

Montour High School



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www.montourschools.com

STUDENT / PARENT HANDBOOK

2016 - 2017 SCHOOL YEAR

BOARD OF SCHOOL DIRECTORS

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Mr. Mark Hutter, **Vice-President**
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Dr. Christopher Stone, Grades K- 6

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Mr. Jerry Waldorf

ATHLETIC DIRECTOR

Mr. Lou Cerro

BUILDING ADMINISTRATION

Mr. Todd M. Price, Principal
Mr. William King, Assistant Principal

COUNSELING DEPARTMENT

Mr. Dustin Kerr, School Counselor
Mrs. Tina Kolbert, School Counselor
Dr. Eric Sparkenbaugh, School Counselor

SCHOOL NURSE

Mrs. Victoria Sledge

SUPPORT PERSONNEL

Mrs. Kathy Sheets, Secretary
Mrs. Tammy Ulizzi, Counseling Department/Attendance Secretary

WELCOME BACK

The Student Handbook/Code of Conduct has been prepared to inform you about Montour High School. The foundation of *The Hilltop* is built on integrity. It is our goal each day to provide a safe and orderly environment and to protect the health, safety, and welfare of our School Community. You will find the rules and regulations that govern the day-to-day operations of our school in the Student Handbook/Code of Conduct. You will also find important information that parent/guardians and students need to know and understand. Please read this handbook carefully. If there is a section of the Student Handbook/Code of Conduct which you do not clearly understand, please contact School Administration.

PRINCIPAL'S MESSAGE

Welcome to another school year at Montour High School! MHS offers a rigorous and relevant academic program along with a rich selection of co-curricular and extra-curricular opportunities for all students. Each of these opportunities are intended to assist every student in developing values, responsibilities, social interactions, academic competencies and many other qualities. We encourage all of our students to become active in student activities, athletics, and their individualized academic program. Pride has been a tradition at Montour...this is your school! Be proud and be aware of your responsibilities to help make our school a special place to learn and grow. Your Teachers, School Counselors, and the Administration wish you the best and are available to assist you in all of your endeavors at Montour High School.

Mr. Todd M. Price
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MONTOUR SCHOOL DISTRICT 2016 - 2017 CALENDAR

		Teacher Days	Student Days
August 23	Teacher In-Service/No Students	7	3
August 24	Teacher In-Service/No Students		
August 25	Teacher In-Service/No Students		
August 26	Clerical Day/No Students		
August 29	First Day for Students Grades 1 - 12 / Kindergarten Staggered Start Day 1		
August 30	Kindergarten Staggered Start Day 2		
September 5	Labor Day/No School	21	21
September 26	Open House - FG Grades 1&2 & DEW Grades 7&8 (1 Hr. Early Dismissal for All)		
September 27	Open House - Burkett & H.S. (1 Hr. Early Dismissal for All)		
September 28	Open House - FG Kindergarten & DEW Grades 5 & 6 (1 Hr. Early Dismissal for All)		
October 6	2 Hour Late Start for Students - Professional Development/Act 80	20	20
October 10	Local Holiday/No School		
October 31	2 Hour Late Start for Students - Professional Development/Act 80		
November 7	Parent/Teacher Conferences - Act 80 Day/No Students	19	18
November 8	Teacher In-Service/No Students		
November 23	Early Dismissal		
November 24 - 28	Thanksgiving Recess/No School		
December 5	2 Hour Late Start for Students - Professional Development/Act 80	16	16
December 22	Early Dismissal		
December 23 - 31	Holiday Recess/No School		
January 2	Holiday Recess/No School	20	19
January 16	Local Holiday/No School		
January 23	Clerical Day/No Students		
February 6	2 Hour Late Start for Students - Professional Development/Act 80	19	18
February 17	Teacher In-Service/No Students		
February 20	Local Holiday/No School		
March 17	2 Hour Late Start for Students - Professional Development/Act 80	23	23
April 12	Early Dismissal	17	17
April 13 - 17	Spring Break/No School		
May 12	Local Holiday/No School	21	21
May 16	Act 80 Day/No Students		
May 29	Memorial Day/No School		
June 8	Last Day for Students/Early Dismissal	7	6
June 9	Teacher Clerical/Last Day for Teachers		
TOTAL DAYS		190	182

<u>In-Service Days</u>	<u>Clerical Days</u>	<u>1 Hour Early Dismissal Days</u>	<u>Grading Periods</u>
Aug. 23	Aug. 26	Sept. 26, 27 & 28	Nov. 2 - 1st nine weeks (46 days)
Aug. 24	Jan. 23		Jan. 20 - 2nd nine weeks (45 days)
Aug. 25	June 9	<u>Early Dismissal Days</u>	March 29 - 3rd nine weeks (45 days)
Nov. 8		Nov. 23	June 8 - 4th nine weeks (46 days)
Feb. 17	Act 80	Dec. 22	NOV. 29 - END OF 1ST TRIMESTER (61)
	Nov. 7	April 12	MARCH 8 - END OF 2ND TRIMESTER (60)
<u>Local Holidays</u>	May 16	June 8	JUNE 8 - END OF 3RD TRIMESTER (61)
Oct. 10	<u>Snow Make-Up Day(s)</u>		Homecoming game/dance - TBT
Jan. 16	April 13	<i>If April 13 is needed for a make up day, April 12</i>	Graduation - June 8
Feb. 20	May 12	<i>will be a full day and April 13 will be a 1/2 day</i>	Kennywood School Picnic - June 10
May 12			
<u>2 Hr Late Start - Staff Development/Act 80</u>			
Oct. 6	Feb. 6		
Oct. 31	March 17		
Dec. 5			

Calendar is subject to change. Approval Date: 4/29/2016



Parkway West Career and Technical Center
 2016 – 2017 School Calendar
 412.923.1772
 www.ParkwayWest.org

2016		
	August 17	Teacher In-Service – No Students
	August 18	Teacher In-Service – Open House (No Students)
	August 22	Teacher In-Service – No Students
	August 23	First (1 st) Day of School for Students
	September 5	Labor Day – No Teachers or Students
	September 23	Progress Reports
	October 10	Teacher In-Service – Occupational Advisory Committee Meetings (No Students)
	October 26	Grades Due
	November 1	Teacher In-Service – Open House (No Students)
	November 7	Career Exploration Day (No Students)
	November 8	Election Day (No Teachers or Students)
	November 21	End of 60 Day Attendance
	November 23 – 28	Thanksgiving Vacation – (No Teachers or Students)
	December 7	Progress Reports
	December 22 – January 2	Holiday Vacation (No Teachers or Students)
2017		
	January 3	Classes Resume
	January 16	Martin Luther King Jr. Day (No Teachers or Students)
	January 19	End of 1 st Semester (90 th Day) Grades Due
	February 13	Career Exploration Day (No Students)
	February 20	President’s Day (No Teachers or Students)
	February 23	Progress Reports
	March 14	Teacher In-Service – Open House (No Students)
	March 28	Grades Due
	April 10	Teacher In-Service – Occupational Advisory Committee Meetings (No Students)
	April 12 – 17	Spring Vacation (No Teachers or Students)
	May 5	Progress Reports
	May 29	Memorial Day (No Teachers or Students)
	June 7	End of 180 Day Attendance / Last Day of School for 9 th , 10 th , 11 th Grade Students – Grades Due
	June 8	Teacher In-Service (No Students)
	June 9	Snow Make-up Day (If Necessary)
	June 12	Snow Make-up Day (If Necessary)
	June 14	Snow Make-up Day (If Necessary)

No School For Students		Progress Reports	Quarterly Grades Due
2016	2017	September 23, 2016 December 7, 2016 February 23, 2017 May 5, 2017	October 26, 2016 January 19, 2017 March 28, 2017 June 7, 2017
September 5 th October 10 th November 1 st November 7 th November 8 th November 23 rd – 28 th December 22 nd – 31 st	January 1 st – 2 nd January 16 th February 13 th February 20 th March 14 th April 10 th April 12 th – 17 th May 29 th	Snow Make-Up Days (if needed) June 9, 2017 June 12, 2017 June 13, 2017	PWCTC Closing Notification Notification of PWCTC closing will be made via the AlertNow System (with student provided info), posted at www.parkwaywest.org , and displayed on numerous local news broadcasts.

