1)(J)(ii), shall assist in obtaining necessary immunizations, or immunization or medical records, in accordance with subparagraph (D)" 42 U.S.C. §11432(g)(c)(iii).

Title I

Title I of the Elementary and Secondary Education Act (reauthorized December 2015 by the Every Student Succeeds Act) mandates that funds be reserved to serve homeless children. Title I states, "A local educational agency shall reserve such funds as are necessary to provide services comparable to those provided to children in schools funded under this part to serve homeless children who do not attend participating schools, including providing educationally related support services to children in shelters and other locations where children may live." Under Title I, homeless children are eligible for services if they are attending schools served by an LEA.

Transportation

The state and its LEAs are required to adopt policies and practices to ensure that transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), to and from the school of origin. If the homeless student continues to live in the area served by the LEA, that LEA must provide or arrange transportation. If the homeless student moves to an area served by another LEA, though continuing his or her education at the school of origin, the LEA of origin and the LEA in which the student is living must agree upon a method to apportion responsibility and costs for transportation to the school of origin. This includes students enrolled in public school Head Start and Early Head Start education programs. If the LEAs cannot agree upon such a method, the responsibility and costs must be shared equally. Distance, time of year, options available, the effects of a transfer, etc., should all be addressed.

The provision of transportation to the school of origin is based on a students' status as homeless. The provision to remain in the school of origin during the remainder of the academic year is offered to provide for school

stability. Local education agencies must continue to provide transportation to and from the school of origin to formerly homeless students who have become permanently housed for the remainder of the academic year during which the child or youth becomes permanently housed. (Section 722(g)(3)(A)(II)).

Fiscal Responsibilities

Fiscal responsibilities apply to all homeless students, whether in regular or special education classes.

The educating district should apply the following criteria when determining fiscal responsibility:

1. The procedures outlined below will be followed in cases when the education of the child is provided by the district where the homeless student is temporarily living (doubled up, motel, shelter). The procedures shall also apply in cases when the district of prior attendance, where that is not the district the child attended when permanently housed, will educate the child.
 - a. Homeless individuals not in facilities (shelters) or institutions, as well as homeless individuals living in hotels, motels, cars, tents, doubled-up with a resident family, shall be reported and reimbursed as resident students;
 - b. For homeless individuals in temporary shelters, the educating school district will send a PDE-4605 Determination of District of Residence for Student in Facilities or Institutions in Accordance with Section 1306 of the Pennsylvania Public School Code to the presumed district of residence;
 - c. If PDE-4605 is acknowledged by the resident district, the educating district will enter the child on its rolls as a nonresident student from the acknowledging resident school district. The educating district will bill the resident district for tuition and will report membership data according to PDE child accounting procedures; and
 - d. If PDE-4605 is disclaimed and a school district of residence cannot be determined, the educating school district should submit a written request to PDE's School Services Office to make a determination regarding the student's "ward of the state" status.
2. In cases when the education of the child is provided by the district of origin, including preschool children, where that is the district the child attended when permanently housed, that district will continue to educate a homeless student for the period of temporary displacement and should maintain the homeless student on its roll as a resident student. When a child or youth completes the final grade level served by the school of origin, it also includes the designated receiving school at the next grade level for all feeder schools. (Section 722(g)(3)(I)).
3. In cases when the student becomes permanently housed during the academic year and continues in the school of origin, which is not in the district of new residence, the educating district will continue to educate the formerly homeless student, if requested by the student's parent or guardian, until the end of the academic year and should maintain the homeless student on its roll as a non-resident student. The educating district should advise the new district of residence of its financial responsibility for this student and send a tuition bill.

Categorical Eligibility under the National School Lunch and Breakfast Programs

Effective July 1, 2004, Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 amended Section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs. The following are guidelines set out by PDE for implementation of this amendment.

1. Homeless, runaway or migratory children are automatically certified as eligible for free meal benefits and can begin receiving free meal benefits upon proper documentation for meals. Please note that documentation as runaway, homeless, or migratory can only be provided by a school district migrant education or homeless education staff.
2. School district migrant education or homeless education staff are responsible for providing proper documentation of a child's status to the food service directors in each school district.

Dispute Resolution Process

Pursuant to the McKinney-Vento Act, every state must develop procedures for the prompt resolution of disputes regarding the educational placement of homeless children and youths. 42 U.S.C §11432(g)(1)(C). The state must ensure that LEAs comply with requirements set forth in the McKinney-Vento Act including ensuring immediate enrollment, providing written notice to families concerning school selection, enrollment decisions and providing enrollment and pendency in the school of choice while a dispute is being resolved. 42 U.S.C §11432(g)(2)(A).

PDE has developed the following procedures to govern the resolution of disputes regarding enrollment, school selection, homeless status and complaints of non-compliance with legal requirements pertaining to the education for homeless children and youths:

Level 1 – A dispute may be raised with a LEA.

If a dispute arises over school selection or enrollment, the child or youth involved must immediately be admitted to the school in which they are seeking enrollment, pending resolution of the dispute 42 U.S.C. §11432(g)(3)(E)(i). PDE recommends that the parent, guardian or unaccompanied youth who initiates the dispute contact the LEA liaison for individuals experiencing homelessness as soon as possible after receiving notice of the dispute. If the person initiating the dispute does not contact the LEA liaison directly, the LEA shall be responsible for contacting the LEA liaison regarding the dispute as soon as possible and referring the family or youth involved to the liaison.

The LEA liaison shall ensure that the child or youth is immediately enrolled, explain the dispute resolution process to families and help them to use it 42 U.S.C. §11432(g)(3)(E)(iii). The LEA shall issue a written disposition of the dispute within 20 business days after the LEA liaison is notified of the dispute. The disposition shall be provided to the parent, guardian or unaccompanied youth and shall explain the basis for the decision and advise the parent, guardian or youth of the right to appeal. 42 U.S.C. §11432(g)(3)(E)(i).

NOTE: The LEA should use and maintain copies of PDE's "Notice of Procedural Safeguards" form (see attached) which ensures that all LEAs (a) inform families of the basis of their decision regarding enrollment or school selection; (b) notifies families of their right to remain in their school of choice pending resolution of the dispute and (c) explains the procedures for challenging the decision of the LEA.

Level 2 – A complaint may be filed with a McKinney-Vento coordinator.

If the parent, guardian or unaccompanied youth is dissatisfied with the LEA's disposition of a dispute or would like to raise any issue of McKinney-Vento Act noncompliance, they may file a complaint or appeal with a McKinney-Vento site or regional coordinator or with the state coordinator. (See attached list which contains contact information for all of the McKinney-Vento coordinators in Pennsylvania). In lieu of filing an appeal with a McKinney-Vento coordinator, a parent, guardian or unaccompanied youth may elect to appeal the LEA decision directly to a court of competent jurisdiction. Participation in the appeal procedure is not required prior to taking legal action.

A regional or site coordinator with whom a complaint or appeal is filed must notify the state coordinator immediately. Upon being notified, the state coordinator will review the complaint or appeal and assign it to a site or regional coordinator for disposition. The coordinator to whom the appeal is assigned may contact, interview and accept documentation from any individual or LEA involved, and shall issue a written disposition within 20 business days after the complaint or appeal has been assigned. The disposition shall be provided to the LEA and the parent, guardian or unaccompanied youth involved. The child or youth shall continue to be enrolled in the school in which he or she is seeking enrollment until the complaint or appeal is resolved or until a disposition from a McKinney-Vento coordinator is received.

The state coordinator may assist in the mediation of disputes directly and may also invite those involved to have the dispute mediated at any time in the process through the Dispute Resolution Program operated by the Commonwealth Office of General Counsel (OGC). The [OGC Dispute Resolution Program](#) is a voluntary informal process through which a trained mediator assists in reaching a mutually acceptable resolution.

Participating in mediation is not a waiver of the right to file a lawsuit nor is participation in mediation required prior to taking legal action.

NOTE: The parent, guardian or unaccompanied youth may file a complaint with the McKinney-Vento site, regional or state coordinator on the attached complaint form. However, the use of the attached form is not mandatory. Any dispute raised by a homeless family or youth concerning school enrollment or any other right under the McKinney-Vento Act whether received via telephone, letter or any mode of communication shall be treated as a complaint.

Bureau/Office Contacts

Education for Homeless Children and Youth Program

Bureau of Curriculum, Assessment, and Instruction
Pennsylvania Department of Education
Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-783-6466

Child Accounting questions should be referred to:

Bureau of Budget and Fiscal Management
Division of Subsidy Data and Administration
Pennsylvania Department of Education
Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-787-5423

Transportation questions should be referred to:

Bureau of Budget and Fiscal Management
Division of Subsidy Data and Administration
Pennsylvania Department of Education
Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-787-3195

For additional information, please contact:

Storm Y. Camara | Pennsylvania Department of Education
Education for Homeless Children and Youth Program
Forum Building
607 South Drive
Harrisburg, PA 17120
Phone: 717-772-2066
scamara@pa.gov

Montoursville Area High School

100 North Arch Street | Montoursville, Pennsylvania 17754-1900
570-368-2611 | 570-368-2768 (fax)



Montoursville Area High School Dance Request Form for Non-MAHS Student

Directions: Please complete this form in its entirety. Please be advised that completing this form does not necessarily guarantee the guest being permitted to attend. The MAHS student requesting this guest will be informed as to his/her permission to bring the guest to the dance. Guest must be in at least 9th grade and under 21 years old. There will be no exceptions. DO NOT ask.

Event _____

Name of Non-MAHS Student Guest _____ Grade & Age _____

Name of MAHS Student _____

(The rest of this form is to be completed by the Non-MAHS Student)

The above student is in good standing at _____
(Print Name of School)

School Administrator Signature _____ Title _____

I will abide by all rules, procedures and directions of any adult in a supervisory capacity while at the event held at Montoursville High School. I understand that failure to do so will result in my being dismissed from the event and/or sanctions imposed on me by local law enforcement.

Non-MAHS Guest Signature _____ Date _____

Parent/Guardian Signature of Non-MAHS Student Guest _____

Address _____

Emergency Phone # _____

PLEASE NOTE: Guest will be asked to provide photo ID.

pride | excellence | tradition

MONTOURSVILLE AREA HIGH SCHOOL
700 MULBERRY STREET
MONTOURSVILLE, PA 17754

COLLEGE VISIT REQUEST

Date of Visit _____

Student _____

College _____

Please submit this request to the HS office for approval prior to your scheduled visit.

Parent/Guardian Signature

Date

Principal's Signature

Date

This absence will be considered lawful upon the completion of this form at the college indicated above and returned to the HS office the next school day.

College Representative/Title

Date

Montoursville Area School District

Family Educational Trip Request

Because of the importance of class attendance, the school district does not recommend lengthy student absences, whether excused or unexcused. The policy (SCHOOL BOARD POLICY 204) for Educational Trips that are not school sponsored is as follows:

- No family educational trip requests will be approved during PSSA/ Keystone testing windows.
- Students will be permitted to take **no more than two (2)** educational trips per school year, **not to exceed a total of 10 days.** Additional absences for trips will be unexcused.
- The principal must review the request for an educational field trip **prior** to the trip.
- A student's attendance history and/ or academic performance (retention/failure status) will be reviewed.
- Students are responsible for obtaining all assignments and for completing all work covered during the absence from school within a reasonable time.

This form must be submitted to each principal of the building your children attend, prior to the trip.

Parent(s) Name _____ Date Submitted _____

Dates of Trip: From _____ to _____ Number of School Days _____

Destination: _____

Educational Value of the Trip: _____

Student Name _____ School _____ Grade ____

Student Name _____ School _____ Grade ____

Student Name _____ School _____ Grade ____

Parent Signature: _____

Office Use Only

Date _____ Principal's Signature _____

_____ Approved by Principal

_____ Not Approved by Principal

PERMISSION SLIP FOR TUTORIAL/INDEPENDENT STUDY

Student's Name _____

Tutor's Name _____

Course Title _____

Tutoring must occur no more than 2 hours per week and must occur outside the school day.

_____ Make-up (15 hours) _____ Make-up (30 hours) _____ Enrichment (30 hours)

If make-up, grade of previously failed course: _____

Starting date: _____ Projected ending date: _____

Description of subject matter to be taught: _____

Tutor's signature _____

Parent's signature _____

Counselor's signature _____

Principal's signature _____ Date _____

_____ Permission granted to begin tutoring for credit.

At the completion of tutoring, the tutor must submit a portfolio of work to the principal for credit approval.

_____ Grade* Tutor's signature _____

_____ Approval for credit Principal's signature _____

Date _____

*Tutored/independent study grades will NOT be included in class rank calculation.

****If any parent/guardian plans to transport their child home from the field trip by private vehicle, a note must be sent to the office for approval. Teachers may not release students without this permission.*

No. 121 AR

MONTOURSVILLE
AREA
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

**MONTOURSVILLE AREA SCHOOL DISTRICT
Student Field Trip Permission Form**

Student's Name: _____

Date of Trip: _____ Destination: _____

Departure Time: _____ Return Time: _____

Teacher: _____

Mode of Transportation: _____
(Bus, Van, Etc.)

Special instructions to parents/guardians relating to proper attire, admission fees, meal arrangements, etc:

Telephone number where parent/guardian can be reached **during the trip:** _____

Please list significant medical problems/allergies: _____

If your child needs to use an Epi-Pen for bee stings or has asthma and uses an inhaler, s/he must bring this along on the field trip. If your child requires medication that **MUST be given while on the field trip, you, the parent, need to make arrangements with your child's school nurse. Teachers and teacher's aides **WILL NOT** be administering medication while on the field trip. Arrangements can be made to give the medication before or after the field trip. If this is not a possibility and your child cannot go without his/her medication while on the field trip, you **MUST** make arrangements with the school nurse before the day of the field trip.*

Thank you for your cooperation concerning the maintenance of your child's health during our field trip.

By signing below, I grant permission for my child to attend this field trip and receive any necessary medical treatment (911 emergency treatment) in case of an emergency. I am aware that the school nurse will not be present on this trip.

Parent/Guardian Signature

Date

Note: This form will be filed in the school office at the conclusion of the field trip.



WARRIOR ACADEMY

Handbook for Students and Parents

Montoursville Area School District
Montoursville, PA

<https://www.montoursville.k12.pa.us>

Ms. S. Jean Cohick

Warrior Academy Counselor

jcohick@montoursville.k12.pa.us

570-368-2611, extension 5034

700 Mulberry Street
Montoursville, PA 17754

Phone (570) 368-2611
Fax (570) 368-3501

Welcome to Warrior Academy (Online Learning)

We wish all of our Warrior Academy families a successful school year. We hope this handbook provides you with useful information about our online learning program and our school district.

Warrior Academy students are students of Montoursville Area School District and are expected to abide by all MASD policies. Please consult the handbooks of our various brick-and-mortar schools. Should you have any questions about our program, please do not hesitate to contact us.

Sincerely,

S. Jean Cohick
Warrior Online Counselor
jcohick@montoursville.k12.pa.us
570-368-2611 ext 5034

Quick Reference List

MASD Website: www.montoursville.k12.pa.us

District Office Phone: 570-368-2491

District Office Fax: 570-368-3501

MASD Mission Statement

The mission of Montoursville Area School District is to provide comprehensive programs that emphasize the Pennsylvania and National Academic Standards. This will empower all students to use their individual abilities and capabilities to be life-long learners and successful contributors to a global society.

Contents

Warrior Academy	3
Before Enrollment	3
Initial Enrollment	3
Continuation of Enrollment	4
Student Expectations	4
Parent Expectations	4
District Expectations	4
Finding Success in Warrior Academy	5
Academic Calendar	5
Extra Curricular Sports & Activities	5
Costs	6
General Supplies	6
Transportation	6
Attendance	6
Regular Contact	7
Graduation Requirements	7
Drop/Add/Withdraw	8
Course Completion	8-9
Acknowledgement of Understanding	10
Core Course Sequencing–Elementary	11
Core Course Sequencing–Middle School	11-12
Core Course Sequence (by Grade Level) and Graduation Requirements	13-14
Additional Graduation/Diploma Requirements (ACT 158)	15

Warrior Academy

Warrior Academy is a K-12 online learning option for families who reside in the Montoursville Area School District. For elementary school students and middle school students, courses in Warrior Academy align with the in-school curriculum. Once students enter grade 9, they have required core courses, but may choose from a variety of electives each year. Students must earn a total of 26 credits in order to graduate.

Before Enrollment

The process of enrollment in Warrior Academy begins at home between a student and their parents/guardians. Moving from in-person to online learning is a significant educational decision that will require different skills from the student such as having increased self-discipline to keep pace with assignments and from families to provide a learning space in the home. It is important for families to discuss the reasons behind this choice, the student's ability and the impact on the family. We want all students to find success. We believe the best option for this begins in school with teachers and peers. For some students in certain situations or with certain goals, online learning offers many opportunities. After talking it over, schedule a meeting with the Warrior Academy Counselor, Ms. Jean Cohick, at jcohick@montoursville.k12.pa.us or 570-368-2611, ext. 5034.