2016 – 2017 MHS REGULAR BELL SCHEDULE / 2:20 PM DISMISSAL

Academic Schedule with 5 Lunch

Homeroom	7:00 – 7:20
Period One	7:20 – 8:07
Period Two	8:10 – 8:57
Period Three	9:00 – 9:47
Period Four	9:50 – 10:37
Activity Period (New)	10:37 – 11:14
5 Lunch	11:17 – 11:50
Period 5B (Six/Seven)	11:53 – 12:40
Period 6B (Eight/Nine)	12:43 – 1:30
Period Seven	1:33 – 2:20

Academic Schedule with 6 Lunch

Homeroom	7:00 – 7:20
Period One	7:20 – 8:07
Period Two	8:10 – 8:57
Period Three	9:00 – 9:47
Period Four	9:50 – 10:37
Activity Period (New)	10:37 – 11:14
Period 5A (Five/Six)	11:17 – 12:04
6 Lunch (Seven)	12:07 – 12:40
Period 6B (Eight/Nine)	12:43 – 1:30
Period Ten	1:33 – 2:20

Academic Schedule with 9 Lunch

Homeroom	7:00 – 7:20
Period One	7:20 – 8:07
Period Two	8:10 – 8:57
Period Three	9:00 – 9:47
Period Four	9:50 – 10:37
Activity Period (New)	10:37 – 11:14
Period 5A (Five/Six)	11:17 – 12:04
Period 6A (Seven/Eight)	12:07 – 12:54
6C Lunch (Nine)	12:57 – 1:30
Period Ten	1:33 – 2:18



Personal Values

Honesty

As members of the Montour Education Community we commit to conduct reflective of the highest moral standard and in so doing we pledge to be straightforward, fair and compassionately direct using truth as a base for all interaction.

“Make honor a matter of daily living!”

We are truthful in our interaction with each other, complete our obligations, and hold each other and ourselves accountable for decisions and actions.

Respect

As members of the Montour Education Community we pledge to honor all people by building a foundation of trust based upon an ethos of listening, seeking to understand, accepting differences and at all circumstances treating everyone with dignity.

“Treat others as we expect to be treated!”

We operate in the spirit of cooperation by keeping promises and honoring human dignity through the acceptance of individual differences.

Integrity

As members of the Montour Education Community we pledge to conduct reflecting an ethic of moral behavior in all of our decisions at all times.

“Do the right thing!”

We pledge unwavering ethical, legal, and socially moral responsibility at all times.



District Values

Putting Children First

At Montour we are devoted to knowing the needs of every child and to tailoring our decisions to best serve the children in such a way that each learner is afforded the opportunity to achieve her or his full potential.

“The well-being of children above all else!”

We are committed to knowing the needs of every child and to make decisions that best serves all children.

Supporting a Growth Mindset

At Montour we believe that all people have the potential of limitless growth, unique ingenuity and expanding intelligence through inspired dedication to the principles of hard work, resilience, persistence and personal responsibility.

“Effort produces results!”

We believe that the principles of hard work; resilience, persistence and personal responsibility lead to a life of limitless personal growth, and expanding intelligence.

Creating a Learning Culture

At Montour we are committed to stimulating empowered learning opportunity for all those we serve through a culture delineated by reflection, flexibility, engagement and personalization.

“Leading in the age of empowerment!”

We believe in a learning culture founded on the principles of reflection, engagement, empowerment and personal responsibility.

MISSION STATEMENT

The mission of the Montour School District is to provide an exemplary and challenging educational experience that enables all students to achieve maximum potential, to respect self and others, to become a responsible and productive citizen in a global society and to develop a lifelong enthusiasm for learning.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are encouraged to thoroughly read the information presented in this handbook. You will be held responsible for knowing the contents of this code. At the start of the school year, and when deemed necessary, all students will be addressed, in mass, to review the code of conduct. A copy of the code of conduct will be posted on the school website.

Students are encouraged to work with their school counselor or the principals whenever there is a concern regarding the contents of this handbook. Student input is imperative and should be accomplished by working with the above mentioned individuals.

REVISION STATEMENT

Revisions to this handbook may be made during the school year as the result of Board policies and/or building procedures implemented after the date of publication. In such cases, students and their parents will be advised of additions and deletions and their impact on students' safety and conduct via verbal or written communication.

INCIDENTS NOT COVERED BY GUIDELINES

It is imperative to realize when dealing with students in the various situations that may occur that it is not possible to foresee all types of incidents that might occur. This list of aggravating and mitigating circumstances and infractions may not be complete. If a situation, which is not listed, should occur, the school official will use best judgment in placing the infraction in a specific level and then following through with specific consequences.

Table of Contents

Montour School District Calendar	3
Parkway CTC Calendar	4
Montour High School Bell Schedule	5
Montour School District Core Values	
Personal Values	6
District Values	7
Mission Statement	8
Student Rights and Responsibilities	8
Revision Statement	8
Incidents Not Covered by Guidelines	8
General School Rules, Regulations, and Procedures	12
Student Rights and Responsibilities	13
School Responsibilities	13
Visitors	13

Section I - STUDENT INFORMATION

Animal Dissection	14
Announcements	14
Assembly Programs	14
Athletic Recognitions	14
A.W. Russo Athletic Wall of Fame Criteria	14
Athletic Awards and Letters	14
Bus Regulations	15
Cafeteria Commons	15
Community Awareness / Public Relations Photos	16
District Telephone Usage	16
Food/Drink in Classroom	17
Elevators	17
Emergency Evacuation Procedures	17
Shelter in Place/Severe Weather Drill	17
Lockdown Procedures	17
Free and Reduced Lunch	17
Grading Scale and Quality Points (MSD Policy 212 & 213)	18
Grading Floor Scale	18
Grading Period Weighted Percentages	18
Full Year Course	18
Semester Course	18
Mid-Term and Final Examinations (MSD Policy 138)	18
Graduation Requirements (MSD Policy 217)	19
Graduation Recognition	19
Hall Pass Procedures	19
Honor Roll	20
Internet / Network Usage Policy	20
Library / Media Center	20
Late Arrival to School	20
Locker / Lock Procedures	21
Materials Drop Off	21
Montour High School Security	21
National Honor Society	20
Parent-Teacher Conferences / Meetings	23
School Cancellations and Two-Hour Delays	23
School Security / Surveillance Equipment	23
Spartan Café	23
Student Behavior at Prom and Homecoming Interlude	24
Student Behavior at School Sponsored Event (Athletics, Extra-Curricular, etc.)	24

Student Fees	24
Student Publications	24
Student Restrooms	25
Study Hall Rules and Expectations	25
Textbooks	25

Section II - STUDENT SERVICES

School Counseling Department	26
School Counselors	26
Montour School District’s School Counseling Program	26
Overview of Montour School District’s Counseling Program	26
Transferring to Another School	26
Withdraw from School	27
Work Permits	27
Procedure for Obtaining a Work Permit	27
Student Assistance Program (SAP)	27
Student Health Services	27
Emergency Cards	28
Medications	28
Communicable Diseases - MSD Policy 203	28
Physical Education – Medical Excuse	28

Section III - ATTENDANCE GUIDELINES

Attendance	29
Statement of Policy	29
Compulsory School Attendance Law	29
Lawful Absences	29
Montour High School Attendance Procedures	30
Excused Absences	30
Written Statement Required for All Absences	31
Unlawful Absences	32
Miscellaneous Provisions Relating to Attendance	
Half Day Absence	32
Tardy	32
Early Dismissals	32
Homework & Assignments	33
Class Cut	33
Withdrawal from School (Due to Non-Attendance)	34
Ten/Twenty Days of Absence	34
Parkway Career and Technical Center Attendance	34
Extra-Curricular Activities/Athletics	34
Responsibilities for Monitoring and Reporting Attendance	34
School Responsibility	34
Parental Responsibility	34
Student Responsibility	35

Section IV - DISCIPLINE (MSD Policy 218)

Discipline Classifications	36
Level I – General Disciplinary Infraction	36
Examples of Level 1 Specific Response Infractions	36
Level II – Serious Incident Infraction	37
Class Cuts	38
Drugs and Alcohol - MSD Policy 227	38
Discipline Response Structure D/A	38

Fighting / Assault	42
Saturday Detention	42
Out-of-School Suspension	43
Expulsion	43
Scholastic Integrity Policy	44
Interpretation of Various Offenses	47

SECTION V. DISCTRICT POLICIES

Armed Forces Recruitment Day	50
Bulling	50
Contraband	50
Co-Curricular Experience/Field Trips MSD Policy 121	50
Cyber Bullying / Technology Misconduct MSD Policy 814 / ACT 26	50
Commencement MSD Policy 215	51
Driving to School MSD Policy 223	51
Electronic Devices MSD Policy 237	52
Extra-Curricular/Athletic Participation MSD Policy 122 and 123	52
Homework MDS Policy 130	53
Internet/Network and Computer Usage Policy	53
Non-Discrimination Policy	57
Printing MSD Policy 220	58
Search and Seizure / Locker Search MSD Policy 226	58
Sexual Harassment Policy MSD Policy 248.1	58
Sexting – MSD Policy 814	59
Smoking/Tobacco Use – MSD Policy 222	59
Student Dress Code – MSD Policy 221	59
Student Enrollment – MSD Policy 200	60
Student Records	60
Montour School District Annual Public Notice	60
Types of Records – MSD Policy 216	61
Health Records	61
Academic and Attendance Records	61
Special Education Records	61
Child Identification Activities	62
Services for School Age Exceptional Children	62
Early Intervention	63
Chapter 15 (504 Notice)	63
Student Wellness – MSD Policy 246	63
Utilization of Cell Phones – MSD Policy 814	64
Utilization of Social Networking Sites – MSD Policy 814	64
Weapons – MSD Policy 218	64

APPENDIX 66

Welcome Back to School Letter	67
MHS Student/Parent Handbook Sign-Off Letter	68
MHS Student Media Release Form	69
Montour School District Network/Internet Access and User Agreement	70
MHS Google Apps for Education and Student Email	71
Montour HS Scholastic Integrity Letter	72
Montour HS One-to-One Student Technology Program Letter	73
Montour HS One-to-One Technology Program Insurance Letter	74

THE TEN COMMANDMENT OF MONTOUR HIGH SCHOOL	75
Montour Core Values	75
Montour High School Alma Mater	75

GENERAL SCHOOL RULES, REGULATIONS, AND PROCEDURES

We believe that good behavior is a cooperative effort and a matter of common sense.