Initial Enrollment

The following **eligibility and procedures** will be followed by the student and/or parent/guardian:

1. The student must be a Montoursville Area School District resident.
2. Student and Parent/Guardian must follow district enrollment procedures, policies, and guidelines.
3. Student and Parent/Guardian, must meet with the Warrior Academy counselor to enroll in the program and review the student's educational record to develop an online program of study
4. Students must be able to participate in virtual or in person meetings when individual support is needed.
5. For students receiving special education services, an IEP team meeting will be held prior to enrollment to determine if modification to the IEP is needed and to make certain that goals can be met in the online program.
 - a. As a student with an IEP attending Warrior Academy, it is required that students **MUST** participate in weekly IEP goal progress monitoring sessions. Goal progress will be assessed every 2 weeks. Progress monitoring sessions will be arranged with a Special Education teacher. Students can come to school to work with that teacher at a designated time or meet virtually.
6. Students and Parent/Guardians must sign the Warrior Academy Handbook and Attendance Policy.

Continuation of Enrollment

Student Expectations

Continuation of enrollment will be evaluated each marking period based on the criteria below:

1. Meet all established course deadlines.
2. Actively participate in coursework by meeting the minimum number of assignments per week (varies by student). Athletic eligibility will be determined as outlined in the MAHS Handbook every Friday by 10 AM.
3. Make a good faith effort in all academic areas, and reach out to online teachers for help when needed.
4. Maintain regular contact with online teachers and the Warrior Academy Counselor.
5. Take the PSSA or Keystone Exam at the appropriate grade levels.
6. Due to new State truancy guidelines, the student will be required to visually check in weekly with the Warrior Academy counselor.
7. Students who fail to make adequate progress after weekly check-ins may be required to report to their designated brick-and-mortar school, during normal school hours, to complete their online work. If progress is still not made, the student may be removed from Warrior Academy.

Parent/Guardian(s) expectations are as follows:

1. Assure compliance with Montoursville Area School District requirements.
2. Provide an appropriate work environment for the student at home.
3. Make a commitment to assist and monitor your student throughout their learning time.
4. Monitor student progress using the provided parent portal login information – **compulsory attendance laws apply to Warrior Academy students.**
5. Ensure that the student is checking in, as required, with the Warrior Academy Counselor..

Montoursville Area School District expectations are as follows:

1. Provide a rigorous and relevant online learning program that meets student needs and aligns with the district grade-level curriculum sequence.
2. Monitor student progress and communicate with the student and parent/guardians.
3. Provide students with guidance in regards to credit and course selection.
4. Track credit towards graduation.
5. Assure compliance with special education regulations.
6. Account for the student within child accounting and other state reporting requirements.

7. Provide health, counseling, and other district services for the student to remove barriers to learning.

Finding Success in Warrior Academy

The goal of Warrior Academy is for students seeking this option to achieve success. Success will be measured by:

- 1) Maintaining course progress following the timeline prescribed for the student
- 2) Completion of coursework materials within the marking period dates
- 3) Passing of courses
- 4) Acquiring grade level credits towards graduation (9-12)
- 5) Appropriate and regular communication with the Warrior Academy counselor and online teacher

If a student is struggling to meet the indicators of success at any point in time during a marking period, or at any time during the school term, the Warrior Academy Counselor is here to assist. Not only will the district monitor progress and connect with the student as needed, but students and parents can also ask for assistance when needed.

Contact is jcohick@montoursville.k12.pa.us or 570-368-2611, ext. 5034.

Academic Calendar (attached)

Warrior Academy students will follow the regular school district calendar for start and end of the year as well as marking period end dates. This includes vacation, inclement weather or other school closures. For example, if school is closed on a Friday, Warrior Academy students may, but are not required to complete courses. Core courses may be divided into 2 semesters or be a full year. Electives vary, but students will need to carry a full course load (usually 6.5 credits) in order to stay on track to graduate. Students have access to their work any day or time.

Extra Curricular Sports & Activities

Warrior Academy students have access to all athletic and extracurricular activities provided by MASD. All MASD students are required to remain academically eligible, according to PIAA and any other organization that oversees the activities in order to participate. Warrior Academy students are welcome to participate in on-site clubs and activities; however, transportation will not be provided by the district. When considering coming on the campus of any school, the student must comply with the Health & Safety Plan of the district fully.

Costs

Warrior Online Learning is a Montoursville Area School District public school program. There are no enrollment fees, tuition, or charges for textbooks to the parent/guardian.

General Supplies, Equipment & Tech Support

As with in-person learning, families are required to provide many general supplies students need for classes. For example, items such as glue sticks, paper, pencils, scissors and calculators are not supplied by the school.

K-1 students will be given an iPad and grade 2-12 students will be given a Chromebook to use for their coursework. Acceptable use of equipment is governed by the Board Policy. Tech support will be provided during regular school hours.

Transportation

Transportation to and from the home to school building for educational opportunities, co-curricular, athletic, and social opportunities is the responsibility of the family.

Attendance

Attendance is a very important aspect of your child's education. This is true in the brick and mortar setting and in an online environment. It is important to understand that with flexibility also comes the responsibility that students need to be logging in daily during any regular school day. In Pennsylvania, parents/legal guardians are responsible for ensuring that their school age children attend school. It is the responsibility of the family to ensure the student logs onto the courses to maintain appropriate pacing requirements. **Students will not get credit for attendance if they log in but complete ZERO (0) classwork.**

Warrior Academy students are Montoursville Area School District students who are expected to comply with state, district, and school policies and guidelines. The attendance policy for students within the Warrior Academy will follow the same attendance policy as the Montoursville Area School District. **Time spent daily on coursework should be similar to the time spent in school.** The Warrior Academy counselor will actively monitor a student's daily engagement in courses as recorded through Lincoln Learning logins and completed classwork. The expectation is that the course will be successfully completed within the time prescribed by the district and the online course program.

PA school law considers the following conditions to constitute excused absences from school: illness, quarantine, recovery from accident, required court attendance, death in family, and family educational trips. (Educational Trip form must be completed and approved by MASD principal.). The district reserves the right to require a doctor's excuse for any questionable periods of absences.

A Warrior Academy student is considered truant if the student accumulates three (3) unlawful absences. After three (3) unlawful absences, the following guidelines are used with the intent of improving school attendance.

- 4 Unlawful Absences: A SAIC (School Attendance Improvement Conference) will be scheduled with school officials.
- 7 Unlawful Absences: A citation for truancy may be filed with the local District Magistrate's office.
- **10 or more unexcused or unlawful absences may result in removal from the Warrior Academy program.**

Students who are not meeting the required academic progress will be supported with an attendance improvement plan. When necessary, students will be required to return to the school in-person for additional support.

As in-school, parents/guardians are required to submit an excuse to the Warrior Academy counselor for every day their online student is absent from instruction. **Excused absences, for online, as with in-person learning, follow normal district policy and state law.** This would also include lack of connectivity issues. Excuses shall be emailed to the Warrior Academy counselor at jcohick@montoursville.k12.pa.us. Truancy charges are applicable when regular attendance requirements are not met.

Regular Contact and Mandatory Wellness Checks

In addition to maintaining regular course work and pacing, it is essential for students and families to maintain regular contact with the Warrior Academy counselor. For students, the communication is via school issued email. For parents, email will also be used.

Act 47 of 2025 requires that virtual schools must ensure that every enrolled student is visibly seen and communicated with in real time by the Warrior Academy counselor. This must occur at least once per week (when school is in session or at least 3 days of instruction during the week). This requirement can be satisfied through live session attendance for hybrid students or ZOOM virtual meeting for full-time online students. **Students who do not report for their weekly check in will receive a ½ day illegal absence for the week.**

Graduation Requirements

Online students must meet board approved requirements for graduation as posted in the MAHS Handbook at www.montoursville.k12.pa.us,

Drop/Add/Withdraw

Students who decide to withdraw from a class, must decide within five (5) days of the start of the course.

Course Completion

Online students must be finished with all course requirements three (3) days prior to the last day of the semester as set on the district academic calendar. See academic semester end dates listed on the district calendar. Three (3) days prior to the end of the semester is necessary so the Warrior Academy counselor can request finalized grades from the online course program. The Marking Period calendar is attached.

Grades recorded on the student report card will be a “true” grade in the class. A numerical grade will be issued if the student has completed (nothing past due) the classwork and gradable activities to date. An “I” (Incomplete) will be issued if the student has past due classwork and/or gradable activities.

Lincoln Learning courses are structured hierarchically into modules, lessons, and bite-sized “learning objects” aligned with state and national standards. Delivered through learning management systems like Buzz, a standard semester course contains about 90 lessons spread across six modules **intended to be completed at a steady daily pace.**

Course Hierarchy and Pacing

- **Modules:** Broad units representing major themes or groups of concepts.
- **Lessons:** Daily targets that break down each module into manageable daily tasks.
- **Pacing Guides:** Built-in roadmaps outlining the course flow, standards, and material requirements.

Learning Object Components

Lessons consist of interactive media pieces called learning objects that cater to different learning styles:

- **Read Its:** The core text and instructional content containing facts, definitions, and examples.
- **Teach Its:** Audio or interactive guidance from a narrator or teacher explaining key concepts.
- **Practice Its & Show Its:** Hands-on or digital practice activities and non-graded homework checks.

- **Play Its & Watch Its:** Short educational games and video clips for visual and active learners.

Assessment Design

- **Checkpoints:** Formative, auto-graded online quizzes typically placed after every five lessons.
- **Mastery Assess Its:** Summative unit exams located at the end of each module.
- **Upload Assessments:** Projects or interactive worksheets where students submit authentic work to be graded by teachers using specific rubrics.

Acknowledgement of Understanding

Please sign below indicating that you have read, discussed, and will commit to the expectations and responsibilities of participation in Warrior Academy as a Montoursville Area School District student.

Student Name (Print)

Student Signature

Parent Name (Print)

Parent Signature

ELEMENTARY COURSE SEQUENCE

ELA, Math, Science, and Social Studies

English/Language Arts, Math, Science, and Social Studies are required each year in the elementary schools. Students must meet grade standards for promotion to the next grade. Parents and students in this situation must work closely with their Counselor and Principal to review options for retained students.

Related Arts and Special Areas

In addition to the core instruction students receive in language arts, reading, mathematics, science, and social studies, all students will have the option of selecting Special Areas such as Music, Art and Computers.

McCALL MIDDLE SCHOOL COURSE SEQUENCE

Dual Enrollment with the High School

Each year, students may earn high school credit at the middle school through certain courses. Those courses are: Algebra I – 8 = 1.0 Credit and Marching Band = 0.5 Credit. The grades and credit do not count in the high school GPA but are used towards graduation requirements and allow students to start high school courses in an earlier grade.

Course/Subject Requirements

ELA, Math, Science, and Social Studies English/Language Arts, Math, Science, and Social Studies are required each year at the middle school. Students must pass at least 3 core classes to be considered for promotion to the next grade.

Parents and students in this situation must work closely with their counselor and principal to review options for retained students.

Advanced Courses

Advanced course opportunities are available in English Language Arts, Math and Science. A student must meet criteria in order to be eligible for the advanced courses. Contact your child's school counselor for more information on eligibility.

Band, Chorus, and Music Lessons

Membership in the Middle School Band is based on a level of playing ability reached through school or private lessons. The band has regular rehearsals and performs several times yearly. Beginning instrumental students may join the training band. Membership in the band is for the year, and a contract must be signed. Chorus is open to any interested student. Upon entering into membership of chorus, each student is asked to prove himself/herself musically by having an acceptable singing voice. Membership in chorus is for the year. Due to the concert schedule, students who decide to join chorus must sign a contract to be in all year. Junior musical performances are held every other year at the middle school. Instrumental lessons will be assigned on a rotating basis to all band students upon teacher availability. Some school-owned instruments are available. Voice lessons will be given in the school's voice studio to interested students upon teacher availability.

Family and Consumer Science and Technology Education/Engineering Design/Fine Arts

These courses are required as part of a rotation for 5th and 6th graders. They become an elective for 7th and 8th graders. Materials for Family & Consumer Science, Tech Education, and Fine Art projects are provided to each student by the school. Upon completion, these projects become the property of the students, and they may take them home. Parental permission must be granted before a student is permitted to use power equipment in the technology education/engineering design area.

Health 7 and Health 8

McCall schedules a Health course for each 7th and 8th grade student taught by Mr. Ethan Showers and Mrs. Ashton Hackenberg, our health and physical education teachers. If you do not want your child to participate in the course, simply inform us in writing. Be sure that you specify your child's name and that you sign the note and send it to the building principal or assistant principal. If

we do not hear from you, we will assume that you approve of your child's participation in the program

Physical Education

Students are scheduled for physical education each year. In 5th and 6th grade, students have it 2 days/6-day cycle.

HIGH SCHOOL COURSE SEQUENCING

Graduation Requirements

Graduation requirements of the Montoursville Area High School, which is accredited by the Pennsylvania Department of Education, must meet the graduation requirements of the Pennsylvania Department of Education and the Montoursville Area School District graduation standards.

The graduation requirements of the Montoursville Area High School require each student to complete at least 26 units of credit in certain specified areas in grades 9 through 12 in order to be awarded a high school diploma. In addition to completing the 26 credits, students shall meet all requirements of the Pennsylvania Department of Education for high school graduation.

<i>Units of Credits</i>	<i>Course/Subject</i>
4	English: Must satisfactorily complete four (4) English courses.
3	Math: Must satisfactorily complete three (3) math courses taken while the student is in grades 9-12. All students must take and pass Algebra I or Algebra IA and IB. Students must take the Algebra Keystone at the completion of either Algebra I or completion of Algebra 1A & 1B.

3	Science: Must satisfactorily complete three (3) science courses. All students must take and pass a Biology course. Students must take the Biology Keystone at the completion of the Biology course.
4	Social Studies: Must satisfactorily complete four (4) Social Studies courses. All students must take and pass Civics & Government, US History, World History, and CSS. One (1) credit in Social Studies may be waived for LycoCTC students.
2	Health and Physical Education: Must satisfactorily complete 2.0 credits Physical Education. Freshmen will have Intro to Physical Education/Health to fulfill 0.5 credits of this requirement.
2	Arts* or Humanities**: Must satisfactorily complete two (2) credits in any of the options below: a. 2 credits in Art b. 2 credits in Humanities c. 2 credits total in Arts & Humanities with part in Arts and part in Humanities
8.0	Additional Credits: The student elects enough other credits such that at least the eight (8) credits are accumulated to total the 26.0 required by the Montoursville Area School District. Financial Literacy must be 0.5 credits of the 8.0.
26.0	Total credits required for graduation.

Course credit is earned starting in 9th grade. Students must meet a minimum of 26 credits to graduate (approximately 6.5 credits per year). Specific course requirements include Algebra I, Biology, Health, and Physical Education courses.

Students must take at least 4 courses of English, 4 courses of Social Studies, 3 courses of Math, 3 courses of Science, 2 credits of Health/Physical Education, 0.5 credit of Financial Literacy, and 2 credits of Arts and Humanities. The remaining credit requirements can be fulfilled through elective courses. The Class of 2020 and 2021 will also be required to demonstrate proficiency on the Algebra I, Biology, and Literature Keystone Exams. These exams will be administered at the high school in the Winter and Spring at dates to be determined.

Other local and state requirements include ensuring students are well-prepared for any post-secondary options. This may involve taking a career-based online course for credit towards graduation. See our district handbook for more information about our updated graduation policies.

Online learning is not intended to be a short-term placement; it is a path in which students continue through to graduation. Transfers between school settings and the online setting may impact a student's ability to graduate on time.

State Graduation Requirements

1. Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.

or

2. Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score will be available in August 2019.

or

3. Earning a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.

or

4. Earning a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.

or

5. Earning a passing grade on the courses associated with each Keystone Exam, and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT Subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employee.