The following are rules and regulations for student behavior and conduct. Any breach of rules may result in detention, suspension, or expulsion and/or restitution in the case of theft or damages. School Administration will notify the police of any violation of the law.

In the cases of disciplinary infractions of school rules or policies, a student may receive *detention(s)*, a *minimum of one (1) to a maximum of three (3) sessions*, or *Out-of-School Suspension (OSS)*, a *minimum of one (1) to maximum of ten (10) school days*, or *expulsion and/or restitution*.

1. You must have a hall pass to be excused from class to go to another area of the building.
2. School District property (lockers, supplies, textbooks, etc...) are loaned to you for your use. These items are your responsibility. School Administration reserves the right to search student lockers at any time.
3. Students must remain on the School Campus at all times. Leaving the School Campus without permission (including walking home) is a serious infraction and will result in out-of-school suspension.
4. All school related activities (assemblies, field trips, extra-curricular events, etc.) are subject to the same disciplinary guidelines as the regular school day.
5. Electronic devices, as per district policy, are not permitted to be seen or used during the school day (7:15 AM – 2:20 PM). Hats or sunglasses are not permitted to be seen or worn anywhere on the school grounds during school hours (7:15 AM – 2:20 PM).
6. By School Board action, students are not permitted to drive to school.
7. Causing or attempting to cause willful destruction or defacing of school or private property, vandalism or attempted vandalism, theft or attempted theft is subject to disciplinary action (school and criminal disciplinary action).
8. Any action that endangers the atmosphere of the school, which threatens the health and safety of others, shall be subject to disciplinary action.
9. Fire/Evacuation Drills – Please be aware of the evacuation exit for each room to which you are assigned. Walk, leaving the room quickly and quietly, when the alarm sounds. Once outside, stand with your class. No one is permitted to remain in the building during a fire drill.
10. Students should realize the implications of comments directed toward teachers, students and school staff. Hostile actions, verbal, non-verbal, and written threats relating to any acts of violence will not be tolerated and will be treated as serious infractions (Montour School Board Policy #248 Unlawful Harassment).
11. Non-educational items and any other item(s) deemed inappropriate are not permitted in school.
12. Sleeping in an academic class or in a study hall is not permitted and will not be tolerated. Sleeping in class is contradictory to an established environment of academia and acceptable level of student engagement. Students will be immediately removed from class and will be issued three (3) sessions of Saturday Detention if they are sleeping in an academic class and/or study hall.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are encouraged to thoroughly read the information presented in this Handbook. You will be held responsible for knowing the contents of this Student Handbook/Code of Conduct. At the start of the school year, and when deemed necessary, all students will be addressed, in mass, so as to review the content within the Student Handbook/Code of Conduct.

Students are encouraged to work with their Student Leaders, Class Sponsors, School Counselors, and/or Principals whenever there is a concern regarding the contents of this handbook. Student input is imperative and should be accomplished by working with the above mentioned individuals.

“Education begins by respecting the pupil.”

-Ralph Waldo Emerson

SCHOOL RESPONSIBILITIES

Montour High School is responsible for its' students during the instructional hours of the school day, on School District property, on School District vehicles (owned, rented, leased, or contracted), at School District events held before, during, and/or after school that are directly observed and supervised by School District staff.

VISITORS TO MONTOUR HIGH SCHOOL

Due to the safety and security of the students, visitors/former students are only permitted after student dismissal. Students are not permitted to leave Montour High School with visitors unless they have received an approved early dismissal and are leaving with a parent/guardian.

SECTION I - STUDENT INFORMATION

ANIMAL DISSECTION

Pennsylvania Law, Act Number 1922-88, an act amending the Public School Code of 1949, Section 15-1523, Title 24, PA Consolidated Statutes, Pupil's Right of Refusal: Animal Dissection (July 9, 1992) gives all students in public or non-public schools, from kindergarten to grade twelve, the right to "refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of their instruction."

The amendment also states, "Schools shall notify incoming pupils and their parents or guardians of the right to decline to participate in an education project involving harmful or destructive use of animals and authorize parents or guardians to assert the right of their children to participate in those projects. Notice shall be given not less than three (3) weeks prior to the scheduled course exercise which involves the use of animals." Letters from parents or guardians should be directed to the Building Principal.

ANNOUNCEMENTS

In order for students to be aware of and take part in the multitude of academic, extra-curricular, co-curricular, and athletic opportunities available to them, students are asked to listen and pay attention to the daily Morning Announcements. The daily Morning Announcements will be made at the beginning of Homeroom. Students requesting to have announcements made are to request such through the Main Office.

ASSEMBLY PROGRAMS

Assembly programs will be calendared throughout the school year to provide additional educational opportunities and entertainment experiences to students or to showcase students' talents and achievements. Students are reminded that appropriated behavior is required during all assembly programs. Students demonstrating inappropriate behavior, during an assembly program, are subject to disciplinary action.

ATHELTIC RECOGNITIONS

A.W. Russo Athletic Wall of Fame Criteria

Any senior athlete, who has won 9 varsity letters while in inter-scholastic athletic competition at Montour High School, will have a plaque with their picture, sports they participated in, and their name engraved on the plaque. This will be permanently placed in the high school athletic showcase.

Athletic Awards and Letters

In general, students who earn an athletic award must, in addition to qualifying for the award through their participation, evidence desirable qualities of sportsmanship and citizenship in school and in the community. Coaches, at the close of the season, should turn in to the Coordinator of Athletics a list of students, who are considered members of their squad, along with their award recommendations. The latter should be based upon qualifications, as established for the sport. Students who quit their teams shall forfeit all athletic awards without exception.

BULLYING/CYBER-BULLYING/HARASSMENT

The Montour School District is committed to providing a safe, positive learning experience for all students. The district recognizes that acts such as bullying and/or cyber bullying distract from the safe

environment necessary for students to learn effectively and could lead to more serious violence. Therefore, the Montour School District prohibits bullying by district students.

Any intentional electronic, written, verbal, or physical act or series of acts directed at another student, students, or MSD employee, which occurs in school setting and/or outside school setting, which is severe, persistent or pervasive and has the effect of creating a threatening environment is considered bullying or cyberharassment. Cyberharassment includes making seriously disparaging statements about a child's physical characteristics, sexuality, sexual activity, or mental/ physical health. It also includes threats to inflict harm. The harassment could be made electronically, either directly to the child or through social media. Cyberharassment of a child is now considered to be a misdemeanor of the third degree as per Act 26 of the Commonwealth of Pennsylvania.

Students who feel they are a victim of bullying or cyber bullying are encouraged to report the act to a teacher, counselor, or principal. The incident will be investigated promptly, and corrective measures shall be taken once allegations can be verified. If discipline measures are warranted, it is the sole responsibility of the principal to assign such measures.

BUS REGULATIONS

Riding the school bus is a *privilege*. Improper conduct on the school bus will result in this privilege being suspended or denied. School Administration will determine the suspension or denial for transportation on a case-by-case incident and handle each accordingly. Montour School District transportation is monitored by video and audio surveillance, in an effort to help provide a safe and orderly environment and to protect the health, safety, and welfare of all of our students. **All rules, regulations, School District policies and procedures within the Student Handbook/Code of Conduct apply to all district provided transportation.**

Before the opening of school the bus routes and schedules will be posted on the School District website. Students wishing to ride a bus other than their assigned bus must bring a written request from their parent/guardian(s). Permission to ride a bus other than the one to which the student is assigned will be granted for emergencies only. Students are not permitted to change buses for any of the following reasons:

1. To visit or stay with a friend
2. To stay with a relative
3. To attend non-school functions such as scouts, dance, athletic event, YMCA, etc.
4. To meet a parent who is visiting a friend or relative

Tips for Safe Bus Riding

Before the bus arrives....

- Make sure you are waiting at your bus stop on time
- Stay off the road
- Wait in a safe place that can be seen by passing cars
- Be thoughtful and friendly to other students at the bus stop

When the bus arrives....

- Make sure that the bus comes to a complete stop before you go near it
- Get on the bus without pushing or shoving
- After getting on the bus, go directly to a seat and sit down
- Remain in that seat until you get off the bus. Do not change seats.

While you are on the bus....

- Obey the bus driver at all times
- Keep the aisles clear at all times
- Do not shout to other students on the bus or outside your windows
- Do not put your hands or head out the windows
- Do not throw objects on the bus or out of the windows

CAFETERIA/STUDENT COMMONS

There are three (3) thirty-three (33) minute lunch periods for students. Students are required to eat lunch during their assigned lunch period in the cafeteria. Eating lunch, during a period outside of the assigned lunch period, will result in a 'class cut' and three (3) sessions of Saturday Detention.

Students may transport purchased bottled beverages with a secure lid from the cafeteria. No other food or drink is permitted to leave the cafeteria. Stealing food, line-cutting, place-saving, soliciting money and other inappropriate behaviors will be subject to disciplinary action. The throwing of any object is strictly forbidden. Offenders will be subject to disciplinary action as outlined in the Student Handbook/Code of Conduct.

Students are not permitted to be in possession of book bags while in line for purchasing food and/or beverages.

Bottled water and beverage containers with secure lids are permitted in the hallways and in classrooms. Other beverages are strictly prohibited outside of the cafeteria. Exceptions to this will be made for students, who are eating lunch, in the designated outdoor patio area. Students are to dispose of all lunch trash before returning to class.

During the lunch periods, students are permitted to listen to music via cell phones, iPods, etc... with the assistance of headphones so as to not disturb those students around them. Cell phones are permitted for use during the designated student lunch periods. Students are permitted to utilize cell phones in designated eating areas specific to listening to music with assistance of headphones, accessing email, accessing the Internet, and gaming.

Parameters, rules, and regulations for students during lunch periods are shared in mass with students each school year by School Administration.

Students are not permitted to order food to be delivered to the school during school hours.

COMMUNITY AWARENESS/PUBLIC RELATIONS PHOTOS

As we participate in school and community activities, we have opportunities to provide photos of our students in newsworthy events. Unless otherwise notified, student photos may be used in the local community newspapers, website, or brochures. If a student or parent/guardian is opposed to this process, please share your concern in writing with School Administration.

DISTRICT TELEPHONE USAGE

Students are permitted to use the telephone in the Main Office for emergencies only. Students are not permitted to use the telephone in their classroom at any time. The School Nurse will contact parent/guardian(s) when a child needs to return home due to illness.

FOOD/DRINK IN CLASSROOMS

The eating of food is strictly prohibited in all classrooms/instructional spaces. Bottled water and beverage containers with secure lids are permitted in the hallways and in classrooms.

ELEVATORS

The use of the building elevators is limited to those students who have a medical rationale, permission from building administration, and/or from the School Nurse. Students will be issued an elevator key when permission to use the elevators is granted. Students are not permitted to allow other students to use the key or elevators at any time or for any reason.

EMERGENCY EVACUATION PROCEDURES

All faculty and staff are to refer to the emergency evacuation maps within their classrooms and office space for primary and secondary evacuation routes and staging areas. These evacuation routes and staging areas will be reviewed with all students during the first week of school and rehearsed on a monthly basis. **All emergency evacuation rehearsals are to be treated as 'live' situations.**

When exiting the building during an emergency evacuation students are to:

- Remain silent at all times
- Walk in straight lines against the nearest wall keeping the middle of all hallways clear
- Move quickly and carefully
- Listen carefully for and follow all instructions from adults

Students who do not comply with the above stated expectations are subject to disciplinary action.

Students in the cafeteria/commons, auditorium, or gymnasium are to utilize the nearest usable exit during an emergency evacuation.

Should there be an emergency evacuation during a class change students are to utilize the nearest usable exit.

Shelter-in-Place/Severe Weather Drill

Shelter-in-Place procedures will be rehearsed during the school year in order to assure that all students and staff are in a safe and secure location. Shelter-in-Place procedures will be reviewed for the students by their teachers during the first week of school and periodically thereafter. Students are to follow all rules and procedures during a Shelter-in-Place rehearsal.

Lock Downs

Lock Down procedures will be rehearsed during the school year in order to facilitate securing the building in a safe and orderly fashion, in the event of, an actual emergency. Lock Down procedures will be reviewed for the students by their teachers during the first week of school and periodically thereafter. Students are to follow all rules and procedures during a Lock Down rehearsal.

FREE/REDUCED BREAKFAST AND LUNCH

Montour High School offers students a free/reduced breakfast and lunch program. Breakfast is served each day along with lunch. Parent/guardian(s) wishing to complete a free/reduced breakfast and lunch application can do so by contacting the High School Office to attain a copy of the application.

GRADING SCALE AND QUALITY POINTS – MSD Policy #s 212 and 213

Percentage and Letter Grade		Academic	Honors	CHS & AP
98 – 100%	A+	4.25	4.75	5.25
93 – 97%	A	4.0	4.5	5.0
90 – 92%	A-	3.75	4.25	4.75
87 – 89%	B+	3.25	3.75	4.25
83 – 86%	B	3.0	3.5	4.0
80 – 82%	B-	2.75	3.25	3.75
77 – 79%	C+	2.25	2.75	3.25
73 – 76%	C	2.0	2.5	3.0
70 – 72%	C-	1.75	2.25	2.75
67 – 69%	D+	1.25	1.75	2.25
63 – 66%	D	1.0	1.5	2.0
60 – 62%	D-	0.75	1.25	1.75

GRADING SCALE FLOOR

The established grading scale floor for the first, second, third, and fourth nine week reporting periods is fifty (50) percent. Note: Mid-term and final examinations do not have a ‘grade floor’.

GRADING PERIOD WEIGHTED PERCENTAGES

The following are the weighted percentages for the four nine week grading periods and the mid-term and final examinations, as described below (full-year and semester courses).

Full-Year Courses

First Nine Weeks – 20% Second Nine Weeks – 20% Mid-Term Examination – 10%
 Third Nine Weeks – 20% Fourth Nine Weeks – 20% Final Examination – 10%

Semester Courses

First Nine Weeks – 40% Second Nine Weeks – 40% Final Examination – 20%

MID-TERM AND FINAL EXAMINATIONS – MSD Policy #138

In accordance with the Montour School District Strategic Plan, Montour High School will administer mid-term and final examinations to its students, in grades nine through twelve, so as to ensure that the benchmarks and standards put forth by the Strategic Plan and the planned course of study in each discipline are being met by the students in the High School. In order to fairly evaluate the students who are attaining this goal, a systematic scoring weight must be put in place so that students, teachers, and parent/guardian(s) fully understand the importance of these examinations and the performances which they are measuring. Hence, the weight assigned to the mid-term examination will count as ten (10) percent of the student’s final grade for the course and the final examination will count as ten (10) percent of the student’s final grade for the course. **Note:** Final examination only to be administered in semester courses and will count as twenty (20) percent of the student’s final grade. Mid-term and final examinations will not have an established ‘grade floor.’

MONTOUR HIGH SCHOOL GRADUATION REQUIREMENTS – MSD Policy #217

The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra I, English Literature, and Biology. All Montour High School students enrolled in one or more of the following courses will take the corresponding Keystone Exam, during the month of that school year... **Algebra I, Algebra I B, English 10/Honors English 10, Biology/Honors Biology.** The Keystone Exams are one component of Pennsylvania's new system of high school graduation requirements. Keystone Exams will help School Districts guide students toward meeting the PA Core Standards These standards are aligned with expectations for success in college and the workplace. In order to receive a diploma, students must also meet local district credit and attendance requirements and complete a culminating project, along with any additional School District requirements.

- Students found out of their classroom without a hall pass will be returned to class and a detention will be assigned. Additional misuse of an approved hall or hall pass procedures will result in additional disciplinary action.

GRADUATION RECOGNITION

- Students with G.P.A.s from 3.0 to 3.9 will be acknowledged as graduating with Honors.
- Students with G.P.A.s from 4.0 to 4.24 will be acknowledged as graduating with High Honors.
- Students with G.P.A.s of 4.25 and above will be acknowledged as graduating with Distinguished Honors.

Note: Students graduating with the above recognitions will receive the following honors garb:

Honors: *Honors Cord*

High Honors: *Honors Cord and High Honors Sash*

Distinguished Honors: *High Honors Sash and Distinguished Honors Medal*

HALL PASS PROCEDURES

Student Hall Pass use is a privilege, not a right. Color coded passes are to be used as restroom hall passes only for the wings designated below. Color coded hall passes are not to leave the designated wing. Students are to use the designated restrooms within each wing only. Buildings wings are determined by classroom number. Example: Room #100 = 100 Wing

Gold	400 Level Humanities Building
Black	300 Level and Gymnasiums Humanities Building
Red	300 Level and Library STEM Building
White	200 Level STEM Building
Blue	100 Level STEM Building

- Students are to sign-in and sign-out before leaving and returning to the classroom.
- Written hall passes on the yellow MHS Hall Pass stationery are to be completed, in ink, for all other requests to leave the classroom. Written hall passes are to be fully completed including: first and last name of student, date, time of departure to/from approved location, approved location, and legible teacher signature.
- A blank hall pass is never to be issued to a student.
- Only one student is permitted out of the classroom on a hall pass at a time. Exceptions to the aforementioned are in the case of an emergency.