2

MONTOURSVILLE AREA SCHOOL DISTRICT

2026-2027

Trimester and Marking Period Dates

ELEMENTARY

	Trimester 1	Trimester 2	Trimester 3
Trimester Begins	Sept. 8, 2026	Dec. 1, 2026	March 10, 2027
Interim Reports	Oct. 16, 2026 (28 days)	Jan. 25, 2027 (32 days)	April 28, 2027 (32 days)
Trimester Ends	Nov. 20, 2026 (53 days)	March 9, 2027 (63 days)	June 11, 2027 (63 days)
Report Cards	Nov. 23, 2026	March 19, 2027	June 11, 2027

MIDDLE & HIGH SCHOOL

	M.P. 1	M.P. 2	M.P. 3	M.P. 4
Marking Period Begins	Sept. 8, 2026	Nov. 11, 2026	Feb. 2, 2027	April 8, 2027
Interim Reports	Oct. 8, 2026 (23 days)	Dec. 21, 2026 (23 days)	March 4, 2027 (23 days)	May 10, 2027 (22 days)
Marking Period Ends	Nov. 10, 2026 (45 days)	Feb. 1, 2027 (45 days)	April 7, 2027 (45 days)	June 11, 2027 (45 days)
Report Cards	Nov. 17, 2026	Feb. 8, 2027	April 14, 2027	June 11, 2027

INTERIM REPORTS GUIDELINES

In order to keep some type of consistency in the process, the criteria for Interim Progress Reports should be as follow:

1. A failing grade of 69 or below or a "1" on the elementary standards-based report card.
2. A 70 to 74 (in danger of failing at the time of calculation)
3. A significant drop in grade average from the last report card (10 points or more)

Board Approved 2-24-2026

Montoursville Area School District 2026-2027 School Calendar

2026

July						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
						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						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
				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						
S	M	T	W	T	F	S
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					

December						
S	M	T	W	T	F	S
		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		

Sept 3 and 4 – Teacher In-service
Sept 7 – Labor Day – No School

Sept 8 – 1st day for students – Grades 1 to 12
Sept 8 – Kindergarten Orientation
Sept 9 – 1st day for kindergarten

October 12 – No School K-12 – Teacher in-service day

November 23, 24 – No School – K - 12

- Parent/Teacher Conferences
- Teacher in-service day

November 25, 26, 27, 30 – Thanksgiving Break – No School

December 23 – 2 hour early dismissal
December 24 – January 1 – No School

January 18 – Martin Luther King Day – No School

March 25 – No School K-4

- Parent/Teacher Conferences
- Teacher in-service day K-4 only
- Regular school for grades 5-12

March 26 and 29 – Easter Break – No School

April 19 – No School (snow makeup day)

May 31 – Memorial Day – No School

June 11 – Graduation Day
June 11 AM (tentative) – Last Student Day
June 14, 15, 16 – Teacher In-Service Days

PSSA/Keystone dates:

Spring Keystone – May 17-28, 2027
PSSA English LA – April 26 – 30, 2027 (grades 3-8)
PSSA Math and Science – May 3 – 7, 2027 (grades 3-8 Math) (grades 5 & 8 Science)

Calendar is subject to change with school board approval.

Teacher Days = 188
Elementary = 179
Middle School = 180
High School = 180

2027

January						
S	M	T	W	T	F	S
					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

February						
S	M	T	W	T	F	S
	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

March						
S	M	T	W	T	F	S
	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						
S	M	T	W	T	F	S
				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						
S	M	T	W	T	F	S
						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						
S	M	T	W	T	F	S
		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			



C.E. McCall Middle School

2026-2027 Faculty Handbook



C.E. McCall Middle School
600 Willow Street
Montoursville, PA 17754

570.368.2441

Administration

Superintendent

Mr. Daniel Taormina

Director of Curriculum, Instruction, and Assessment

Dr. Matthew Johnson

Supervisor of Special Education

Mr. Timothy Hanner

Business Manager

Mrs. Jessica Reich

Supervisor of Buildings and Grounds

Mr. Joe Gnoffo

Principal

Mr. Curtis Myers

Assistant Principal

Mrs. Erica Hoyt

School Counselor

Mrs. Mary Beth Logue

School Counselor

Mr. Chris Gemberling

Board of Directors

President

Mr. Todd Badger

Vice-President

Mr. David Young

Members

Mr. Daniel Albert

Mr. Brad Eisenhower

Mr. Doug Gardner

Mr. John Houseknecht

Mrs. Amanda Kling

Mrs. Tina McCloy

Mrs. Sharon Meyer

McCall Teachers

5th Grade

Mr. Russell Chow

Mrs. Erica Hepburn

Mrs. Sadie Kreighbaum

Mrs. Hannah McCracken

Mrs. Ashley Weaver

McCall Teachers (Cont.)

6th Grade

Mrs. Jen Hanna

Mrs. Emily Keener

Mrs. Amy Menne

Mrs. Michelle Simpson

Mr. Craig Weaver

7th Grade and 8th Grade

Mrs. Erin Bennett

Mrs. Jen Breneisen

Mrs. Erin Comly

Mrs. Kelsey Essick

Mr. Brian Fagnano

Mr. Joe Hanna

Mr. Justin Jones

Mr. Dan Jury

Mr. Shane Laudenslager

Mr. Alex Mazzante

Mr. John Ravert

Mrs. Tiffany Steppe

Learning, Emotional, and Speech Support

Mrs. Patty Confer

Mrs. Shealei Long

Mr. James Rinehimer

Ms. Laurel Walker

Mrs. Candi Williams

Mrs. Kiersha Whitehead

Related Arts and Academic Support

Mrs. Megan Altebrando

Ms. Andrea Burleigh

Mrs. Ashton Hackenberg

Mrs. Nicole Hoinowski

Mr. Chris Liddic

Mr. Nathan Miller

Mr. Chris Morgan

Mr. Ethan Showers

Mrs. Julie Quick

Mr. Adam Wright

Nurse

Mrs. Payton Robbins

Administrative Assistants

Mrs. Jessica Clayton

Mrs. Jessica Taylor

GENERAL INFORMATION

SCHOOL CALENDAR– (Please refer to the approved calendar on the website)

October 12 -----Teacher In-Service Day

November 23 and 24 -----Parent Teacher Conferences

November 25 – November 30 -----Thanksgiving Break

December 24 – January 1 -----Holiday Vacation

January 18 -----Martin Luther King Day

March 26-March 29-----Easter Break - No School

April 19 -----No School (snow makeup day)

May 31 -----Memorial Day- No School

June 11 AM (tentative)-----Last Day for Students/Graduation

June 16-----Last Teacher Day

Marking Period and Progress Report Dates

	M.P. 1	M.P. 2	M.P. 3	M.P. 4
Marking Period Begins	Sept. 8, 2026	Nov. 11, 2026	Feb. 2, 2027	April 8, 2027
Interim Reports	Oct. 8, 2026 (23 days)	Dec. 21, 2026 (23 days)	March 4, 2027 (23 days)	May 10, 2027 (22 days)
Marking Period Ends	Nov. 10, 2026 (45 days)	Feb. 1, 2027 (45 days)	April 7, 2027 (45 days)	June 11, 2027 (45 days)
Report Cards	Nov. 17, 2026	Feb. 8, 2027	April 14, 2027	June 11, 2027

Bell Schedule for 2026-2027

MCCALL BELL SCHEDULE

5th Grade

1st – 8:03 - 8:49
 2nd - 8:52 - 9:34
 3rd – 9:37 - 10:19
 Lunch – 10:22 - 10:52
 4th – 10:55 - 11:37
 PRIDE – 11:40 - 12:10
 5th – 12:12 - 12:54
 6th – 12:56 - 1:38
 7th – 1:40 - 2:22
 8th – 2:25 - 3:07

6th Grade

1st – 8:03 - 8:49
 2nd - 8:52 - 9:34
 3rd – 9:37 - 10:19
 4th – 10:22 - 11:04
 Lunch – 11:07 - 11:37
 PRIDE – 11:40 - 12:10
 5th – 12:12 - 12:54
 6th – 12:56 - 1:38
 7th – 1:40 - 2:22
 8th – 2:25 - 3:07

7th and 8th Grade - Lunch #1

1st – 8:03 - 8:49
 2nd - 8:52 - 9:34
 3rd – 9:37 - 10:19
 PRIDE– 10:22 - 10:52
 4th – 10:55 - 11:37
 Lunch #1 – 11:40 - 12:10
 5th – 12:12 - 12:54
 6th – 12:56 - 1:38
 7th – 1:40 - 2:22
 8th – 2:25 - 3:07

7th and 8th Grade - Lunch #2

1st – 8:03 - 8:49
 2nd - 8:52 - 9:34
 3rd – 9:37 - 10:19
 PRIDE– 10:22 - 10:52
 4th – 10:55 - 11:37
 5th – 11:40 - 12:22
 Lunch #2 – 12:24 - 12:54
 6th – 12:56 - 1:38
 7th – 1:40 - 2:22
 8th – 2:25 - 3:07

Pennsylvania's Code of Professional Practice and Conduct for Educators

Section 1. Mission

The Professional Standards and Practices Commission is committed to providing leadership for improving the quality of education in this Commonwealth by establishing high standards for preparation, certification, practice and ethical conduct in the teaching profession.

Section 2. Introduction

(a) Professional conduct defines interactions between the individual educator and students, the employing agencies and other professionals. Generally, the responsibility for professional conduct rests with the individual professional educator. However, in this Commonwealth, a Code of Professional Practice and Conduct (Code) for certificated educators is required by statute and violation of specified sections of the Code may constitute a basis for public or private reprimand. Violations of the Code may also be used as supporting evidence, though may not constitute an independent basis, for the suspension or revocation of a certificate. The Professional Standards and Practices Commission (PSPC) was charged by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § 12-1251 - 12-1268), known as the Teacher Certification Law, with adopting a Code by July 1, 1991. See 24 P. S. § 12-1255(a)(10).

(b) This chapter makes explicit the values of the education profession. When individuals become educators in this Commonwealth, they make a moral commitment to uphold these values.

Section 3. Purpose

(a) Professional educators in this Commonwealth believe that the quality of their services directly influences the Nation and its citizens. Professional educators recognize their obligation to provide services and to conduct themselves in a manner which places the highest esteem on human rights and dignity. Professional educators seek to ensure that every student receives the highest quality of service and that every professional maintains a high level of competence from entry through ongoing professional development. Professional educators are responsible for the development of sound educational policy and obligated to implement that policy and its programs to the public.

(b) Professional educators recognize their primary responsibility to the student and the development of the student's potential. Central to that development is the professional educator's valuing the worth and dignity of every person, student and colleague alike;

the pursuit of truth; devotion to excellence; acquisition of knowledge; and democratic principles. To those ends, the educator engages in continuing professional development and keeps current with research and technology. Educators encourage and support the use of resources that best serve the interests and needs of students. Within the context of professional excellence, the educator and student together explore the challenge and the dignity of the human experience.

Section 4. Practices

(a) Professional practices are behaviors and attitudes that are based on a set of values that the professional education community believes and accepts. These values are evidenced by the professional educator's conduct toward students and colleagues, and the educator's employer and community. When teacher candidates become professional educators in this Commonwealth, they are expected to abide by this section.

(b) Professional educators are expected to abide by the following:

(1) Professional educators shall abide by the Public School Code of 1949 (24 P. S. § 1-101 - 27-2702), other school laws of the Commonwealth, sections 1201(a)(1), (2) and (4) and (b)(1), (2) and (4) of the Public Employee Relations Act (43 P. S. § 1101.1201(a)(1), (2) and (4) and (b)(1), (2) and (4)) and this chapter.

(2) Professional educators shall be prepared, and legally certified, in their areas of assignment. Educators may not be assigned or willingly accept assignments they are not certified to fulfill. Educators may be assigned to or accept assignments outside their certification area on a temporary, short-term, emergency basis. Examples: a teacher certified in English filling in a class period for a physical education teacher who has that day become ill; a substitute teacher certified in elementary education employed as a librarian for several days until the district can locate and employ a permanent substitute teacher certified in library science.

(3) Professional educators shall maintain high levels of competence throughout their careers.

(4) Professional educators shall exhibit consistent and equitable treatment of students, fellow educators and parents. They shall respect the civil rights of all and not discriminate on the basis of race, national or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status, disabling condition or vocational interest. This list of bases or discrimination is not all-inclusive.

(5) Professional educators shall accept the value of

diversity in educational practice. Diversity requires educators to have a range of methodologies and to request the necessary tools for effective teaching and learning.

(6) Professional educators shall impart to their students' principles of good citizenship and societal responsibility.

(7) Professional educators shall exhibit acceptable and professional language and communication skills. Their verbal and written communications with parents, students and staff shall reflect sensitivity to the fundamental human rights of dignity, privacy and respect.

(8) Professional educators shall be open-minded, knowledgeable and use appropriate judgment and communication skills when responding to an issue within the educational environment.

(9) Professional educators shall keep in confidence information obtained in confidence in the course of professional service unless required to be disclosed by law or by clear and compelling professional necessity as determined by the professional educator.

(10) Professional educators shall exert reasonable effort to protect the student from conditions which interfere with learning or are harmful to the student's health and safety.

Section 5. Conduct

Individual professional conduct reflects upon the practices, values, integrity and reputation of the profession. Violation of § § 235.6-235.11 may constitute an independent basis for private or public reprimand, and may be used as supporting evidence in cases of certification suspension and revocation.

Section 6. Legal obligations

(a) The professional educator may not engage in conduct prohibited by the act of December 12, 1973 (P. L. 397, No. 141) (24 P. S. § § 12-1251-12-1268), known as the Teacher Certification Law.

(b) The professional educator may not engage in conduct prohibited by:

(1) The Public School Code of 1949 (24 P. S. § § 1-101-27-2702) and other laws relating to the schools or the education of children.

(2) The applicable laws of the Commonwealth establishing ethics of public officials and public employees, including the act of October 4, 1978 (P. L. 883, No. 170) (65 P. S. § § 401-413), known as the Public Official and Employee Ethics Law.

(c) Violation of subsection (b) shall have been found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

Section 7. Certification

The professional educator may not:

(1) Accept employment, when not properly certificated, in a position for which certification is required.

(2) Assist entry into or continuance in the education profession of an unqualified person.

(3) Employ, or recommend for employment, a person who is not certificated appropriately for the position.

Section 8. Civil Rights

The professional educator may not:

(1) Discriminate on the basis of race, National or ethnic origin, culture, religion, sex or sexual orientation, marital status, age, political beliefs, socioeconomic status; disabling condition or vocational interest against a student or fellow professional. This list of bases of discrimination is not all-inclusive. This discrimination shall be found to exist by an agency of proper jurisdiction to be considered an independent basis for discipline.

(2) Interfere with a student's or colleague's exercise of political and civil rights and responsibilities.

Section 9. Improper personal or financial gain

(1) Accept gratuities, gifts or favors that might impair or appear to impair professional judgment.

(2) Exploit a professional relationship for personal gain or advantage.

Section 10. Relationships with students

The professional educator may not:

(1) Knowingly and intentionally distort or misrepresent evaluations of students.

(2) Knowingly and intentionally misrepresent subject matter or curriculum.

(3) Sexually harass or engage in sexual relationships with students.

(4) Knowingly and intentionally withhold evidence from the proper authorities about violations of the legal obligations as defined within this section.

Section 11. Professional relationships

The professional educator may not:

(1) Knowingly and intentionally deny or impede a colleague in the exercise or enjoyment of a professional right or privilege in being an educator.

GENERAL DUTIES – McCALL MIDDLE SCHOOL

1. Teachers must be in their 1st period or at their morning assignment by 7:55 or at a time as assigned by the building administrators. Teachers may leave at either 3:27 or at a time as assigned by the building administrators. Teachers are also responsible for monitoring the hallway directly outside their room and frequently checking their classroom to monitor the students.
2. All books must be stamped with the school stamp and numbered in ink before distribution. Make two copies of the book list (include student's name and the book's condition and number). Keep one list and send the other to the department chairperson. It is extremely important to note and record the condition of each book before issuing. Please follow this procedure for all other school-owned materials and equipment. At the end of the year all book losses and/or damage must be reported to the office. Teachers are not to collect fines of any kind. Teachers are not to use vulgarity.
4. Teachers are not to allow students to address them by their first name or by a nickname.
5. Teachers must be at their "class change stations," except for emergencies, during every class change. They are not to stay at their desk and ignore unacceptable student behavior that is going on in the hallway.
6. Teachers are requested to ensure that exterior doors remain closed at all times.
7. Teachers are to familiarize themselves with all school policies, particularly those in this handbook.
8. When teachers take a group to assemblies, special meetings, trips, etc., they are to escort their groups and remain with them and supervise them. Please do not leave the assembly.
9. It is the responsibility of the classroom teacher to state and enforce expectations of student behavior within the classroom. All staff are required to enforce the school wide rules and positive behavior support plan (PRIDE)
10. Such other duties as may be assigned by the building administration.
11. Faculty meetings are listed below. These meetings are held at 3:30 p.m. in the Band Room. All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator. Please note these meetings may be subject to change.
 - October 12, 2026: Time to be determined
 - November 23, 2026: Time to be determined
 - December 17, 2026: 3:30 PM: Band Room
 - January 21, 2027: 3:30 PM: Band Room
 - February 18, 2027: 3:30 PM: Band Room
 - March 18, 2027: 3:30 PM: Band Room
 - April 14, 2027: 3:30 PM: Library: *PSSA Training* (you must attend one of the April dates)
 - April 15, 2027: 3:30 PM: Library: *PSSA Training* (you must attend one of the April dates)
 - May 20, 2027: 3:30 PM: Band Room
 - June 11, 2027: 11:30 Faculty Meeting: Commons

First Period Procedures

At the 8:03 A.M. bell, all students must be in first period and attendance will be taken. All students are to be in first period by the 8:03 A.M. bell. Tardy students must have a late slip in order to enter first period. Students are permitted to finish breakfast within a reasonable time set by the classroom teacher.

Student Passes

No student will be allowed to be in the halls without a pass. Passes to the Warrior Innovation Lab/Library, office, and health suite must be issued by the teacher in charge. All passes must be initialed by the issuing teacher and by the teacher sending the student back to class. The office will issue no tardy passes between classes. Late slips in the morning will be the only passes issued by the office. This applies at all times between 8:03 A.M. and dismissal.