- Students should not be granted permission to use or receive a written hall pass during instruction. Instruction is not to be interrupted unless in the case of an emergency.
- Students should not be granted permission to use or receive a written hall pass at the start of class. Students are to use the restroom during class changes.

HONOR ROLL

Honor Roll for each nine weeks is computed as follows:

- Any student whose quality point average is 3.0 and above qualifies for the Honor Roll.
- Any student whose quality point average is 4.0 and above qualifies for the High Honor Roll.
- A failing grade in any subject automatically disqualifies eligibility for Honor Roll or High Honor Roll.

INTERNET/NETWORK USAGE POLICY – Do we want to add appendix with form

This publication includes the School District Policy which focuses on technology, district property, access to the Internet, communication/devices, and other areas focusing on technology. The policy is drafted to protect the students, staff, and School District. After reading the policy, please contact School Administration to share any concerns.

LIBRARY/MEDIA CENTER

The Library/Media Center is open while school is in session and may be used by students for reference, resource, and/or course related work and/or pleasure/leisure reading. Students should note that there will be times when the library is closed due to classes being conducted within. Students wishing to use the library must have a hall pass issued by and signed by the teacher whose room they are coming from.

Rules and procedures for behavior within the library and use of the library resources will be established by the Librarian and will be reviewed with students. Students who mistreat library materials, misuse library time, and/or cannot follow the established library rules and procedures will be subject to disciplinary action including the loss of library privileges. Students may be asked to leave the library at any time by the Librarian and/or Library Aide.

The eating of food of any kind is strictly prohibited in the library. Bottled beverages with secure lids are permitted.

Students are permitted to listen to music with the assistance of headphones so as to not disturb those students around them. Students are permitted to utilize cell phones specific to listening to music with the assistance of headphones, accessing email, and/or accessing the Internet. **The utilization of cell phones for phone calls and text messaging is strictly prohibited and will result in disciplinary action**

LATE ARRIVAL TO SCHOOL

Students, who arrive late to school (7:15 – 7:45 AM), are to report to Student Drop-Off on the 100 Level of the STEM Building and are required to check-in with School Security. Students who arrive to school after 7:45 am will be direct by MHS Security through the MHS bus loop to be dropped off at the main MHS entrance. Students once again are required to check-in with School Security. Students who do not check in after arriving late to school, will be assigned Saturday Detention. See MSD Attendance Policy specific to attendance requirements as they pertain to students who are habitually late for school.

LOCKER/LOCK PROCEDURES

Montour High School will assign one specific locker to each student on the first day of school. It is highly recommended that students do not use any other locker except the one assigned. Lockers are the property of the Montour School District, loaned to students for use of storage of books and supplies. Students are reminded that school authorities have the right to search lockers at any time.

All students have the privilege of using their own lock to secure their valuables in their assigned locker. It is important that each student recognize that he/she is responsible for all of their own items. We highly recommend each student locks his/her locker.

The Montour School District is not liable for any lost or stolen property. Personal property, money, valuables of any type is the sole responsibility of the *student*. Building administration will not conduct investigations for stolen property.

MATERIALS DROP OFF

If a student requests their parent/guardian(s) bring an item to school that was forgotten, he/she is responsible to check in the office for that item. Classes will not be interrupted requesting that students report to the main office to pick-up such items. Parent/guardians and students are reminded that text messages sent to request such items are not permitted.

MONTOUR HIGH SCHOOL SECURITY

Montour High School security personnel are on-site to assist with supervising students specific to student safety. Montour High School students are expected to comply with all verbal and non-verbal directives that are given by Montour High School Security

NATIONAL HONOR SOCIETY

Eligibility:

- Completed a minimum of five (5) semesters at Montour High School
- Maintained a cumulative grade point average of **4.0** are initially eligible to be considered for election

Election Process:

- Students who meet minimum requirements are invited to a meeting where information and materials are distributed and the election process is described
- Students complete surveys and submit by required date
- Faculty completes evaluations of candidates with whom they are familiar
- Faculty Committee meets and evaluates:
 - Student surveys
 - Faculty evaluations
 - Candidates' transcripts, current grades, rigor/relevance of course work, citizenship, attendance
 - Additional criteria for consideration
 - **SCHOLARSHIP** (noted above)
 - **CHARACTER**
 - **LEADERSHIP**
 - **SERVICE**
- Faculty Committee votes on each individual, based on the mentioned criteria and information
- Selected candidates will be posted and required to attend meeting upon their selection
- New members will be installed at a formal ceremony

CHARACTER

- Takes criticism willingly and accepts recommendations graciously
- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside the classroom
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience of rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps to rid the school of bad influences or environment

LEADERSHIP

- Is resourceful in proposing new problems, applying principles, making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive qualities
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- Demonstrates leadership in classroom and in school activities
- Is thoroughly dependable in any responsibility he/she accepts

SERVICE

- Willingness to uphold scholarship and maintain a loyal school attitude
- Volunteers dependable and well-organized assistance, is available on his/her own time, and is sacrificing
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Willingness to render cheerfully and enthusiastically any requested service to the school
- Willingness to represent his/her class or school in interclass and interscholastic competition
- Willingness to do committee and staff work
- Readiness to show courtesy by assisting visitors, teachers, and students
- Participates in a designated number of community service events

Dismissal Procedures:

- Members should understand fully that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service and character that we used as the basis for their selection.
- Members, who fall below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. Temporary probation from the organization is also a consideration by the faculty council and may be determined on a case by case basis. Probation may occur as a result of academic, service, leadership, or character obligations not being properly fulfilled. In the case of flagrant violation of school rules or civic law, a member does not necessarily have to be warned.

- The Faculty Committee shall determine when an individual has exceeded a reasonable number of warnings.
- In all cases of impending dismissal, a member shall have the right to a hearing before faculty council. A member, who has been dismissed, may appeal the decision of the Faculty Committee under the same rules for disciplinary appeals in the School District

PARENT-TEACHER CONFERENCECES/MEETINGS

Throughout the year, teachers may contact parent/guardian(s) to review a child’s progress in school. Parents are welcome to initiate conferences and may do so by contacting their child’s teacher by phone, email, or written correspondence. It is the belief of the high school that sharing information will help foster a strong foundation for a positive and rewarding school experience. Conferences may also be arranged by the principal or school counselor. Parent/guardian(s) are reminded that they will not be permitted to meet with their child’s teacher without a pre-arranged appointment (exception in the case of an emergency).

REQUESTS FOR EARLY RELEASE FROM SCHOOL AND BUS PASSES

Students requesting an early release from school are to come to the Main Office prior to the start of Homeroom. Students are to have a written note from their parent/guardian indicating the date and time of the request for the early release. Early releases from school will be verified by office personnel prior to the start of homeroom only. Students departing the building between 7:15 – 7:45 AM and 1:45 – 2:15 PM are to do so via the 100 Level Student Drop Off. Students departing the building between 7:45 AM – 1:45 PM are to do so via the Main Entrance. Students requesting a bus pass are to come to the Main Office prior to the start of homeroom. Students are to have signed written note from their parent/guardian indicating the date of the request and what bus is being requested. **Note:** Requests for bus passes are not guaranteed.

SCHOOL CANCELLATIONS AND TWO-HOUR DELAYS

Student and their parent/guardian(s) will be made aware of school cancellations and two-hour delays, via the *School Messenger* system. Parent/guardian(s) not receiving notifications from *School Messenger* on their cell phones and/or home telephones are asked to contact the High School Office.

SCHOOL SECURITY/SURVEILLANCE EQUIPMENT

In various areas of the high school campus and on school district provided transportation, security/surveillance equipment is installed. This equipment serves multiple purposes, but more specifically, to assist in the safety and welfare of students and staff. Any attempt to tamper, modify, manipulate, or destroy any part(s) of the equipment shall be punishable by both school and criminal law.

SPARTAN CAFÉ

The Spartan Café is open from 6:30 AM – 2:30 PM Monday – Friday. Students are permitted to purchase beverages and food from the Spartan Café during these designated hours only. All food purchased from the Spartan Café is to be eaten either in the café or in the cafeteria. Students must return to their assigned area upon finishing their snack. Students are not permitted to remain in the Spartan Café during their designated lunch period. Students are reminded that food is not permitted in classrooms unless otherwise approved.

STUDENT BEHAVIOR AT PROM AND HOMECOMING INTERLUDE

No one age twenty-one or older on the day of the MHS Prom and/or Interlude will be permitted to attend. All school rules i.e. attendance, discipline, etc. are in complete effect at the Prom and Homecoming Interlude. Inappropriate dancing between and amongst students (grinding, etc...) is not permitted. Any student, who has accumulated fifteen (15) or more unexcused/unlawful absences, as of the day of the Prom, will not be permitted to attend. Any drug, alcohol, or violence related infraction will result in arrest, fine, and ten (10) days out of school suspension.