Progress Reports, Interim Progress Reports & Grading Policies

A progress report will be issued to each student electronically on the student/parent portals at the midway and a report card at the end of each quarter. The progress report should be a medium through which the teacher and the parents work with the student to improve his/her educational progress. Teachers and parents are also encouraged to arrange conferences to discuss alternatives for helping students attain satisfactory progress whenever necessary. Communication with parents is critical and essential. Paper copies are available upon request.

The grading system will be based on the following criteria:

1. All number grades will be given to the students for their achievement.
2. The report card and the interim progress report have optional comments on each one to reflect effort and conduct.
3. The following criteria are used in grading students:
 - **Superior:** (92-100) is given to those students who exhibit outstanding work.
 - **Commendable:** (85-91) is given to those students who do very good or commendable work.
 - **Average:** (75-84) is given to those students who do satisfactory or acceptable work.
 - **Passing:** (70-74) is given to those students who are not working up to the expected standards.
 - **Failing:** (below 70) is given to those students who are doing failing work.
 - **Incomplete:** (INC.) can be given to those who, because of absence or lack of effort, do not produce enough work to be graded. Incomplete grades must be submitted by the teacher as an actual grade after a two week period has elapsed from the date report cards were generated.
4. Teachers will distribute their own written grading policy on the first day of school to each student and explain it thoroughly and post it on their web page and Google Classroom. Tier 3 teachers should post this information on their website/Google Classroom as well.
5. **As a general rule, homework will not exceed 15% of the marking period grade.**
6. An interim progress report will be issued by teachers by the mid-point of each quarter to those students meeting one or all of the following criteria: *a failing average of 69 or below in a subject; a 70-74 average (in danger of failing) or a significant drop in grade (ten points or more) in any subject since the last report card.* Interim progress reports may also be issued for satisfactory, improved and exemplary performance.
7. Behavior is not to be a part of the grade.
8. A minimum of 10 grades per quarter are required for subjects that meet five or more periods per week. Special area teachers should have a reasonable number of grades to fairly evaluate students. 5 or more grades would be considered a fair evaluation.
9. The progress report has optional comments to reflect effort and conduct

Recording Grades/Parent-Student Portal

A great deal of care should be taken in the correction of assignments. It is strongly recommended for legal implications that students not assist with the correction of assignments. Teacher on-line grade books are to be updated by 9:00 A.M. each Monday morning or the first day of the work week. The following guidelines to return and post grades to the portal are suggested for timely return of assigned work to students:

Type of Assignment	School Days
Daily Homework	Within 3 Days
Objective Quizzes	Within 3 Days
Quizzes with Writing	Within 5 Days
Objective Tests	Within 5 Days
Tests with Writings/Essays	Within 7 Days
Short Writings (1 to 2 pages) & Short Projects	Within 7 Days

Intermediate Writings (3-5 pages)	Within 10 Days
Major Writings (6 or more pages) & Major Projects	Within 14 Days

Final Exams

Final examinations are not required in the middle school; however, if a teacher wishes to give a final exam, he/she may do so. The weight given to the exam shall not exceed 1/7th of the final grade.

Promotion Policy

Gifted and Regular Students --

All students are scheduled for a minimum of 30 academic class periods per week. For promotion/retention purposes, classes meeting five or more times per week are worth five points. All other classes are equivalent to one point for each class period met during the week.

Students failing 10 or more points have failed for the year and will be retained. However, in extenuating circumstances, the building administrators in consultation with the teachers and school counselors may make exceptions to this policy.

Academic Integrity

Classroom expectation sheets signed by students and parents should include the academic integrity procedures. Refer to the Student Handbook regarding Academic Integrity.

Attendance Records

1. On each school day of the year, attendance will be taken by the first period teacher according to the guidelines provided at the beginning of each school year. Guidelines may be changed if the need exists.
2. Students will be required to present an excuse to the office on the day they return to school after the absence. Parents/guardians may also e-mail the excuse to the secretaries. Teachers are to remind students to bring in excuses.
3. Accurate attendance reporting during first period is crucial. Also, it is required that attendance be taken at the start of each class period. Students are not permitted to take class attendance.

Bus, Hall & Lunch Duties

Those assigned to afternoon bus duty will supervise the dismissal of walking students and the loading of buses from 3:07 - 3:15. The teacher assigned to the bicycle area is to report to the bicycle parking lot at 3:07 in order to supervise walking and bicycle-riding students on Willow Street. Teachers assigned to hall duty will supervise students who are in the halls from 7:55 - 8:03 and 3:07 to dismissal. The following teachers are assigned to the duties listed. This assignment is for the entire year.

Bus Duty Bicycle Rack and CrossWalk - Mr. Wright on Days 1, 3, 5 (A.M.), Mr. Morgan on Days 2, 4, 6 (A.M. & P.M.), Ms. Burleigh on Days 1, 3, 5 (P.M.)

Hall Duty by 166 (A.M. & P.M.) - Mr. Weaver

Hall Duty by 205 (A.M. & P.M.) - Mrs. Breneisen
Hall Duty by 162 (A.M. & P.M.) - Mrs. Menne
Hall Duty by 208 - Mr. Rinehimer
Hallway by counseling offices (A.M. & P.M.) - Mr. Gemberling and Mrs. Logue
Early Cafeteria Duty (7:45 – 7:55 A.M.) - Mrs. Bennett, Miss Albert, & Mrs. Whitehead
Back Door Car Duty (7:45 – 8:03 A.M.) - Mrs. Donnelly
Back Door Car Duty (3:07 - 3:15 P.M.) - Mrs. Altebrando (6th grade wing exit door)
Commons: Mr. Showers
PM Bus Duty (front doors) - Mr. Miller, Mr. Liddic, and Mrs. Hackenberg
5th Grade Lunch - Mrs. Hoinowski & Mrs. Hackenberg
6th Grade Lunch - Mrs. Long & Mr. Rinehimer (1,3,5) & Mrs. Confer & Ms. Walker (2,4,6)
7th/8th 1st Lunch - Mr. Showers (1,4,5,6), Mrs. Quick (1,2,4,6), Ms. Burleigh (3,5), Mr. Liddic - (2,3)
7th/8th 2nd Lunch - Mr. Wright (1,4,5,6), Mr. Morgan (1,3,5), Mrs. Altebrando (4,6), Mr. Miller - (2,3)

Staff Absence Procedures: Tyler Tech Staff Portal

If a staff member (professional or support staff) is unable to report to work, he or she is to submit an absence request via the Absence Management link on the district website under the Staff tab as per district guidelines. The Absence Management link is where a staff member will submit a request for a substitute (if needed).

Staff members must submit an absence request via the Absence Management link when requesting personal, sick, emergency, bereavement, days without pay and/or approved conference days. Submitting a paper form for absence requests is no longer required.

The district may request a written physician’s statement from employees after three (3) consecutive days of absence.

Substitute Teacher Folders

All teachers must keep an **updated** folder on their desk for substitute teachers. Each folder will contain the following:

1. Location or copy of the Student and Faculty Handbooks.
2. Location or copy of 8th period roster with bus assignments.
3. Location of Seating Charts (Keep these current.)
4. Location or copy of Teacher’s Schedule.
5. Emergency procedures and any pertinent student medical information.
6. Location or copy of Lesson plans for the week.
7. Copy of Substitute Handbook

Lunch Procedures

Teachers are primarily responsible for supervising the students in their area and also all students in the commons and food court. Until all students have been served, one staff member should be monitoring the food court. Staff members on duty are responsible for making students pick trash up off the dining area floors before the conclusion of each lunch.

Recess/Outdoor Play Procedures

Teachers are responsible for students while outside the school building for recess or other outdoor play/class time. Teachers are expected to be stationed throughout the play area in order to actively monitor large groups of students. Students must remain at a minimum of 30 feet from the street. The road around the school must be blocked off during times that students are outside. The exception to this is Nicely Avenue, as it is a borough street.

Recess

1. All students in 5th and 6th grade will receive recess each day.
2. 5th grade students will receive 30 minutes daily
3. 6th grade students will receive at least 15 minutes daily.
4. Students will go outside when weather permits and the temperature is not below a real feel of 25 degrees Fahrenheit. Indoor Recess will occur if the real feel is below 25 degrees Fahrenheit (use Accuweather as the common source)
5. Grade levels review your behavior expectations with your students
6. Consistency of rule enforcement is the key. Need to always be on our toes and observant. When assigned to recess duty, your only focus should be supervision of the students.
7. Teach the kids your expectations, don't assume they know from past years
8. Slick pavement/ice- indoor recess

Fire Drill Procedures

In the event of a fire drill, teachers should make sure all *doors are closed and utilities are turned off*. Students should observe the following rules.

1. Do not run -- walk.
2. Be orderly - no talking or horseplay is permitted.
3. Proceed to the exit designated.
4. Follow the instructions of the teacher carefully.
5. Stay with your group.
6. Everyone must leave the building during a fire drill.

Fire Drill & Emergency Evacuation

Emergency Procedures (always refer to district Emergency Procedures Manual and A.L.I.C.E. Training)

<u>Room</u>	<u>Exit through Door</u>
Main Office/Conf.Rm.	front door of building
120	Exit by BLR
122	Exit by BLR
123	At staircase #4*
137	Loading Dock
140	Loading Dock
141	Loading Dock
142	Loading Dock
Kitchen and food court	Loading Dock
150	at Staircase #1*
151	at Staircase #1
152	at Staircase #2*
153	at Staircase #2
154	at Staircase #2
155	at Staircase #2
156	at Staircase #2

157	at Staircase #2
Warrior Innovation Lab	at Staircase #4
162	at Staircase #2
163	at Staircase #2
164	at Staircase #3*
165	at Staircase #3
166	at Staircase #3
167	at Staircase #3
171	at Staircase #3
172	at Staircase #3
173	at Staircase #4
174	at Staircase #4
176	at Staircase #4
Commons	at Staircase #4
Nurse's Suite (109)	front door of building
111	at Staircase #6
118	at Staircase #6
116 & Instr. Room	at Staircase #6
GLR & Gym	at Staircase #5
BLR & Gym	at Staircase #5
229	at Staircase #1
230	at Staircase #1
231	at Staircase #1
221	at Staircase # 1
219	at Staircase # 2
217	at Staircase #2
226	at Staircase #2
227	at Staircase #2
228	at Staircase #2
208	at Staircase #3
209	at Staircase #3
210	at Staircase #3
215	at Staircase #3
216	at Staircase #3
204	at Staircase #4
205	at Staircase #4
206	at Staircase #4
211	at Staircase # 3
207	at Staircase #4
Basement	at nearest exit
STEM Room	at Staircase #2

*Staircase # 1 near room 150 (1st floor) & 232 (2nd floor)

*Staircase # 2 near room 162 (1st floor) & 217 (2nd floor)

*Staircase # 3 near room 166 (1st floor) & 215 (2nd floor)

*Staircase # 4 near room 176 (1st floor) & 205 (2nd floor)

Assemblies

1. Teachers and students will wait for an announcement to move to the gym or the commons.
2. Classroom teachers will lead their group to the gym or commons and help seat them. Teachers are to remain for the entire duration of the assembly and monitor their students.
3. After the assembly, everyone will report back to their classes or homerooms depending on the applicable situation.

School Dress

The Montoursville Area School District realizes that proper student dress and grooming habits are best learned at home under the guidance and supervision of parents; therefore, the school does not wish to dictate what clothes students must wear. However, the school must provide the best possible educational climate for the understanding and development of good grooming habits. It is with this in mind that the following regulations have been adopted:

NOT ACCEPTABLE

1. Nothing covering the head (hats, hoods, etc.) will be worn inside the building, unless worn for religious, medical, or safety purposes, as this is not demonstrating proper manners.
2. All shirts/blouses or other “tops” must cover the top of the shoulder. Sleeveless shirts WILL be permitted with a minimum of 3 inches of coverage of the shoulder on each side. Muscle shirts, tank tops, spaghetti straps, racerback, and open back shirts etc. will not be permitted.
3. Undergarments will be properly covered by appropriate clothing and not visible.
4. Clothing that inappropriately exposes body area, as with cropped tops that expose midriffs, may not be worn. Midriffs must be covered on all sides. Shirts should be long enough that the midriff is not exposed when raising your hand or stretching. No exposure of buttocks or high-cut thigh.
5. All shorts, skirts, and dresses must fall to the mid-thigh or longer.
6. Clothing containing holes, cuts, tears, or rips that expose undergarments or skin above mid-thigh are not permitted
7. Students wearing transparent blouses MUST wear proper garments underneath. Blouses cut extremely low in front or in back are not permitted
8. Clothing, buttons, or other insignia are inappropriate if they are intended to mock, ridicule, or otherwise deliberately demean or provoke others because of race, religion, national origin, or individual views.
9. Any clothing that presents a safety hazard or interferes with the educational process may not be worn.
10. Clothing with words or pictures that contain sexual reference, either explicit or implied, may not be worn.
11. Regulations prohibit student dress and grooming practices that promote or advertise the use of drugs including alcohol, gang paraphernalia, violence or discrimination.
12. Clothing containing vulgar or obscene messages may not be worn.
13. Chains (i.e. wallet chains), studs, or other exposed metal which can cause personal injury or damage to school property are not permitted.
14. Bandanas are not permitted to be worn or exposed.

As a matter of general policy, the Montoursville Area School District expects that all students at all grade levels are to be neat and clean in appearance and dress when in attendance at school. The Montoursville Area School Board believes the responsibility for seeing that students meet these standards of dress ultimately rests with the parents or guardians. The principal, assistant principal, and teachers of each building are responsible for enforcing the regulations governing the proper dress and grooming of the students in their school. The administration holds the right to determine whether clothing is inappropriate for school. Students who are in violation of the school dress policy will be asked to exchange inappropriate clothing for more suitable attire. Failure to comply will result in further disciplinary action.

Dress and Grooming/Professional Employees (Board Policy 425)

Purpose

Professional employees set an example for their students to follow in dress and grooming and should present an image of dignity and encourage respect for authority. These factors act in a positive manner towards the maintenance of school and classroom discipline.

Authority

The Board has the authority to specify reasonable dress and grooming guidelines for staff, within law, that will prevent an adverse impact on the educational program.

Guidelines

When assigned to district duties professional staff members shall be physically clean, neat, well-groomed, and dressed in a manner reflecting professional assignment.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable him/her to carry out assigned duties more effectively, a request should be made to the principal.

Dress Down Days:

Dress down days are permitted for staff every Wednesday and Friday school is in session as well as other dates throughout the course of the year as planned for a specific fundraiser. Jeans are permitted to be worn on dress down days. Wednesday's are free and Friday's is a donation of a minimum of \$2.00.

******Teacher Stations During Changes of Classes**

Mr. Gemberling	in corridor by Guidance suite
Mrs. Logue	in corridor by Guidance suite
Mrs. Breneisen	outside room 205 covering top of stairwell #4
Mrs. Bennett	in corridor covering room 207
Mr. Fagnano	in corridor covering room 209
Mr. Jury	in corridor covering top of stairwell #3 by 219
Mrs. Simpson	in corridor covering room 164
Mrs. Menne	in corridor covering stairwell #2 by room 162
Mrs. Hoinowski	in corridor covering room the bottom of stairwell #4 near room 176
Mrs. Quick	in corridor covering room 142 & Commons
Mrs. Essick	in corridor covering top of stairwell #3 by 215
Mr. Joe Hanna	in corridor covering room 230
Mr. Chow	cover base of stairway #1 by room 150
Mrs. McCracken	in corridor covering room 151
Mr. Reeder	in corridor covering stairwell #2 by room 221
Mr. Weaver	in corridor covering stairwell #3 by 166
Mrs. Kreighbaum	in corridor covering room 154
Mrs. Weaver	in corridor covering room 152
Mrs. Comly	in corridor covering room 228
Mr. Jones	cover room 232 and top of stairway #1
Mrs. Hepburn	in corridor covering room 153
Mrs. Hanna	in corridor covering stairwell #2 by room 217
Mrs. Keener	in corridor covering room 172
Mr. Liddic	in corridor covering room 122
Mr. Miller	in corridor covering room 120
Mr. Rinehimer	in corridor covering room 208
Mr. Ravert	in corridor covering room 216
Mr. Laudenslager	in corridor covering room 227
Ms. Steppe	in corridor covering room 229

All teachers not listed above must supervise the corridors outside of their classrooms. ****Teachers should be at their stations and actively monitoring the hallway and their classroom. *Standing as a group talking in the hallways during the change of classes is not monitoring*

Building SAFETY AND SECURITY

All outside doors to the building remain closed and locked at all times during the school day. All visitors will be required to register in the school's electronic system in the front lobby upon arrival. All visitors are required to provide a government-issued photo identification (i.e., Driver's license) when entering the building then the office staff will issue a visitor's pass, which is to be worn while in the school building. If any staff member observes a stranger in the hall without a visitor's pass, then they are to notify the office immediately. It is recommended that classroom doors be kept locked while class is in session. No door is to be propped open in any way at any time.

If you wish to anonymously report suspicious or illegal activities on district property or at district events you may call the School Resource Officer Marcus Watkins at (570) 368-3554. If an immediate response is necessary, please call 911. All information will be kept confidential.

Additionally, the Montoursville Area School District employs armed security personnel to monitor each school campus.

Any questions/concerns regarding safety and security should be directed to the building administrators. Each school building in the district has a Building Threat Assessment Team that convenes throughout the year as situations arise. Additionally, the District Threat Assessment Team meets quarterly.

Email/Cell Phones

All staff should check their email prior to the start of first period and before leaving school each day. Email should not be used during instructional time for personal business. Personal cell phones, smart phones, tablets, iPad, and Chromebooks unless being used for instructional purposes. Any email that comes through the district email server is the property of the school district, may be reviewed by the district, and can be requested for review by the public under the Right to Know Law. Please be very careful of what you say when using District Email, since it is subject to the Right to Know Law.

Teacher Web Pages/Google Classroom

The homework section of the teacher web page or Google Classroom is to be updated by the end of the last day of each school week. When an assignment is changed for a particular day, it is to be updated prior to leaving school each day.

STUDENT DISCIPLINE

The Montoursville Area School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This Code of Conduct serves as a guideline and not the final authority on matters of discipline. The middle school administration has the authority in implementing this Code of Conduct. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania.

Discipline should, as a minimum, have three objectives in mind:

1. To provide the optimum environment in which to deliver instructional services.
2. To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
3. To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The breach of discipline within the schools will usually fall into two major classes of offenses.

1. Violation of the rules of conduct of the school. (See Levels I and II)
2. Violation of rules of conduct of the school because they are a violation of state or federal law (a crime has been committed). (See Level III)

Student discipline referrals are entered electronically by school faculty and staff into SWIS (School-Wide Information System)-(PLEASE REFER TO THE PBIS HANDBOOK FOR MORE INFORMATION ON SWIS) and maintained by the administration. Response to these referrals is at the discretion of the administration and consideration of the Code of Conduct.

The following process should be used for most Level I offenses and other level offenses at the discretion of the administration:

- 1st offense: Conference with student regarding referral.
- 2nd offense: Conference with student and parent contact regarding referral.
- 3rd offense: Conference with student, parent contact and disciplinary action.

Teachers are granted the ability to assign detention for Level I offenses (Refer to Student Handbook). Please follow the steps below when assigning a detention:

1. Inform student that a parent contact will be made and a detention will be assigned.
2. Contact parent for scheduling the detention (detention is held Tuesdays and Thursdays, 3:15 pm-4:00 pm).
3. Complete a referral in SWIS. Include in description the date of parent contact and date of detention.
4. Inform student of the date of the detention.

Acceptable Use of Digital Technologies

Code 815

Status Active

Legal 1. 47 U.S.C. 254

2. 20 U.S.C. 6777

3. 47 CFR 54.520

17 U.S.C. 101 et seq, 18 Pa. C.S.A. 5903, 18 Pa. C.S.A. 6312, 18 U.S.C. 2256, 24 P.S. 1303.1-A, 24 P.S. 4601 et seq, 24 P.S. 4604, Pol. 103, Pol. 104, Pol. 218, Pol. 218.2, Pol. 218.3, Pol. 220, Pol. 233, Pol. 237, Pol. 248, Pol. 317, Pol. 348, Pol. 417, Pol. 448, Pol. 517, Pol. 548, Pol. 814

Adopted August 10, 2004

Last Revised August 11, 2020

Purpose

The Board recognizes the need to establish rules and regulations for the use by students, staff and other authorized users of district-owned or issued technology resources, consistent with the educational and operation goals of the district.

Definitions

For purposes of this policy and the accompanying administrative guideline, district-owned or issued technology resources (district technology resources) shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the district;
2. All district telephone, cellular phone, voicemail, electronic mail, intercom, and Internet resources;
3. All district-owned or issue hardware devices such as computers, laptops, tablets, telephones, cellular phones, fax machines, printers, copiers, scanners, etc.;
4. All web-based and cloud-based storage; and
5. Web and cloud-based applications provided by the district through a third party.

Delegation of Responsibility

The Superintendent or designee shall develop and implement administrative guidelines, consistent with the general guidelines listed below, governing the acceptable use of district technology resources.

Guidelines

The use of district technology resources shall at all times be in accordance with applicable law and other Board policies and administrative guidelines.

The use of district technology resources is a privilege, not a right, which may be revoked at any time for abusive conduct or violation of the terms outlined in this Board policy or the accompanying Administrative Guideline.

District technology resources shall be used primarily for school, district employment, or approved educational-related activities only. Limited incidental personal use is permitted, so long as such use otherwise complies with this policy and the accompanying administrative guideline, and further provided that such limited incidental personal use does not interfere with and is not disruptive to district or school

operations or another user's use of district technology resources.

The district reserves the right to monitor, track, and document use of any activity conducted on, over, and through district technology resources to the extent permitted by law.

The district further reserves the right to prevent unauthorized, inappropriate or illegal use of district technology resources, and to administer appropriate discipline to users who violate this policy or the accompanying administrative guideline.

Discipline could include, but is not limited to, usage restrictions, loss of access privileges, restitution, referral to law enforcement, and/or any applicable consequence outlined in a student handbook, collective bargaining agreement, or Board policy/administrative guidelines, as appropriate under the circumstances.

Users of district technology resources shall have no expectation that their activity on or files or communications stored on or sent through such resources will be private; this includes, but is not limited to, anything that is created, stored, sent, deleted, received or displayed on, over or through district technology resources.

The district has the ability to collect, track and store data, such as IP addresses which identify technology devices using and communicating over and through the district's network and other district technology resources. The district reserves the right to utilize such data for troubleshooting and lawful investigative purposes.

Procedures regarding the individualized search of district technology resources when the district has reasonable suspicion that a user of district technology resources has violated the terms of this Board policy or the accompanying administrative guideline shall be included in the accompanying administrative guideline.

The availability of information on district technology resources does not imply endorsement by the district of such content, nor does the district guarantee the accuracy of such content.

The district shall not be responsible for any information lost, damaged or unavailable while using district technology resources.

The district will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing district technology resources.

Users of district technology resources shall immediately report any violations of this policy or the accompanying administrative guideline to their building principal, immediate supervisor, or the Supervisor of Information Technology.

Users of district technology resources may be required, as a condition of being given access to such resources, to sign a user agreement acknowledging and agreeing to be bound by this policy and the accompanying administrative guideline.

Maintaining Professional Adult/Student Boundaries

Code 824

Status Active

Legal 1. 24 P.S. 510, 2. Pol. 818, 3. 18 Pa. C.S.A. 3124.2, 4. 24 P.S. 2070.9f, 5. Pol. 103, 6. Pol. 103.1, 7. Pol. 815, 8. Pol. 104, 9. 23 Pa. C.S.A. 6311, 10. Pol. 806, 11. 24 P.S. 2070.9a, 12. Pol. 317.1, 13. 22 PA Code 10.2, 14. 22 PA Code 10.21, 15. 22 PA Code 10.22, 16. 24 P.S. 1302.1-A, 17. 24 P.S. 1303-A, 18. Pol. 317, 19. Pol. 417, 20. Pol. 517, 21. Pol. 113.1 22. Pol. 218, 23. Pol. 233, 24 P.S. 2070.1a et seq, 22 PA Code 235.1 et seq, 23 Pa. C.S.A. 6301 et seq

Adopted September 13, 2022

Authority

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as adults. The term adults as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

Definition

For purposes of this policy, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[\[2\]](#)

Guidelines

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct

Romantic or Sexual Relationships -

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[\[3\]](#)[\[4\]](#)

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions -

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.
4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.

7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

Electronic Communications -

For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent, Title IX Coordinator and his/her immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination or Title IX sexual harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported

adult, the person making the report, or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. Obstruction includes, but is not limited to, violation of “no contact” orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][18][19][20][21][22][23]

Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19][19][20]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

Medical Emergency Response Plan

First aid procedures are learned during appropriate First Aid and CPR Courses. This policy outlines staff actions to take during minor and major medical emergencies at school or at school-sponsored trips or events. This procedure does not cover specific first aid or CPR steps or sequences. Refer to training materials, skills learned, and/or directions on prescribed medications for specific guidance on treatment procedures.

INJURY EMERGENCY DURING SCHOOL

MINOR: (Non-life-threatening emergencies)

- Notify school's nurse and principal's office – send student if no other adult available, ensure an adult stays with the student at all times
- Clear other students/staff from the area to provide privacy
- Nurse or other designated school staff administer first aid procedures as indicated by the nature of the accident.
- Call the office to notify students' parents/guardian, if necessary.
- Staff witnessing the accident and/or providing first aid care complete an accident report which can be found at the nurse's office.

MAJOR: (When a student/staff's respiratory status or level of consciousness is compromised)

- Notify school's nurse and principal's office – send student if no other adult available, ensure an adult stays with the student at all times
- Either the first school staff person attending to the student or another school staff person calls 911 immediately.
- Clear other students/staff from the area to provide privacy
- Trained staff provide first aid or other Basic Life Support (CPR, rescue breathing, etc.).
- If CPR or rescue breathing is required, school staff must also retrieve or send other staff to the Automated External Defibrillator (AED).
- Call the office to notify parent or guardian immediately.
- A designated School employee (by the building principal) will accompany the student in the ambulance to the hospital if parent unavailable.
- A copy of the student's emergency card will be sent with EMS for emergency purposes.
- Staff witnessing the accident and/or providing first aid care complete an accident report which can be found at the nurse's office.

INJURY EMERGENCY DURING FIELD TRIP

The field trip coordinator should ensure that appropriate first aid equipment and supplies are available during the trip. Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or designee.

IN THE EVENT OF AN EMERGENCY:

- Designated staff person administers first aid procedures as indicated by the nature of the accident.
- If the injury is major or life-threatening, either the first school staff person attending to the student or another school staff person calls 911 immediately.

- Field trip coordinator or designee calls parents or guardian immediately (but only after 911 is called and immediate care is begun).
- Staff witnessing the accident and/or providing first aid care complete an accident report which can be found at the nurse's office.

MCKINNEY – VENTO HOMELESS EDUCATION PROGRAM

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently re-authorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION:

The McKinney-Vento Act defines *homeless children* as *"individuals who lack a fixed, regular, and adequate nighttime residence."*

This definition includes (but is not limited to) children who are:

- * sharing housing due to economic hardship or loss of housing (e.g. doubled-up)
- * living in motels, hotels, trailer parks, or campgrounds
- * living in emergency or transitional shelters
- * sleeping in places unfit for human habitation (e.g. park benches)
- * living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, etc.

Unaccompanied Youth - Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

CORE PROVISIONS:

Designated District liaison:

Every local education agency (LEA) must designate a liaison for students experiencing homelessness whose key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Assisting with enrollment, arranging for transportation and free meals, monitoring school attendance.
- Providing school supplies and other related items so they can fully participate.

- Assist with accessing support services, such as, tutoring, Special Education, English Language Learning, and other resources.
- Assist students so they can participate in school activities, field trips, sports, etc.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate community services.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.

STUDENT RIGHTS:

School Stability:

-Children and youth experiencing homelessness can remain in their school of origin for the duration of homelessness and until the end of an academic year in which they obtain permanent housing, if it is in their best interest.

-LEAs must make best interest determinations that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.

-Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing.

School Enrollment and Full Participation:

-Children and youth experiencing homelessness have the right to be enrolled in school of residence immediately, even if they lack documents normally required at time of enrollment or have missed application or enrollment deadlines.

-LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences. This includes procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

-If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.

Education for Homeless Youth Basic Education Circular -

<https://www.pa.gov/agencies/education/resources/policies-acts-and-laws/basic-education-circulars-beecs/us-code/education-for-homeless-youth>

Additional Rights:

-Free lunch and breakfast (if applicable).

-Free school supplies and uniforms (if applicable).

-Educational resources and support services to help children and youth experiencing homelessness reach

academic success.

Education for Homeless Youth Basic

Education Circular

<https://www.pa.gov/agencies/education/res>

ources/policies-acts-and-laws/basic

education-circulars-beecs/us-code/educatio

n-for-homeless-youth

The district's homeless liaison is Mr. Daniel Taormina, Superintendent. He can be reached at the following email address: dtaormina@montoursville.k12.pa.us and phone number: 570-368-2491.

**Lycoming-Clinton
Joinder Board**
Human Services

ADMINISTRATIVE OFFICE
33 W. THIRD STREET
4TH FLOOR
WILLIAMSPORT, PENNSYLVANIA 17701

570-326-7895 or 1-800-525-7938
Fax: 570-326-1348

JOINDER ADMINISTRATION

KEITH WAGNER
Joinder Executive Director/Board Secretary
MH/ID Administrator

MATTHEW SALVATORI
CYS Administrator

JONATHAN L. DEWALD
Solicitor

**JOINDER BOARD
COMMISSIONERS**

JEFFREY A. SNYDER
President
SCOTT L. METZGER
Vice President
MARK MUSSINA
Treasurer
ANGELA HARDING
JAMES A. RUSSO
MARC SORTMAN

July 13, 2026

Re: FY 2026-2027 School Outreach Agreement

Dear Dr. Daniel Taormina,

Thank you for your continued partnership in supporting students and families through the School-Based Outreach Program. We value the collaboration between **the Lycoming-Clinton Joinder Board** and **Montoursville Area School District** in providing School Outreach Caseworker services that help address students' social, emotional, and behavioral health needs.

As you know, the School-Based Outreach Program operates as a shared-cost partnership between The Lycoming-Clinton Joinder Board and all participating school districts. This collaborative funding model allows us to provide dedicated School Outreach Caseworkers who support students through care coordination, family engagement, resource connection, attendance support, and other services that promote student success.

Due to increasing healthcare costs, employee benefits, and annual cost-of-living adjustments necessary to retain qualified staff, the contracted amount for the FY 2026-2027 School-Based Outreach Agreement will increase.

Contract amounts are as follows:

FY 2025-2026 Contract Amount: \$16,500.00

FY 2026-2027 Contract Amount: \$17,325.00

We appreciate your understanding as we work together to sustain these valuable services. If you have any questions regarding the contract renewal or the rate adjustment, please feel free to contact Matthew Salvatori at (570) 326-7895 or masalvatori@joinder.org.

Thank you.

Sincerely,


Matthew Salvatori
CYS Administrator

LETTER OF AGREEMENT
SCHOOL-BASED OUTREACH SERVICES
STUDENT ASSISTANCE SERVICES

Between

LYCOMING-CLINTON JOINDER BOARD

And

MONTOURSVILLE AREA SCHOOL DISTRICT

The purpose of this Agreement is to define the relationship between the programs operated by the **LYCOMING-CLINTON JOINDER BOARD (JOINDER)** and the **MONTOURSVILLE AREA SCHOOL DISTRICT (MASD)** as it relates to joint operation and financing of School-Based Outreach Services and Student Assistance Services.

1. The **Joinder** will designate a qualified casework level position to provide information and referral, assessment of needs, prevention, and short-term intervention for students and families in the **MASD**.
2. The **Joinder** will ensure that the designated position has completed the appropriate level of training and supervision to act in this capacity and attends SAP Sharing Sessions as scheduled.
3. The **Joinder** and **MASD** will jointly determine the array of services to be provided, including but not limited to home visits, group, individual, and family sessions, mental health assessments, classroom observation, educational presentations, and faculty consultation.
4. The **Joinder** will assure that the School-Based position will serve as the SAP liaison for mental health assessments and services, and provide the appropriate level of training and supervision to act in this capacity.
5. The **Joinder** and **MASD** will establish truancy protocols for referral, assessment, and intervention services and supports to be provided by the School-Based position.
6. The **MASD** will have input into the selection of staff assigned to these positions and annual performance evaluations.
7. School-Based outreach services will be provided forty (40) hours per week on a 12-month basis. Every effort will be made to limit vacation time during the school year. Back-up and day-to-day supervision will be provided by the **Joinder**.

8. In the event of a staff vacancy, the **Joinder** shall make reasonable efforts to ensure continuity of services to **MASD** during the recruitment, interviewing, and hiring process. During such interim periods, the supervisor for the School-Based Outreach program shall provide coverage for essential program functions, including SAP meetings, intake of new referrals, coordination of services, and oversight to ensure students continue to receive appropriate support services. The supervisor providing the interim coverage shall not be required to be physically present within the school building on a full-time basis during the vacancy period.
9. **MASD** acknowledges that school-outreach services are a partnership between the school district and the **Joinder**. The **Joinder** will incur administrative and operational costs associated with recruitment, civil service requirements, interviewing, hiring, onboarding, and supervisory coverage responsibilities during vacancy periods. Accordingly, no reimbursement, reduction in payment, or financial offset shall be owed to **MASD** during such interim staffing periods, provided the **Joinder** continues to maintain and oversee service delivery.
10. The **MASD** will designate office space for the assigned **Joinder** staff position and will define an internal system to schedule time in each building and develop a system to make referrals and request activities.
11. The **Joinder** and **MASD** agree to design a system to collect data on services provided for further analysis, program development, grant writing, and consumer satisfaction.
12. The **Joinder** and **MASD** agree that each Party is responsible to obtain appropriate insurance coverage for their organization and that each Party shall hold the other Party harmless from any and all claims arising from their respective activities, responsibilities, and obligations under this Agreement.
13. The **Joinder** and **MASD** agree to jointly fund the annualized cost of these services through a combination of program and grant funding. These services are contingent on the **Joinder's** continued receipt of funds through the Pennsylvania Department of Human Services.
14. The **MASD** agrees to pay \$17,325.00 towards this position in the FY 2026-2027 school year, to be paid in two equal installments upon invoice by the **Joinder** in August 2026 and January 2027.
15. The **Joinder** may terminate this Agreement prior to the end of the annual term, with or without cause, by providing written notice to the other party hereto of its election to terminate the Agreement.