STUDENT BEHAVIOR AT SCHOOL SPONSORED EVENT (Athletic, Extra-Curricular, Co-Curricular)

Any student removed from a school sponsored activity/event for disciplinary reasons will not be permitted to attend additional school sponsored activities, on or off campus, for the remainder of that semester/season and will be subject to discipline in accordance with the Student Code of Conduct. A student, who breaks the law or violates a school rule, may be sent home at the expense of the parent/guardian if the school sponsored event is an overnight trip

STUDENT COUNCIL

The Montour High School Student Council gives students a voice in determining school activities and the school environment. It helps promote activities for the entire student body at Montour High School and fosters a positive climate throughout the school.

Members plan and organize pep assemblies and all homecoming events, including the dance, assembly, and spirit week activities. In addition, donation drives at Christmas are organized to help families in need. Various fundraisers are also held throughout the school year.

Student Council seeks hard working, creative, and fun loving students who are interested in assuming leadership roles within the larger school community.

STUDENT INFORMATION SYSTEM (SIS)

Montour parents have the ability to review student grades, assignments, etc. at any time via the Skyward website. Grades are updated weekly. The Skyward website can be accessed from the Montour School District website or from The Skyward Mobile Access App that is available for both Android and Apple devices.

STUDENT FEES

Students may be assessed 'student fees' for various reasons. Student fees that are not reconciled (student debt – academic, athletic, cafeteria) by the close of a school year will result in MHS holding of all student academic records (report cards, final transcripts, etc...) until all student fees have been paid

STUDENT PUBLICATIONS

There are multiple student publications at Montour High School including the student newspaper and student yearbook. Students contributing to any Montour High School student publication are reminded that such represent Montour High School and the Montour School District. School Board Policy prohibits the printing and/or circulation of any material on school property that is defamatory or appears to be detrimental to the character of the students, faculty, administration, school board, or any other School District personnel. A violation of this policy will result in one or all of the following punishments: (1) suspension and/or (2) expulsion.

STUDENT RESTROOMS

Students are to use only those restrooms that are designated for student use. Restrooms are available for student use in the 100, 200, 300 and 400 Wings, the Gymnasium locker rooms, along with restrooms outside of the Cafeteria. Students who vandalize any student restroom are subject to a ten (10) day out-of-school suspension and will be responsible for restitution.

STUDY HALL RULES AND EXPECTATIONS

- Students are required to bring an academic project and/or assignment or other appropriate reading material to their scheduled study hall
- Students are not permitted to sign-out to another teacher's classroom and/or area of the building unless they have a pre-prepared written pass from a faculty or staff member
- Sleeping is never permitted (Saturday Detention)
- Students are not permitted to listen to music and/or utilize cell phones (see Handbook/Code of Conduct/Handbook)
- An environment conducive to learning is to be maintained at all times
- All school rules are in effect
- Students, who are not able to comply, with the above study hall rules and expectations will be rescheduled into an academic class

TEXTBOOKS

Textbooks, along with most other instructional materials and equipment, will be issued to students free of charge. All textbooks should be stamped, numbered, and registered with the teacher for purposes of identification. All textbooks should be properly covered. Books and other instructional materials supplied by the School District which become damaged, mutilated, misplaced, or stolen, must be paid for, at replacement costs, by the student to whom they were issued. Students are required to return the book that was issued to them at the onset of the school year. A student's report card and/or transcript will be held in the Main Office until all replacement costs have been paid.

Section II. STUDENT SERVICES

SCHOOL COUNSELING DEPARTMENT

School Counselors:

Eric Sparkenbaugh
412.490.6500 x1620
sparkenbaughe@montourschools.com
All Student Last Names A - Go

Dustin Kerr
412.490.6500 x1601
kerrd@montourschools.com
All Student Last Name Gr - Pe

Tina Kolbert
412.490.6500 x1602
kolbertc@montourschools.com
All Student Last Names Pf - Z

Montour School District's School Counseling Mission

The Mission of the Montour School District's Comprehensive Developmental Counseling Program is to enable all students K-12 to experience success by providing guidance in the areas of academic, career, and personal/social development; counseling to help students overcome challenges that interfere with learning; and advocacy for an environment that supports high achievement for all students. Through our comprehensive developmental model we will assist all students in acquiring the skills, knowledge, and attitudes needed to become effective students, responsible citizens, productive workers, and lifelong learners.

Overview of the Montour School Counseling Program (MSCP)

GOAL: To maximize the potential and achievement level of every student in the Montour School District through the design and implementation of a and data-driven school counseling program.

The Montour School District has adopted the American School Counselor Association (ASCA) National Standards for School Counseling Programs. High School Counselors will be addressing the academic, career, and personal/social needs of all students through classroom guidance lessons, group counseling sessions, individual planning meetings, responsive (crisis) services, as well as consultation with parent(s)/guardian(s) and teachers.

Please see our website at: <http://www.montourschools.com> by clicking on Montour High School and the Counselors' Corner tab.

Transferring to another School

The student should first see his/her School Counselor. The School Counselor will give the student a withdrawal form, which must be completed and signed by all of his/her teachers. The student must return all books and pay any debt that may be due. When the withdrawal form is completed, the student will return it to his/her School Counselor and receive a copy of the withdrawal form, which is to be presented

at the new school. The school the student will be attending will send a Request for Records once the student has enrolled in his/her new school district.

Withdraw from School

The student and their parents should first schedule an appointment with their school counselor. The School Counselor will provide the student with any/all necessary information and required documentation. The student must return all books and pay any debt that may be due.

Work Permits

Work Permits are necessary for all students under the age of 18 to work after school hours, in the work study program, and/or during the summer months.

Procedure for Obtaining a Work Permit

A Work Permit Application can be obtained in the School Counseling Department Office between the hours of 7 AM and 2:45 PM. Please call for an appointment during summer break. A copy of the student's birth certificate must be presented at the time the Work Permit Application is requested. The following must be completed on the Application:

- 1.) The prospective employer must indicate what type of work the student will be doing and what hours the student will be working.
- 2.) The student must get a physical examination and the doctor will sign the application.
- 3.) The Work Permit is then returned to the School Counseling Office. A parent/guardian must appear before the Issuing Officer. If this is not possible, then an Attestation Document must be obtained from the School District and the parent/guardian must sign the document and have it notarized.
- 4.) The issuing Officer must also be presented with a document that verifies the age of the student. The Child Labor Law prohibits the use of educational records to be used to verify age, so a birth certificate, baptismal certificate, passport, government issued photo identification card, or driver's license as proof of age is required.

Once all appropriate paperwork is received a Work Permit will be issued to the student.

Pennsylvania Department of Education (PDE) website under "Child Labor Laws." (For more information, visit the PDE website at www.pde.state.pa.us and type in *work permit*).

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) is designed to help students who have problems which interfere with success at school. Sometimes students need support to cope with these problems as they cannot do it alone. The Student Assistance Team is made up of a concerned group of teachers, counselors, and principals, who are especially trained to help and are ready to assist with student problems in a positive and direct manner. Please see the district website for the most updated information.

STUDENT HEALTH SERVICES

The following are a few regulations which are requested of students in order to ensure that we may help maintain safety and health for all of the students.

1. The School Nurse is available for any student who feels ill or is injured during the school day. Unless the situation is an emergency, students should report to their classroom and then be dismissed to the School Nurse's Office with a hall pass.

2. Students, who need to go home because of illness or injury, must see the School Nurse and have her call their parent/guardian(s). In the event that the School Nurse is unavailable, students should report to the Main Office. Students may not leave the building without permission of the School Nurse or School Administration. Students are not permitted to contact their parent/guardian(s) prior to seeing the School Nurse or School Administration.
3. All medications and medically necessary snacks should be taken to the School Nurse's Office.
4. The School Nurse can administer cough drops and/or antacids as needed.

Emergency Cards

Emergency cards must be completed for each student and returned to the School Nurse's Office for use in case of emergency. The School Nurse must have a completed and updated emergency card to administer medications, etc....

Medications

Students who need to take medications during school hours must bring a written order from their physician and note from their parent/guardian(s) to the School Nurse's Office upon arrival to school. The medication must be in a properly labeled prescription container and kept in the School Nurse's Office.

Communicable Diseases – MSD Policy #203

Parent/Guardian(s) should report all communicable diseases to the School Nurse. Communicable diseases are: head lice, impetigo, measles, German measles, mumps, hepatitis, meningitis or pink eye.

Physical Education - Medical Excuse

In the circumstance where a student cannot participate in physical education due to a medical condition, a physician's excuse must be presented to the Physical Education teacher as soon as possible. The note must state the *condition* and the *duration* of the excuse. Whenever possible, alternative or adaptive activities will be assigned to the student so that a grade can be given to the student for Physical Education.

Section III. ATTENDANCE GUIDELINES – MSD Policy #204

Attendance

Attendance is the presence of a student on the days school is in session. Absence is the failure of a student to attend school on those days, half days, and hours school is in session. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session, except when the absence is “lawful” or “excused” as set forth below.