16. This Agreement embodies and includes the entire agreement between the Parties with respect to the subject matter contained herein, and no reliance is placed upon previous writings, communications, or implied representations, inducements, or understandings of any kind whatsoever, and they are excluded herefrom. No term or provision of this Agreement may be unilaterally modified or amended. Any alteration or amendment must be reduced in writing and signed by the Parties and attached to the original of the Agreement.
17. This Agreement may be signed in counterpart originals and, when assembled together, shall constitute a singular, original agreement. Facsimile and electronic "PDF" signatures of this Agreement shall be treated as original signatures and given full force and effect.

This Agreement shall be in effect from **7/1/26 to 6/30/27**.

(remainder of page intentionally left blank, with signature page to follow)

IN WITNESS WHEREOF, the duly authorized officers of the Parties hereby set their hands and seals, causing this Agreement to be executed and legally binding.

APPROVED AS TO LEGALITY AND FORM

Jonathan L. DeWald, Esq.
Lycoming-Clinton Joinder Solicitor

**MONOURSVILLE AREA
SCHOOL DISTRICT**

Dr. Daniel Taormina, Superintendent

Date: _____

Todd Badger, School Board President

Date: _____

**LYCOMING-CLINTON
JOINDER BOARD**

Commissioner Jeffrey Snyder
Joinder Board President

Date: _____



Matthew Salvatori
CYS Administrator

Date: 7/20/2026

Reviewed:

Rhonda Asaro
Fiscal Director

Date: _____

LETTER OF AGREEMENT STUDENT ASSISTANCE PROGRAM SERVICES

This Letter of Agreement is between the **Lycoming-Clinton Joinder Board (LCJB)**, located at **33 W. Third Street, 4th Floor, Williamsport, PA, 17701** and the **Montoursville Area School District (District)**, located at **50 North Arch Street, Montoursville, PA, 17754**. Both parties agree to cooperate in providing services for the Student Assistance Program.

SECTION A: Provider Agency Responsibilities

The **Lycoming-Clinton Joinder Board (LCJB)** agrees to adhere to all related Federal, State and Local laws pertaining to the delivery of mental health services and any other statutory or regulatory provisions pertaining to the Student Assistance Program (SAP). Additional responsibilities of the SAP liaison provider agency include:

1. The **LCJB** agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team meetings that will be held periodically throughout the year.
2. The **LCJB** agrees to designate a qualified liaison (bachelor's level minimum) to provide SAP mental health liaison services to the **District** as outlined in Section A of this Letter of Agreement. The SAP liaison will act as an ad hoc member of the building's Student Assistance Program Core Team (hereinafter referred to as the SAP team). The SAP liaison will attend the scheduled core team meetings for the purpose of consultation, recommendations, referrals, case management and follow-up services.
3. The SAP liaison will provide site-based student screenings/assessments for mental health treatment if recommended by the SAP team and parent/guardian permission is secured or arrange for an assessment if recommended by the SAP team and parent/guardian permission is secured. The SAP liaison will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral.
4. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that could serve the needs of identified students and their families. The SAP liaison may assist the identified student and/or family in linking up with the appropriate services.
5. The SAP Liaison will provide postvention assistance to core teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e. student death or other tragic event) as needed/requested by the **District**.
6. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per State standards and guidelines.
7. The SAP liaison will provide crisis response consultation via phone while not in the building and on site during scheduled times available in the **District**.

8. The SAP liaison will provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning.
9. The SAP liaison will assist with faculty in-service and student orientation within the limits of staff availability.
10. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
11. The SAP liaison will facilitate or participate in core team maintenance.
12. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
13. The SAP liaison will provide technical assistance to the **District** for policy development in areas related to his/her field of expertise.

SECTION B: School District Responsibilities

The **Montoursville Area School District (District)** agrees to comply with all related Federal, State, and Local laws pertaining to the delivery of mental health services within school districts, including, but not limited to, the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The **District** also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and ongoing maintenance. Additional responsibilities of the **District** include:

1. The **District** will appropriate a safe and private space in the school where the SAP liaison can provide services; provide for secure storage of student records, and adhere to SAP confidentiality provisions.
2. The **District** will provide copies of their alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services.
3. The **District** will provide family and community education on the Student Assistance Program.
4. The **District** will provide faculty, pupil personnel and student orientation to the Student Assistance Program that includes staff, services, and referral procedures.
5. The **District** will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
6. The **District** will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.

7. The **District** will submit data (on-line reporting) regarding the Student Assistance Program as requested to the Departments of Health, Education, and Human Services.
8. The **District** will appoint a representative from Central Office, along with the Building Administrator(s) or designee(s), to attend and participate in the established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

SECTION C: Records

Provider Agency (LCJB) and District (Montoursville) agree to the following regarding records:

All records generated by the **District's** Student Assistance Team, with respect to individual students, are records of the **District**; the retention and disclosure of which shall be governed by the policies of the **District** and applicable Federal laws which include:

FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations should govern procedures regarding any records developed from agency screenings or assessments.

FERPA, amended in 2002 provides parental rights to inspect, review, amend and control disclosure form a child's school record.

HIPAA is a Federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h) which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent."

When a student has been referred to a liaison designated by the **LCJB** for screening/or assessment, the records generated become the property of the **LCJB** and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol (42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

SECTION D: Conflict Resolution Process

Should there be a conflict between the Core Team and services provided by **LCJB**; the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and **LCJB** SAP Liaison meet to discuss conflict.

- Step 2. School Building Administrator, County Mental Health Administrator meet.
- Step 3. Chief School Administrator/Superintendent, Office of Mental Health Community Program Manager and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.
- Step 4. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

SECTION E: Agreement Terms

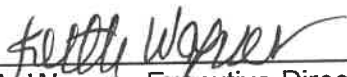
As a result of this agreement, SAP liaisons, are school officials and thus have a legitimate educational interest in participating as full members of the SAP Team.

Effective dates of this agreement are **July 1, 2026** through **June 30, 2027** and continued from year to year unless either party requests to amend or terminate the Agreement. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

MONTOURSVILLE AREA SCHOOL DISTRICT

LYCOMING-CLINTON JOINDER BOARD

Dr. Daniel Taormina, Superintendent



Keith A. Wagner, Executive Director
Joinder Board Secretary

Date: _____

Date: 7/20/2026

Truth Seekers

General Info

Certificate of Insurance expired 6/30/26

Event ID:	5121251
Location:	Loyalsock Valley Elementary
Status:	Requested
Created on:	7/27/2026
Schedules (1):	Truth Seekers
Owner:	
Category:	Category 1
Public:	Yes
Public Notes:	

Event Contacts

Name	Email	Phone
Jennifer Hoffman	jhoffman@fairlawnc.com	570-244-8504

Truth Seekers

Description:	After school Bible Club. Lessons, games, snacks, prizes, crafts, music
Upcoming Occurrences (28):	(Tu) 10/20/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 10/27/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 11/3/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 11/10/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 11/17/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 11/24/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 12/1/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 12/8/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 12/15/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 12/22/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 12/29/2026 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 1/5/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 1/12/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 1/19/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 1/26/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 2/2/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 2/9/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 2/23/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 3/2/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 3/9/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 3/16/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 3/23/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 3/30/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 4/6/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 4/13/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 4/20/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM, (Tu) 4/27/2027 (S) 2:45 PM 3:15 PM - 4:30 PM (T) 4:45 PM
Setup:	2:45 PM
Event Time:	3:15 PM-4:30 PM
Teardown:	4:45 PM
Number of People:	50

Event Items

Name	Type	Setup in	Configuration	Note
Classroom	Space			

Event Request Details

Non-Profit Organization?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
Will an admission fee be charged?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Will a participation fee be assessed?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Is organization membership limited to residents of the Montoursville Area School District?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
Is event participation limited to residents of the Montoursville Area School District?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
Name of organization's supervisors to be in attendance:	Jennifer Hoffman (/BinaryFile/FileViewer?guid=Jennifer Hoffman)

Pennsylvania Middle School Basketball Championship

General Info

Event ID:	5107827 <i>\$500.00 & \$500.00</i>
Location:	Montoursville Area High School C.E. McCall Middle School
Status:	Pending
Created on:	7/20/2026
Schedules (1):	Pennsylvania Middle School Basketball Championship
Owner:	Kristy Seese - kseese@montoursville.k12.pa.us
Category:	<i>Category 4 & 5</i>
Public:	Yes
Public Notes:	<i>\$1000 - Rental fee + Employee cost</i>

Event Contacts

Name	Email	Phone
Bradley Laubacher	bradley@statebasketballchampionship.com	

Pennsylvania Middle School Basketball Championship

Description:	Youth basketball tournament for 4th grade boys teams
Upcoming Occurrences (1):	(Fr) 3/19/2027 (S) 3:30 PM 5:30 PM - 9:45 PM (T) 10:00 PM
Setup:	3:30 PM
Event Time:	5:30 PM-9:45 PM
Teardown:	10:00 PM
Number of People:	80

Event Items

Name	Type	Setup In	Configuration	Note
Main Gym	Space			
Main Gym	Space			

Event Request Details

Non-Profit Organization?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Will an admission fee be charged?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
If yes, specify admission fees:	https://www.statebasketballchampionship.com/pa-boys-buy-tickets (/BinaryFile/FileViewer?guid= https://www.statebasketballchampionship.com/pa-boys-buy-tickets)
Will a participation fee be assessed?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
If yes, specify participation fees:	https://www.statebasketballchampionship.com/pa-register-team (/BinaryFile/FileViewer?guid= https://www.statebasketballchampionship.com/pa-register-team)

Is organization membership limited to residents of the Montoursville Area School District?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Is event participation limited to residents of the Montoursville Area School District?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Name of organization's supervisors to be in attendance:	TBD (/BinaryFile/FileViewer?guid=TBD)

Pennsylvania Middle School Basketball Championship

General Info

Event ID:	5107848 \$500.00 \$500.00
Location:	Montoursville Area High School C.E. McCall Middle School
Status:	Pending
Created on:	7/20/2026
Schedules (1):	Pennsylvania Middle School Basketball Championship
Owner:	Kristy Seese - kseese@montoursville.k12.pa.us
Category:	Category 475
Public:	Yes
Public Notes:	\$1000. Rental fee + employee cost

Event Contacts

Name	Email	Phone
Bradley Laubacher	bradley@statebasketballchampionship.com	

Pennsylvania Middle School Basketball Championship

Description:	Youth basketball tournament for 4th grade boys teams
Upcoming Occurrences (1):	(Sa) 3/20/2027 (S) 6:45 AM 7:00 AM - 8:45 PM (T) 9:00 PM
Setup:	6:45 AM
Event Time:	7:00 AM-8:45 PM
Teardown:	9:00 PM
Number of People:	80

Event Items

Name	Type	Setup In	Configuration	Note
Main Gym	Space			
Main Gym	Space			

Event Request Details

Non-Profit Organization?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Will an admission fee be charged?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
If yes, specify admission fees:	https://www.statebasketballchampionship.com/pa-boys-buy-tickets (/BinaryFile/FileViewer?guid= https://www.statebasketballchampionship.com/pa-boys-buy-tickets)
Will a participation fee be assessed?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
If yes, specify participation fees:	https://www.statebasketballchampionship.com/pa-register-team (/BinaryFile/FileViewer?guid= https://www.statebasketballchampionship.com/pa-register-team)

Is organization membership limited to residents of the Montoursville Area School District?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Is event participation limited to residents of the Montoursville Area School District?	["No"] (/BinaryFile/FileViewer?guid=["No"])

Pennsylvania Middle School Basketball Championship

General Info

Event ID:	5107864 \$500. \$500.00
Location:	Montoursville Area High School C.E. McCall Middle School
Status:	Pending
Created on:	7/20/2026
Schedules (1):	Pennsylvania Middle School Basketball Championship
Owner:	Kristy Seese - kseese@montoursville.k12.pa.us
Category:	Category 4.5
Public:	Yes
Public Notes:	\$1000. Rental fee + Employee cost

Event Contacts

Name	Email	Phone
Bradley Laubacher	bradley@statebasketballchampionship.com	

Pennsylvania Middle School Basketball Championship

Description:	Youth basketball tournament for 4th grade boys teams
Upcoming Occurrences (1):	(Su) 3/21/2027 (S) 7:00 AM 8:00 AM - 4:45 PM (T) 5:00 PM
Setup:	7:00 AM
Event Time:	8:00 AM-4:45 PM
Teardown:	5:00 PM
Number of People:	80

Event Items

Name	Type	Setup In	Configuration	Note
Main Gym	Space			
Main Gym	Space			

Event Request Details

Non-Profit Organization?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Will an admission fee be charged?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
If yes, specify admission fees:	https://www.statebasketballchampionship.com/pa-boys-buy-tickets (/BinaryFile/FileViewer?guid= https://www.statebasketballchampionship.com/pa-boys-buy-tickets)
Will a participation fee be assessed?	["Yes"] (/BinaryFile/FileViewer?guid=["Yes"])
If yes, specify participation fees:	https://www.statebasketballchampionship.com/pa-register-team (/BinaryFile/FileViewer?guid= https://www.statebasketballchampionship.com/pa-register-team)

Is organization membership limited to residents of the Montoursville Area School District?	["No"] (/BinaryFile/FileViewer?guid=["No"])
Is event participation limited to residents of the Montoursville Area School District?	["No"] (/BinaryFile/FileViewer?guid=["No"])

St
sky

MONTOURSVILLE AREA SCHOOL DISTRICT
50 North Arch Street
Montoursville, PA 17754

REQUEST FOR ☒ FIELD TRIP or ☐ FESTIVAL APPROVAL
(please check one)

Date of Request:

May 13, 2026

Person Making Request:

Morgan Solomon, Megan Daily,
Geisinger Co-op Natalie Smith

Name of Field Trip/Festival:

Geisinger Danville, Woodbine, Muncy, JS

Location of Field Trip/Festival:

September 16, 2026 - June 2, 2027

Date(s) of Field Trip/Festival:

☐ Mon. ☐ Tues. ☒ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time of trip: 8:00 am - 3:00 pm

Substitute(s) Required? ☐ Yes ☒ No

If yes, how many?

0

List other staff members attending field trip/festival:

Students attend on

their own

Estimate of Total Expenses:

\$ 425 per day Number of Students: 20

Principal's Signature:

Matthew Johnson

How is this field trip/festival relevant to your curriculum?

part of the medical Careers Course

For Office Use Only

Total Expense

Expense to District Budget

not sure what to put here

Expense to Activity

12/19/2023

2027

SG ✓
10/18

MONTOURSVILLE AREA SCHOOL DISTRICT

50 North Arch Street
Montoursville, PA 17754REQUEST FOR ☒ FIELD TRIP or ☐ FESTIVAL APPROVAL
(please check one)

Date of Request:

10/7/25

Person Making Request:

Chris Meyer / Kirsten Gist

Name of Field Trip/Festival:

MATHS Music takes us Nashville

Location of Field Trip/Festival:

Nashville TN

Date(s) of Field Trip/Festival:

4/23 - 4/26/2027Time of trip: 4/23 AM - 4/27 PM☒ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☒ Fri. ☒ Sat. ☒ Sun.Substitute(s) Required? ☒ Yes ☐ No

If yes, how many?

1 eachList other staff members attending field trip/festival: Kirsten Gist, Andrea Burkhardt

Estimate of Total Expenses:

\$ School - 0, District 1500

Number of Students:

70

Principal's Signature:

How is this field trip/festival relevant to your curriculum?

A cultural mission for our students to experience one of the best music hubs America has to offer.

For Office Use Only

Total Expense

0

Expense to District Budget

0

Expense to Activity

12/19/2023

MONTOURSVILLE AREA SCHOOL DISTRICT

50 North Arch Street
Montoursville, PA 17754

REQUEST FOR ☒ FIELD TRIP or ☐ FESTIVAL APPROVAL
(please check one)

Date of Request:

7-30-26

Person Making Request:

Rich DeLong

Name of Field Trip/Festival:

Veterans Day Service

Location of Field Trip/Festival:

Montoursville Cemetery

Date(s) of Field Trip/Festival:

11/11/2026

☐ Mon. ☐ Tues. ☒ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time of trip: 10:30-12:00

Substitute(s) Required? ☐ Yes ☐ No

If yes, how many?

List other staff members attending field trip/festival:

Stacey Dangle, Nathan Gilbert,

Jacob Wasilko, Michael Hummel (will depend on coverages.)

Estimate of Total Expenses:

\$

Number of Students:

20

Principal's Signature:

How is this field trip/festival relevant to your curriculum?

Each year MAHS students attend the Veterans Day Service in Montoursville. Students will walk to and from the Montoursville Cemetery.

For Office Use Only

Total Expense

Expense to District Budget

Expense to Activity

MONTOURSVILLE AREA SCHOOL DISTRICT

50 North Arch Street
Montoursville, PA 17754

REQUEST FOR ☒ FIELD TRIP or ☐ FESTIVAL APPROVAL
(please check one)

Date of Request:

8-11-26

Person Making Request:

Rich DeLong

Name of Field Trip/Festival:

Gene Yaw State Government Seminar

Location of Field Trip/Festival:

Penn College, Williamsport, PA

Date(s) of Field Trip/Festival:

March 11, 2027

☐ Mon. ☐ Tues. ☐ Wed. ☒ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time of trip: 8:00-2:00 p.m.

Substitute(s) Required? ☒ Yes ☐ No

If yes, how many?

2

List other staff members attending field trip/festival:

Stacey Dangle

Estimate of Total Expenses:

\$

270.00
Bus costs

Number of Students:

30

Principal's Signature:



How is this field trip/festival relevant to your curriculum?

- Students will participate in workshops showing how state government works.
- our students enjoy this event and stand out with their knowledge and application.

For Office Use Only

Total Expense _____

Expense to District Budget _____

Expense to Activity _____

MONTOURSVILLE AREA SCHOOL DISTRICT

50 North Arch Street
Montoursville, PA 17754

REQUEST FOR ☒ FIELD TRIP or ☐ FESTIVAL APPROVAL
(please check one)

Date of Request:

7-30-26

Person Making Request:

Rich DeLong

Name of Field Trip/Festival:

Homecoming Reading

Location of Field Trip/Festival:

Lyter Elementary School

Date(s) of Field Trip/Festival:

10/6/2026

☐ Mon. ☒ Tues. ☐ Wed. ☐ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time of trip: 2:15-3:00

Substitute(s) Required? ☐ Yes ☒ No

If yes, how many? _____

List other staff members attending field trip/festival: _____

Estimate of Total Expenses: \$

Number of Students:

20

Principal's Signature: _____

[Signature]

How is this field trip/festival relevant to your curriculum?

• Annual tradition of reading to students.

• Building culture amongst the district.

• Excellent connection of high school
and elementary students.

For Office Use Only

Total Expense _____

Expense to District Budget _____

Expense to Activity _____

* Students
will walk

to Lyter. *

MONTOURSVILLE AREA SCHOOL DISTRICT

50 North Arch Street
Montoursville, PA 17754

REQUEST FOR ☒ FIELD TRIP or ☐ FESTIVAL APPROVAL
(please check one)

Date of Request: 7-30-26

Person Making Request: Rich DeLong

Name of Field Trip/Festival: Homecoming Reading

Location of Field Trip/Festival: Loyalsock Valley Elementary School

Date(s) of Field Trip/Festival: 10/8/2026

☐ Mon. ☐ Tues. ☐ Wed. ☒ Thurs. ☐ Fri. ☐ Sat. ☐ Sun.

Time of trip: 1:55-3:00

Substitute(s) Required? ☐ Yes ☒ No If yes, how many? _____

List other staff members attending field trip/festival: _____

Estimate of Total Expenses: \$ Bus costs \$130.00 Number of Students: 10

Principal's Signature: [Signature]

How is this field trip/festival relevant to your curriculum?

- Annual tradition of reading to students.
- Building culture amongst the district.
- Excellent connection of high school and elementary students.

For Office Use Only

Total Expense _____

Expense to District Budget _____

Expense to Activity _____



August 14, 2026

Daniel D. Taormina, Superintendent
Montoursville Area School District
50 N. Arch Street
Montoursville, PA 17754

Re: Request for Proposal
Baseball Field Renovations
Lycoming County, PA

Dear Dan,

Thank you for meeting me on the site and reviewing the findings of our field survey and soil investigation. As discussed, the baseball field is graded appropriately except for the infield area. The grading sags between the pitcher's mound and the edge of the infield and won't allow runoff to drain out of the grass.

Our approach will include stripping the existing sod, fixing the subgrade to get proper slopes and installing new sod. We'll probably include replacement of the pitcher's mound since we'll probably disturb that during construction. We also intend on designing underdrains which we can either include in the base bid or as an alternate bid item.

Our goal is to receive bids by mid-September so that we can install sod this fall. This schedule will be dependent on contractor availability.

Please feel free to contact me with any questions as I can be reached at 570-337-3802 or via email at akeister@livicco.com, 635 N. Loyalsock Avenue, Montoursville, PA 17754.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew D. Keister", with a stylized flourish at the end.

Andrew D. Keister, PE, PLS – Director
LIVIC Civil

Enclosures – Engineering Services Proposal
Cc: File P1490

PROJECT APPROACH

As a result of an investigation of poor drainage at the Montoursville Area School District baseball field, it's been determined that the infield area is not graded properly. Additionally, test pits indicate that a 3' deep layer of poorly drained material lies between the field surface and deeper, well-drained sand and gravel.

Our approach is to:

- Strip the existing sod – plan on replacing a small portion of the infield mix adjacent to the grass along with the pitcher's mound since it will get disturbed
- Correct the grading of the infield
- Install new sod
- Replace the pitcher's mound
- Install underdrains – either outlet them deep to the sand and gravel or else to the existing 12" stormpipe that runs just outside of the infield area.

The plan is to bid the project as soon as possible with the goal of laying new sod this fall so that baseball can play on it in the spring.

BOWMAN FIELD

A: Design Services		Fee
1. MAPPING/SURVEY		N/A
2. ZONING/SALDO		N/A
3. UTILITIES		\$400
4. ES/NPDES/SWM		N/A
5. ENVIRONMENTAL		N/A
6. TRAFFIC		N/A
7. HOP/ROADWAY PERMITTING		N/A
8. FINAL DESIGN		\$6,000
9. PM/COORD/MEETINGS		\$1,400
10. GEOTECHNICAL		N/A
DESIGN Subtotal		\$7,800
B: Construction Phase Services		Fee
1. CONTRACT DRAWINGS/SPECS		\$3,200
2. BIDDING		\$1,000
3. CONSTRUCTION ADMINISTRATION		\$3,000
4. POST-CONSTRUCTION		N/A
CONSTRUCTION PHASE SERVICES Subtotal		\$7,200
TOTAL A + B		\$15,000

SCOPE OF SERVICES

The following Scope of Services outlines the design and coordination items required for this project.

DESIGN SERVICES

A.1 MAPPING/SITE SURVEY

Not Anticipated.

A.2 SALDO REVIEW/ZONING

Not Anticipated.

A.3 UTILITIES

PA ONE CALL

Engineers will prepare a design-phase PA One Call as required by PA State law. A One Call must be placed no later than 30 days prior to bidding.

A.4 ES/NPDES/STORMWATER

Not Anticipated.

A.5 ENVIRONMENTAL

Not Anticipated.

A.6 TRAFFIC

Not Anticipated.

A.7 HOP/ROADWAY PERMITTING

Not Anticipated.

A.8 FINAL DESIGN

Plan Development

LIVIC CIVIL will prepare the following plan sheets:

I. Title Sheet

LIVIC CIVIL will develop this sheet to include the project name, location, developer information, location map, drawing index, utility contacts, zoning and site data.

II. Existing Conditions/Demo Plan

LIVIC CIVIL will develop this sheet from the topographic survey data. The existing conditions plan will serve as a base map from which the remaining plan drawings can be developed. This plan will also include reference to all features to be demolished and remain – limits of sod removal, construction fencing, etc.

III. Site Layout Plan

LIVIC CIVIL will develop this sheet to depict the proposed site with all dimensions critical to the layout of proposed site improvements. *(LIVIC CIVIL may provide CAD drawings to the General Contractor for construction stakeout purposes.)*

IV. Site Grading Plan

LIVIC CIVIL will develop a grading plan for the infield area. This will include detailed grading with spot elevations for the mound and infield grass.

V. Site Landscape Plan

LIVIC CIVIL will specify sod for the infield area.

VI. Detail Sheet(s)

LIVIC CIVIL will develop this sheet(s) to include construction details needed to properly construct the project site. Typical details will include sod, infield mix, pitcher's mound, underdrains, etc.

A.9 PM/MEETINGS/COORD/SUBMISSIONS

Meetings

LIVIC CIVIL will coordinate and attend meetings throughout the duration of the design process. These could be a combination of in-person and Teams meetings, whichever is appropriate and convenient for stakeholders.

PM/Updates/Coordination

Our goal for this phase with any of our clients is to provide updates and communication every step of the way so that you can make the best decisions with the best information available. Over the course of the project, we will provide routine project updates every step of the journey and available for advice and guidance when needed. We believe that the communication provided in this area as LIVIC Guides is the most valuable resource we have to offer as a consulting partner.

A.10 GEOTECHNICAL

(Not Included)

CONSTRUCTION PHASE SERVICES

B.1 CONTRACT DRAWINGS/SPECS

Technical specifications will be developed for all items of work. A project manual (contract documents) will be prepared and provided to your solicitor for review prior to bidding.

B.2 BIDDING

LIVIC will attend the pre-bid meeting to identify areas of contractor concern. LIVIC will prepare addenda as required throughout the bidding process. Once bids are received, staff will review the bids for consistency and provide a recommendation to the School District.

B.3 CONSTRUCTION PHASE SERVICES

Shop Drawing Review

LIVIC Civil will include review of RFIs, submittals and shop drawings forwarded by the contractor as necessary.

Construction Administration Services

LIVIC anticipates coordinating with the site contractor to answer field questions promptly and directing field changes as needed for a successful and timely project. Outside of field meetings, LIVIC will attend site meetings on an as-needed basis. At the completion of construction, we will conduct a final walk through to prepare a punchlist.

ADDITIONAL CONTRACT DETAILS

REIMBURSABLE EXPENSES

Expenses

Postage, mileage, full size submission prints and permit/application fees are considered reimbursable expenses.

Reimbursable Permit Fees/Project Expenses Estimated

❖ E&S Application Fee	not anticipated
❖ Building Permit	not anticipated

ASSUMPTIONS/EXCLUSIONS

The following items are assumptions/exclusions that pertain to this proposal:

- ❖ No fees are included for electrical or structural design.
- ❖ Redesign of any portions of the work due to hidden conditions or requested significant project changes by the applicant or funding agency following initial permit submission may be considered an additional service.
- ❖ Construction estimates provided by LIVIC Civil will be opinions based on experience and may not be an accurate reflection of current market conditions and pricing. Contractor pricing is recommended.
- ❖ It is assumed that we will be able to discharge our stormwater to a point or location that does not require an easement or right-of-way and that we do not need to increase capacity to any off-site facility. No off-site improvements are included within our scope of work.

**AGREEMENT BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

This is an Agreement between **Montoursville Area School District** (Owner) and **LIVIC Civil, LLC** (Engineer).

This Agreement's Effective Date is: August 14, 2026

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as:

Baseball Field Renovation Project (Project).

Engineer's services under this Agreement (Services) are generally identified as:

Final Design, Bidding and Construction Administration

Owner and Engineer further agree as follows:

1.01 Services of Engineer

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

2.01 Owner's Responsibilities

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
 - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.
- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.

3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within as outlined in the schedule included in the scope of services. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- C. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding 4 months. If the actual time to complete construction exceeds the number of months indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt.
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day; (2) in addition Engineer may, after giving 7 days' written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges, and in such case Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2. If collection efforts are exercised by Engineer, all costs associated with these efforts will be incurred by Owner.

D. Basis of Payment

1. Lump Sum. Owner shall pay Engineer for Services as follows:
 - a. A Lump Sum amount of **\$15,000**
 - b. In addition to the Lump Sum amount, reimbursement of the following expenses: Application Fees, Municipal Consultant Review Fees, Recording Fees, etc.
 - c. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.
- E. Additional Services: For Additional Services, Owner and Engineer shall agree upon value and scope of work to be completed. Services completed on a time and expense basis will be billed according to the Engineers Standard Rate Schedule for the year in which the work was performed. Rate schedule may be provided upon request and may be updated each calendar year. Additional expenses and/or permit fees to be invoiced as a pass-through fee to the Owner.

5.01 Termination

A. Termination for Cause

1. Either party may terminate the Agreement for cause upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
 - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

B. Termination for Convenience: Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.

C. Payments Upon Termination: In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.

1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.

6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.

- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:
 - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
 - 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 - 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. Insurance – Additional Insured; The Contractor shall maintain insurance coverage as required under this Agreement. The Contractor shall name both the Owner and LIVIC Civil, Inc. (Engineer) as additional insureds on all liability insurance policies carried by the Contractor, including but not limited to coverage for the Contractor's ongoing operations and completed operations. Such insurance shall be primary and non-contributory with respect to the additional insureds, and evidence of this coverage shall be provided to the Municipality and Engineer prior to commencement of the Work and maintained through final completion.
- J. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- K. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- L. This Agreement shall be governed by the law of the Commonwealth of Pennsylvania. For any binding dispute resolution under the agreement, venue and jurisdiction shall be in Northumberland County Court of Common Pleas or the United States District Court for the Middle District of Pennsylvania.
- M. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.
- N. Changes in Pennsylvania's One-Call law have imposed new responsibilities upon project owners "to utilize sufficient quality levels of subsurface utility engineering or other similar techniques whenever practicable to properly determine the existence and positions of underground facilities when designing known complex projects having an estimated cost of four hundred thousand dollars (\$400,000) or more." In addition, Engineer sometimes makes recommendations to owners that subsurface utility engineering is necessary based upon job conditions, regardless of project cost.

The American Society of Civil Engineers standard which is referenced in the One-Call Law, sets forth four (4) quality levels designated as A (highest), B, C and D (lowest). Engineer typically provides services at level C. This includes requesting line and utility information from the PA One Call System, locating marked utilities and visible above ground utility features, and identifying approximate locations of utility lines on the plans using its professional judgment in correlating the information obtained from the field survey, existing records, oral statements, information from PA One Call System. Based upon job conditions, Engineer may recommend levels A or B. Engineer does not provide services at level A or B, but has the ability to

coordinate a subconsultant that does provide this level. If Engineer recommends level A or B and if the Owner agrees with this recommendation, Engineer will enter into a subconsultant agreement to have this work performed at an additional cost to the Owner.

- O. Owner grants Engineer the right to capture and use photographs, videos, and/or other content generated during site visits and throughout the project for marketing, promotional, training, and/or informational purposes. This includes, but is not limited to, use in website content, social media, presentations, and other company materials. These photographs, videos, and content may be shared or published publicly only after the project has been made public during the entitlement process or during/post-construction.

7.01 Definitions

- A. Constructor—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. Constituent of Concern—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 Successors, Assigns, and Beneficiaries

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. The written consent of the Owner shall not be unreasonably withheld, conditioned or delayed. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Attachments:

1. Scope of Services Proposal Dated **8/14/26**

Owner:

By: _____
 Print name: _____
 Title: _____
 Date Signed: _____

Engineer:

By:  _____
 Print name: Andrew D. Keister, PE, PLS
 Title: Director
 Date Signed: 8/14/26

Engineer License or Firm's Certificate No. 82-3042074

State of: Pennsylvania

Address for Owner's receipt of notices:

50 N. Arch Street
 Montoursville, PA 17754

Address for Engineer's receipt of notices:

635 N. Loyalsock Avenue
 Montoursville, PA 17754

First Name	Last Name	Role
Gary	Adams	Teacher Substitute
Adam	Aldenderfer	Teacher Substitute
Joan	Baier	Nurse Substitute
Bonnie	Bair	Teacher Substitute
Lydia	Barbour	Teacher Substitute
Pamela	Bardell	Aide Substitute
James	Batkowski	Teacher Substitute
Lisa	Bower	Teacher Substitute
Christopher	Bower	Teacher Substitute
Tammy	Carey	Nurse Substitute
Rebecca	Chow	Teacher Substitute
Michael	Cillo	Teacher Substitute
Dana	Culver	Teacher Substitute
Alicia	Dabney	Nurse Substitute
Loretta	Day	Teacher Substitute
Bradley	Deacon	Teacher Substitute
Vicki	Eberhart	Teacher Substitute
Barbara	Eisenhower	Aide Substitute
Benjamin	Foster	Teacher Substitute
Ginger	Garneau	Aide Substitute
Kristen	George	Exclusive Substitute
AnnaKate	Gillespie	Teacher Substitute
Olivia	Good	Nurse Substitute
Charlotte	Greenway	Aide Substitute
Brooke	Greiner	Exclusive Substitute
Isabelle	Gush	Teacher Substitute
Marc	Guthrie	Custodian Substitute
Darlyn	Haas	Aide Substitute
Michelle	Hopkins	Teacher Substitute
Chelsea	Howe	Teacher Substitute
Emily	Huskin	Exclusive Substitute
Kellie	Karschner	Nurse Substitute
Diane	King	Exclusive Substitute
Brenda	Kline	Teacher Substitute
Lydia	Krizan	Teacher Substitute
Madison	Labatch	Teacher Substitute
Linda	LaCoe	Teacher Substitute
Anita	Leahy	Teacher Substitute
Robert	Lierse	Exclusive Substitute
Cheryl	Lucas	Teacher Substitute
Michele	Lyons	Aide Substitute
Tracey	Martinez	Teacher Substitute
Matlack	Ryan	Teacher Substitute
Makennah	McCourt	Teacher Substitute
Mariah	Mahserjian-Sr	Aide Substitute
Janice	Mengel	Teacher Substitute