Statement of Policy

This policy and its associated guidelines are intended to promote regular school attendance and to facilitate the academic, social, emotional, and physical development of students in the School District. The compulsory school attendance law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school unless absent for an approved reason. Parents and/or guardians are charged with the responsibility for their child’s/children’s school attendance. Any student who violates the Compulsory Attendance Law could be subject to citation. The School District realizes that it will be necessary for students to be absent upon occasion for certain reasons such as illness, health care, and religious holidays. It has been proven, however, that students who attend school regularly achieve more than those who do not. Attendance is imperative if students are to gain as much as possible from their school experience. School District personnel and parent/guardian(s) should encourage students to establish and maintain good attendance practices. Therefore, it is the policy of the Montour School District that all students enrolled in the School District be in attendance unless absent for an approved reason. It will be the responsibility of the Superintendent and/or his/her designee to implement these guidelines for the attendance policy of the Montour School District and/or to review any exceptions.

Compulsory School Attendance Law

The Compulsory School Attendance Law of the Commonwealth of Pennsylvania requires every child of compulsory school age to be in school, unless absent for an approved reason, and charges the parent/guardian of the child with the responsibility for the child’s school attendance. The federal law, commonly referred to as **No Child Left Behind (NCLB)**, indicates a 90 percent attendance rate as the benchmark for academic success. The attendance rate at the elementary and the attendance/graduation rate at the secondary level are used to determine Adequate Yearly Progress. In order to be in compliance with the Commonwealth of Pennsylvania’s Compulsory Attendance Laws, any student having four (4) Unexcused Absences, or more, could be subject to a magistrate citation. As a result of a magistrate’s ruling, fines could be levied and/or driver’s license suspended. Attendance is compulsory from the federal level down to the state level, with local School Districts being held accountable by enforcing attendance policies. It is believed better attendance helps a student increase achievement.

Absence from school shall be recorded according to State Law in one of the following manners:

Lawful and Excused Absences

Pennsylvania law broadly defines absences as lawful or excused when a student is prevented from attendance for mental, physical, or other urgent reasons. A student, who misses school for a legitimate reason and produces an appropriate written excuse within three (3) school days, will be listed as a lawful or excused absence.

Montour High School Attendance Procedures

- After the first and second Unexcused Absences, parent/guardians will receive a letter from the school informing them of their child's Unexcused Absence (U). This letter communicates that the school needs a written excuse within three (3) days of the date of absence. The letter will explain that we are offering an additional week (7 calendar days) from the date of the letter for parents to submit an excuse for the absence. After the one week period, the absence will be permanently documented as an Unexcused Absence (U). The letter will also explain the possibility of the issuance of a magistrate citation as well as Montour High School's course failure policy specific to individual student attendance.
- After the third Unexcused Absence, parent/guardians will receive a certified letter from the school. The letter again reiterates salient points from previous attendance letters. In addition, this letter will include a School Attendance Improvement Plan (SAIP). Parents/Guardians will be required to attend a mandatory attendance hearing at school with MHS administration, a school counselor, and any other necessary and/or appropriate school official(s). The SAIP will be discussed and developed, and possible supports will be put into effect.
- After the fourth Unexcused Absence, a certified letter will be sent from the school reiterating salient points from previous attendance letters. This letter will also explain that the parents/guardians will be receiving a magistrate citation for their child's chronic truancy and violation of Compulsory Attendance Requirements as defined by the Commonwealth of Pennsylvania.
- The Montour School District has the right to cite parent/guardians for each Unexcused Absence that occurs after the 4th occurrence.
- Students that miss 10 days school/class sessions in any semester course and/or 20 days of school/class sessions for a year-long course will fail that course for the year. This includes class sessions missed due to Unexcused Tardiness to school and Unexcused Early Dismissals from school. Students may appeal their cases to the school principal if they feel there are specific circumstances which to discuss.

Lawful Absences

A lawful absence includes the absence of a student for any of the following reasons:

Illness or Other Urgent Reasons – Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent/guardian's written note will only excuse the student's absence.

Health Care - A student may be excused during school hours for the purpose of obtaining non-school professional health care under the following circumstances:

1. The health care services are rendered by state licensed practitioners.
2. There has been established reasonable cooperation between the school authorities and practitioners.
3. The time of necessary absence from school involves a minimum of interference with school work.

Note: The Principal may require a written statement signed by the practitioner stating the time of the student's appointment.

Death in the Family

Religious Holidays and Religious Instruction (religious instruction limited to a total of not more than thirty-six (36) hours per school year)

Impassable Roads

Delay or Absence of School Bus

Educational Tour/Trip - Upon receipt of a written request from the parent/ guardian, the student may be excused from school attendance to participate in an educational tour or trip provided during the school term at the expense of the parent/guardian, when such tour or trip is so evaluated by the Principal after

receiving the parent/guardian's Education Trip Form. The student participants therein are subject to direction and supervision by an adult personage acceptable to the Principal and the parent/guardian of the students concerned.

Quarantine

Family Vacation – Forms are available in the Main Office and Guidance Office. Two (2) weeks' notice is required.

Court Appearance

College Visitation/Interview - When students have a written invitation or appointment to go for a job interview, college admission, nurses' training, trade or technical school, as well as other post-secondary plans, they may be excused from school on those days. The student is to obtain a Permission Slip from the Counseling Department Office and have the Permission Slip completed before the day he/she is to be excused. After the School Counselor gives permission, the School Counselor must send a copy of the Permission Slip to the Counseling Department/Attendance Secretary. For early morning appointments, the request from the parent/guardian may be submitted the day prior to the appointment.

Homebound Instruction - A child of school age enrolled in the public schools, who is homebound and unable to attend the public schools as determined by a medical examination and who is receiving approved homebound instruction or instruction in the home, shall be counted for attendance purposes as if in regular school attendance. During the time such homebound student is able to receive instruction in the home, the School District or Intermediate Unit or both shall provide such instruction in the home.

Dental and Medical Appointment – Students, who wish to leave the school for dental or medical appointments, are required to bring a note from the parent/guardian or appointment card from the physician to the Main Office for written approval by the Administrator/Support Personnel to be excused from class. This should be done before the Homeroom bell on the day of the appointment.

Students/parents/guardians are asked to schedule medical appointments after school as often as possible. For early morning appointments, the request from the parent/guardian may be submitted the day prior to the appointment. The approved excuse will be taken to the Attendance Secretary, where the student's name is entered on the sign-out sheet and an Excusal Form is given to the student. The student should request that the physician sign, date, and list the time of the appointment. **This form must be returned to the Attendance Secretary upon the student's return to school, or the absence from school will be considered unlawful.** When a student returns from an appointment, he/she will receive an Admit Slip to enter class. This Admit Slip should be retained by the student and should be presented to the teacher whose class the student reports to first. Students are expected to return to school from an appointment in a reasonable amount of time.

Home Bound Instruction - The parent/guardian must secure a Home Bound Instruction Form from the Main Office for the physician to complete. The form must be returned to the Counseling Department. All home bound assignments, books, materials, and return of materials must be coordinated through the Counseling Department.

Excused Absences

A maximum of ten (10) parent/guardian notes can be used to verify an excused absence. **Retroactive excuses submitted after the three (3) day period will not be honored.** Parent/guardian notes submitted after the tenth excused absence will not be honored and the student's absence from school will be coded as unlawful. **Excused absences will not be considered for perfect attendance.**

Written Statement Required for All Absences

Upon return from an absence from school for any reason, the student shall present to the Attendance Secretary a written statement signed by the student's parent/guardian, giving the date of the absence and reason for the absence. If the written statement is not presented within three (3) days of the student's return to school, the absence shall be considered as an unlawful absence. Additionally, the school administration may require that a student provide a medical statement or excuse from a licensed

practitioner of the healing arts for every absence from school subsequent to that student having accumulated absences of ten (10) school days in any school term. Failure to provide the requested medical excuse may result in such absence being classified as unlawful.

Unlawful Absences

Pennsylvania law states that all absences should be treated as unlawful until the School District receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within three (3) calendar days of the absence and should be informed that if they fail to provide a written excuse within three (3) days of the absence, the absence would be permanently counted as unlawful. An unlawful absence is considered to be **illegal** if the student is of compulsory school age **16 years or younger**. An unlawful absence is considered to be **unexcused** if the student is **17 years or older**.

Miscellaneous Provisions Relating to Attendance:

Half-Day Absence – The High School will use 11 AM as the cut-off point between the AM and PM sessions.

Tardy

1. Tardy to Homeroom - The Homeroom Teacher will send a student to the Attendance Secretary that is not in Homeroom by 7:15 AM. A student, who is tardy to school after homeroom begins, must report directly to the Attendance Secretary where a Tardy Card will be completed and given to the student. The Tardy Card must be presented to the teacher of the class in which the student is reporting. **Any student, who is knowingly tardy to school and does not report to Homeroom or the Main Office, but attends class will be marked unlawfully absent for the day and is subject to receiving a Saturday Detention.**
2. Unexcused Tardies - Unexcused tardies to homeroom or school, within a nine (9) week report card period, will be dealt with as follows:
 - **Third Unexcused Tardy** – One (1) session of Saturday Detention
 - **Sixth Unexcused Tardy** – Two (2) sessions of Saturday Detention
 - **Ninth Unexcused Tardy** – Three (3) sessions of Saturday Detention, conference with student, parent/guardian, appropriate staff, and MIRA referral
 - **Tenth + Unexcused Tardy** – Possible Magistrate referral
 - Any student who arrives to class beyond five (5) minutes without a pass will not be considered tardy. This will be considered a class cut for that student. Please refer to the procedures for a class cut.
 - Repeat offenders may be referred to the Student Assistance Program (SAP) and/or to the District Magistrate for legal action.