Lauren	Miller	Teacher Substitute
Heidi	Mnkandhla	Teacher Substitute
Tammy	Morgan	Teacher Substitute
Alivia	Mullner	Teacher & Aide Substitute
Tinamarie	Munsell	Exclusive Substitute
David	Myers	Teacher Substitute
Evan	Nagy	Teacher Substitute
Sharon	O'Malley	Teacher Substitute
Karen	Opp	Aide Substitute
Chloe	Perrin	Teacher Substitute
Amanda	Phlegar	Aide Substitute
Kelly	Pittenger	Teacher Substitute
Paula	Pulizzi	Teacher Substitute
Rocco	Pulizzi	Exclusive Substitute
Theresa	Sander	Teacher Substitute
Richelle	Sandford	Teacher Substitute
Marina	Schappell	Teacher Substitute
Danika	Seese	Custodian Substitute
Nathan	Seiders	Custodian Substitute
Susan	Shoemaker	Teacher Substitute
Bianca	Signor	Teacher Substitute
Don	Smith	Teacher Substitute
Lynette	Smurl	Teacher Substitute
Morgan	Solomon	Teacher Substitute
Matthew	Solomon	Teacher Substitute
Diane	Souter	Teacher Substitute
Victoria	Stetts	Teacher Substitute
Jennifer	Straka	Teacher Substitute
Arienne	Strickland	Teacher Substitute
Maja	Susanj	Teacher Substitute
Lindsey	Swanger	Teacher Substitute
Lisa	Swoyer	Teacher Substitute
Evan	Sylstra	Teacher Substitute
Natalie	Teffeteller	Aide Substitute
Tracey	Ulmer	Aide Substitute
Beth	Verrico	Teacher Substitute
Waltz	Abby	Exclusive Substitute
Mackenzie	Weaver	Teacher Substitute
Brittany	Wittman	Teacher Substitute
Kate	Zedalis	Teacher Substitute

MONTOURSVILLE AREA SCHOOL DISTRICT

50 North Arch Street, Montoursville, Pennsylvania 17754-1900

SCHOOL BUS DRIVERS FOR 2026-2027

KOSER BUSING

Baker, Gary	#7
Baver, Michelle	#2
Eck, Rachel (Monitor)	
Campbell, James	Sub
Harris, Lynnette	Sub
Katzmaier, Emerald	#1
Katzmaier, Johnathan M.	Sub
Katzmaier, Nathan J.	Sub
King, Merry K (Kim)	#9
Koehler, Michael	Sub
Koser, Clayton L.	#4
Koser, Kaelyn M.	Sub
Koser, Logan R.	Sub
Koser, Tammy M.	#3 PM
Kriner, Andrea L.	Sub
Libby III, Charles	#10
Little, Jason	Sub
Ranck, Mark R.	#8
Route, Gloria	#3 Am
Shaffer, Barb	#6
Thomas, Melissa	#12
Trick, Dennis	#5
Shimkus, Andrea	#11
Wheeland, Rick	#55

JEAN SERVICES

Brown, Gregory S.	Sub
Jean, Todd C.	#14
Ulmer, Norma J.	#13

CAMPBELL BUSING

Brown, Greg	Sports
Campbell, James	Sports/Trips
Earnest, Audrey	Sports
Evans, Gary	Sports
Kling, Devon	Sports
Miller, William	Sports
Ranck, Mark	Sports
Shaffer, Barb	Sports
Trick, Dennis	Sports

PROMISELAND BUSING

Sanner, Nichelle	Driver
Earnest, Tina	Driver
Temple, Sandy	Driver
Effen, Lon Anne	Driver
Frahm, Lori	Driver
Rakestraw, David	Driver
Rhinehart, Amy	Driver
Rakestraw, Kathy	Driver
Rood, Gary	Driver
Lewis, Nathaniel	Driver
Sanner, Jodie	Driver
Bower, Rhian	Aide
Karschner, Sheila	Aide
Rakestraw, Noah	Aide
Wright, Karen	Aide
Earnest, Lydia	Aide
Dincher, Kathy	Aide
Hall, Chris	Aide
Rakestraw, Kim	Aide
Primerano, Jade	Aide
Twigg, Marge	Aide



Crabtree, Rohrbaugh & Associates - Architects
401 East Winding Hill Road
Mechanicsburg, PA 17055
Pennsylvania • Virginia • Maryland • West Virginia

Contractor: Lecce Electric, Inc
Address: 1843 Liberty Drive
Address: Williamsport, PA 17701
City, State, ZIP: 0

Project : Additions & Renovations to
Address: Lyter Elementary School

Change Order No: 1
Date: 8/6/2026

Architect's Project No: 3778

The contract is changed as follows:

Contract Type: Electrical
Notice to Proceed Date: 1/14/2026

Add	
Deduct \$	15,854.00
Add for generator relocation per ASI 1 Add: \$4,471.00	
Credit for change from copper to aluminum Deduct: (\$17,672.00)	
Credit for relocation of (27) clocks marked ETR and install district provided ceiling speakers Deduct (\$2,653.00)	

Additional Documentation Attached ☒

This Change Order is not valid until signed by the Owner, Architect, and Contractor.

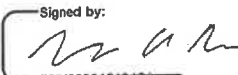
Original Contract Amount	\$	2,404,000.00
Net Change by previous Change Orders	\$	-
Contract Amount prior to this Change Order	\$	2,404,000.00
Net Change by this Change Order	\$	(15,854.00)
Contract Amount after this Change Order	\$	2,388,146.00

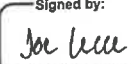
Contract Time adjustment as a result of this Change Order 0 Days
Date of Substantial Completion as of this Change Order

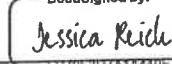
Architect
Crabtree Rohrbaugh & Assoc.
401 East Winding Hill Road
Third Floor
Mechanicsburg, PA 17055

Contractor
Lecce Electric, Inc
1843 Liberty Drive
Williamsport, PA 17701
0

Owner
Montoursville Area SD
50 N Arch Street
Montoursville, PA 17754
0

Signed by:
By: 
78042630A213454...

Signed by:
By: 
8PTAD7DD316540C...

DocuSigned by:
By: 
FD70F3D7A7A440E...

Date: 8/6/2026 | 11:55 AM PDT

Date: 8/6/2026 | 11:56 AM PDT

Date: 8/10/2026 | 7:31 AM PDT



Lecce Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

APPROVED

Matt Baker, 9:56:53, 17/04/2026

No Exception TCH

April 15, 2026

Crabtree, Rohrbaugh & Associates
401 E Winding Hill Rd. #301
Mechanicsburg, Pa 17055

Project: Montoursville Lyter School Project

Re: Change request letter 1 rev 1

Changes per ASI-1 for work associated with the relocation of the new generator and transfer switches.

- It should be noted that this change will not allow the new generator to be installed until after the new switchboard is installed and the old equipment is removed.
- If the underground tanks interfere with installation of the new generator pad additional cost may apply.

The total amount is \$4,471.00

Sincerely,

Lecce Electric, Inc.
Joseph M. Lecce, President

move generator location per asi 1

<u>Description of Material Used</u>	<u>Total Units</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Unit Labor</u>	<u>Total Labor</u>
1 1/2" emt conduit	-868	\$3.15	(\$2,734.20)	0.07	-60.76
1 1/2" emt coupling	-92	\$1.37	(\$126.04)	0.1	-9.2
1 1/2" minneralac	-155	\$0.78	(\$120.90)	0.13	-20.15
1 1/2" emt connector	-16	\$1.17	(\$18.72)	0.2	-3.2
beam clamp	9	\$1.51	\$13.59	0	0
2" emt conduit	40	\$3.69	\$147.60	0.08	3.2
2" emt coupling	4	\$2.14	\$8.56	0.12	0.48
2" emt connector	2	\$1.94	\$3.88	0.25	0.5
2" minneralac	7	\$1.21	\$8.47	0.13	0.91
2 1/2" emt conduit	213	\$5.61	\$1,194.93	0.095	20.235
2 1/2" emt coupling	22	\$4.19	\$92.18	0.14	3.08
2 1/2" emt connector	12	\$5.63	\$67.56	0.3	3.6
2 1/2" minneralac	37	1.88	\$69.56	0.15	5.55
1" pvc conduit	30	0.51	\$15.30	0.02	0.6
1 1/2" pvc conduit	-22	0.85	(\$18.70)	0.03	-0.66
2" pvc conduit	60	\$1.06	\$63.60	0.03	1.8
2 1/2" pvc conduit	35	\$1.66	\$58.10	0.03	1.05
#3 thhn wire	-1575	1.58	(\$2,488.50)	0.015	-23.625
#2 thhn wire	261	1.984	\$517.82	0.017	4.437
#4 thhn wire	118	1.249	\$147.38	0.013	1.534
#3/o thhn wire	1044	4.216	\$4,401.50	0.026	27.144
#12 thhn wire	5512	0.196	\$1,080.35	0.006	33.072
#4/0 thhn wire	472	5.256	\$2,480.83	0.029	13.688
#1 thhn wire	-2380	2.213	(\$5,266.94)	0.019	-45.22
#6 thhn wire	-595	0.82	(\$487.90)	0.011	-6.545
3/4" emt conduit	720	0.35	\$252.00	0.05	36
3/4" emt coupling	72	0.36	\$25.92	0.05	3.6
3/4" minneralac	120	0.47	\$56.40	0.12	14.4
3/4" emt conduit connector	14	0.24	\$3.36	0.1	1.4
200A 3P NF N1 safety switch	1	566.92	\$566.92	3	3
5ftx 5ft sidewalk replacement	1	\$100.00	\$100.00	3.5	3.5
excavating/trenching	1	\$2,623.00	\$2,623.00	0	0
			TOTAL		TOTAL
			\$2,736.92		13.42

	<u>RATE</u>	<u>HOURS</u>	
TOTAL MATERIAL			\$2,736.92
LABOR	\$80.10	13.42	\$1,074.94
SUPERINTENDANT	\$88.78		\$0.00
SUB TOTAL			\$3,811.87
OVERHEAD	0		\$0.00
PROFIT	0.15		\$571.78
BOND, INS., MERC TAX	0.02		\$87.67
TOTAL			\$4,471.32



Lecce Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

APPROVED

Matt Baker, 9:57:20, 17/04/2026

No Exception TCH

April 15, 2026

Crabtree, Rohrbaugh & Associates
401 E Winding Hill Rd. #301
Mechanicsburg, Pa 17055

Project: Montoursville Lyter School Project

Re: Change request letter 2 rev 1

I am pleased to offer the following credit to switch from copper wire to aluminum wire. Crimp pin connectors will be installed at all terminations.:

- Change feeder from panel EH to EHC to aluminum 4 #250 and 1 #1/0 in 3" conduit.
- Change feeder from panel EH to transformer T-ELA to aluminum 4 #1 in 2" conduit.
- Change feeder from panel MLP to LE to aluminum 4 #300 and 1 #2 in 3" conduit.
- Change feeder from MDS to HB to aluminum 4 #750 and 1 #1 in 4" conduit.
- Change feeder from MHNE to transformer T-SLK to aluminum 3 #3/0 and 1 #2/0 in 2" conduit.
- Change feeder from panel EHC to EHA to aluminum 4 #250 and 1 #1/0 in 3" conduit.

The total credit is \$17,672.00

Sincerely,

Lecce Electric, Inc.
Joseph M. Lecce, President

cu to alum

<u>Description of Material Used</u>	<u>Total Units</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Unit Labor</u>	<u>Total Labor</u>
1 1/2" emt conduit	-690	\$3.06	(\$2,111.40)	0.07	-48.3
1 1/2" emt coupling	-69	\$1.37	(\$94.53)	0.1	-6.9
1 1/2" minneralac	-115	\$0.78	(\$89.70)	0.13	-14.95
1 1/2" emt connector	-12	\$1.17	(\$14.04)	0.2	-2.4
4" emt conduit	480	9.34	\$4,483.20	0.16	76.8
4" emt coupling	48	6.92	\$332.16	0.22	10.56
4" emt connector	8	10.33	\$82.64	0.45	3.6
4" minneralac	80	\$3.18	\$254.40	0.17	13.6
2" emt conduit	690	\$3.60	\$2,484.00	0.08	55.2
2" emt coupling	69	\$2.14	\$147.66	0.12	8.28
2" emt connector	12	\$1.94	\$23.28	0.25	3
2" minneralac	115	\$1.21	\$139.15	0.13	14.95
2 1/2" emt conduit	-821	\$5.44	(\$4,466.24)	0.095	-77.995
2 1/2" emt coupling	-82	\$4.19	(\$343.58)	0.14	-11.48
2 1/2" emt connector	-22	\$5.63	(\$123.86)	0.3	-6.6
2 1/2" minneralac	-135	1.88	(\$253.80)	0.15	-20.25
3" emt conduit	341	6.89	\$2,349.49	0.11	37.51
3" emt coupling	34	5.28	\$179.52	0.16	5.44
3" emt connector	8	\$6.60	\$52.80	0.35	2.8
3" minneralac	55	\$2.54	\$139.70	0.15	8.25
#3 thhn CU wire	-3290	1.58	(\$5,198.20)	0.015	-49.35
#2 thhn CU wire	-511	1.984	(\$1,013.82)	0.017	-8.687
#4 thhn CU wire	-320	1.249	(\$399.68)	0.013	-4.16
#3/o thhn CU wire	-2044	4.216	(\$8,617.50)	0.026	-53.144
#1/0 thhn CU wire	-2070	2.709	(\$5,607.63)	0.022	-45.54
#4/0 thhn CU wire	-1280	5.256	(\$6,727.68)	0.029	-37.12
#1 thhn CU wire	-690	2.213	(\$1,526.97)	0.019	-13.11
#500 thhn CU wire	-2000	12.297	(\$24,594.00)	0.044	-88
#3/0 term	-10	0	\$0.00	0.18	-1.8
#500 term	-8	0	\$0.00	0.25	-2
#2 term	-2	0	\$0.00	0.17	-0.34
#1/0 term	-2	0	\$0.00	0.18	-0.36
#250 term	16	0	\$0.00	0.22	3.52
#250 pin adapter	16	99.54	\$1,592.64	1.1	17.6
#1/0 pin adapter	4	16.46	\$65.84	0.6	2.4
#300 pin adapter	8	99.54	\$796.32	1.2	9.6
#2 pin adapter	2	13.41	\$26.82	0.45	0.9
#750 pin adapter	8	99.54	\$796.32	1.75	14
#750 alum wire	2000	3.984	\$7,968.00	0.045	90
#250 alum wire	2044	1.527	\$3,121.19	0.027	55.188
#1/0 alum wire	511	0.744	\$380.18	0.02	10.22
#2/0 alum wire	690	0.878	\$605.82	0.022	15.18
#1 alum wire	3290	0.663	\$2,181.27	0.018	59.22
#3/0 alum wire	2070	1.09	\$2,256.30	0.023	47.61
#300 alum wire	1280	2.067	\$2,645.76	0.029	37.12
#2 alum wire	320	0.477	\$152.64	0.017	5.44

<u>Description of Material Used</u>	<u>Total Units</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Unit Labor</u>	<u>Total Labor</u>
#750 term	8	0	\$0.00	0.3	2.4
#300 term	8	0	\$0.00	0.22	1.76
#4/0 term	-8	0	\$0.00	0.22	-1.76
#4 term	-2	0	\$0.00	0.05	-0.1
#3 term	-10	0	\$0.00	0.05	-0.5
#2/0 term	2	0	\$0.00	0.18	0.36
#2/0 pin adapter	2	24.77	\$49.54	0.7	1.4
#1 term	8	0	\$0.00	0.17	1.36
#1 pin adapter	10	\$15.70	\$157.00	0.5	5
			TOTAL		TOTAL
			(\$27,719.00)		125.422

	<u>RATE</u>	<u>HOURS</u>	
<u>TOTAL MATERIAL</u>			(\$27,719.00)
<u>LABOR</u>	\$80.10	125.422	\$10,046.30
<u>SUPERINTENDANT</u>	\$88.78		\$0.00
<u>SUB TOTAL</u>			(\$17,672.69)
<u>OVERHEAD</u>	0		\$0.00
<u>PROFIT</u>			\$0.00
<u>BOND, INS., MERC TAX</u>			\$0.00
<u>TOTAL</u>			(\$17,672.69)



Lecce Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

May 26, 2026

Crabtree, Rohrbaugh & Associates
401 E Winding Hill Rd. #301
Mechanicsburg, Pa 17055

Project: Montoursville Lyter School Project

Re: Change request letter 3

I am pleased to provide a price to relocate the 27 clocks marked "ETR" in the existing classrooms and install district provided ceiling speakers. Any patching of existing holes will be by others.

The total credit is \$2,653.00

Sincerely,

Lecce Electric, Inc.
Joseph M. Lecce, President