Note: The following reasons are considered to be unexcused tardies: sleeping in, car failed to start, missed the bus, and any other excuse not covered under the State Exemption Clause for mandatory attendance.
3. Excused Tardies – All tardies must be verified with a medical excuse or will be counted as unexcused. All physicians' excuses must include physician's name and phone number for verification. The same guidelines set by the State in regards to attendance will be followed to determine excused and unexcused tardies.

Early Dismissals – Early dismissal requests must be presented to the Main Office prior to homeroom. Early dismissals **will** count against Perfect Attendance. Parent/guardian will be contacted to verify the dismissal request prior to the student leaving the building. Students are only permitted to leave the campus with a parent/guardian. Early dismissals requested before **11 AM** on any school day will count as

a full days' absence. Parent/guardian(s) may request early dismissals for physician or dental appointments, but the student needs to return to school that same day with a note from the physician verifying the appointment or a physician's excuse as to why the student did not return to school for the remainder of the day. Students' absences for more than half a school day count against their attendance record. Students will not be permitted to participate in an extracurricular school activity which includes sporting events and practices that school day. When a student has an early dismissal, prior to departure, the student **MUST** sign out at the 100 Level Student Entrance or the Main Entrance Security Office. Failure to do so will result in disciplinary action. When a student is enrolled in an Early Release Program (such as school to work, dual enrollment, etc.), prior to departing, he/she will be required to sign-out in the main office. Failure to do so may result in program change and/or disciplinary action.

1. Excused Early Dismissal – An excused early dismissal must be verified with a medical excuse, must be verified, via the School Nurse, or approved by School Administration or will be counted as unexcused. All physicians' excuses must include physician's name and phone number for verification.
2. Unexcused Early Dismissal – Unexcused early dismissals from school within a nine (9) week report card period, will be dealt with as follows:
 - **Third Unexcused Early Dismissal** – One (1) session of Saturday Detention
 - **Sixth Unexcused Early Dismissal** – Two (2) sessions of Saturday Detention
 - **Ninth Unexcused Early Dismissal** – Three (3) sessions of Saturday Detention, conference with student, parent/guardian, appropriate staff, and MIRA referral
 - **Tenth + Unexcused Early Dismissal** – Possible Magistrate referral

Homework and Assignments – Homework and other assignments that students miss, due to absence from school, are available via *Skyward Home Access* and/or *Google Classroom*. Homework and assignment requests will not be fulfilled if requested via the main office and/or the guidance department. If a parent/guardian does not have access to *Skyward Home Access* or *Google Classroom*, that circumstance should be shared with the guidance department and alternate arrangements will be made. The Guidance Secretary will assist with gathering materials from student lockers that are need to complete schoolwork. After returning to school, the student will have no more than the number of days absent to make-up schoolwork.

Leaving Campus Without Permission – Unless the student has an excused early release, he/she is not to leave the high school campus for any reason. If the student forgot to request an early release, Administration may call the parent/guardian(s), documenting permission received. The Main Office must approve/verify all early release requests. The Main Office will verify early release requests with the parent/guardian(s) and issue an Early Release Slip. This slip should be retained by the student and presented to the teacher at the time of the approved dismissal

Note: Under **no** circumstances should a student call/text home and ask his/her parent/guardian(s) to come and take him/her home. When necessary, such calls should be made by the School Nurse or the Main Office. A student found to have left campus without **written** permission, will be considered unlawfully absent and will be suspended from school for a period of three (3) to ten (10) days.

Class Cut – Class cut is defined as an absence from class without the knowledge and prior written permission of the teacher whose class will be missed. The teacher who requests the presence of the student should write the note and give it to the student to get the required approval and signature. A Class Cut will count as an unexcused absence for that period. The student will not receive any credit for coursework done during that class period.

1. Isolated Offense – Three (3) sessions Saturday Detention. A conference may be held with the parent/guardian(s), student and appropriate staff.
2. Chronic Class Cutting – Will be handled by assigning one (1) to ten (10) days of out-of-school suspension, conferencing with the parent/guardian, and placing the student on Principal's Watch.

3. Continued Chronic Class Cutting – May result in charges being filed with the local Magistrate which may include fine and court costs. Possible alternative education placement may result.

Withdrawal from School – If a student is absent from school for ten (10) consecutive school days, the student may be removed from the active roster unless one of the following occurs:

- The District has been provided with evidence that the student’s absence may be legally excused
- Compulsory attendance prosecution has been or is being pursued.

Ten / Twenty Days of Absence – A student who has ten (10) or more unlawful absences from a class for a semester course, or twenty (20) or more unlawful absences from a class for the school year shall be ineligible for credit in a course being taken at that time. This includes class sessions missed due to Unexcused Tardiness to school and Unexcused Early Dismissals from school. In addition, such absences shall make the student ineligible for promotion or graduation. Absence is defined as non-attendance in school in an individual class or a combination of both which includes tardiness and early dismissals.

Note: A parent/guardian(s) may individually request a waiver of this provision by informing the Superintendent and/or his/her designee. The case shall then be reviewed to determine if the student’s absences or tardies were legitimate. If the Administration so determines, the student may be granted a waiver. The Principal may, upon receipt of satisfactory evidence of mental, physical, or other urgent reasons, excuse a child for non-attendance during a temporary period.

Parkway West Career and Technical Center Attendance Policy – All students attending Parkway West Career and Technical Center must follow their Attendance Policy. It is the responsibility of Montour High School students attending Parkway West to present an attendance excuse at both the high school and at Parkway West. Parkway CTC Calendar is posted on page 4 of this Student/Parent Handbook.

Extra-Curricular Activities/Athletics - Students who miss twenty (20) or more days of school during a semester will be immediately ineligible until they have been in school forty-five (45) days past the 20th day of absence. These forty-five (45) school days will continue into the next semester until the forty-five (45) day requirement has been met.

Responsibilities for Monitoring and Reporting Attendance

School Responsibility - Student attendance and tardiness shall be recorded and monitored by a method appropriate to each school building. A report listing those students, who are absent for the day, shall be made available to all faculty/staff members during the AM/PM sessions. The list shall be updated with the names of students who are absent or admitted to school late. The following procedure will be used by Montour High School to both report and communicate student attendance:

- Student is unlawfully absent from school for one (1) day – One Day Unlawful Absence Letter
- Student is unlawfully absent from school for two (2) days – Two Day Unlawful Absence Letter
- Student is unlawfully absent from school for three (3) days – Certified Three Day Unlawful Absence Letter, SAP Referral, School Attendance Improvement Plan (SAIP) meeting held and SAIP developed.
- Student is unlawfully absent from school for four (4) days – Certified Four Day Unlawful Absence Letter, Magistrate Citation filed for violation of Compulsory Attendance, Review of SAIP.

Note: The School District will seek to assist the parent/guardian(s) and student to resolve chronic attendance problems through, a *SAP* referral, development of a School Attendance Improvement Plan (SAIP) and referral to the *Youth Advocacy Program* (YAP).

Parental Responsibility - The Commonwealth’s Compulsory School Attendance Law charges the student’s parent/guardian with the responsibility for the student’s school attendance. Therefore, all parents/guardians should encourage their children to be in regular and continuous attendance in school during the school year. The only school holidays which are sanctioned by the School District are those listed in the official school calendar adopted by the Board of School Directors. Parent/guardians should direct their children to report to school even when it appears that the child may be late for school. Parent/guardians are urged to phone the student’s school whenever the student is absent from school.

Student Responsibility – Students are responsible for regular school attendance. They are expected to report to school and all classes each day on time.

Section IV. DISCIPLINE – MSD Policy #218

A School Administrator, School Counselor, and/or Teacher will meet with students during the course of the school year to discuss discipline matters and what can be done to resolve such matters. School personnel at times act *in loco parentis* and do not need permission from a parent/guardian to speak with a student. *In Loco Parentis*: Administrators, School Counselors, and Teachers in public schools have the right to exercise the same authority as to conduct any behavior over the pupils attending school, during the time they are in attendance, including the time required in going to and from their homes, as the parent/guardian(s), or person(s) in parental relation to such pupils may exercise over them.

In all matters specific to disciplining students, School Administration reserves the right to use its discretion in evaluating cases; however, the student's past record, attitude, and willingness to cooperate in correcting behavior problems will be considered.

DISCIPLINE CLASSIFICATIONS

Level I – General Disciplinary Infractions

The following infractions are a non-inclusive list of examples of behaviors that are not conducive to a positive learning environment. The violation of such may result in a verbal reprimand, Saturday Detention, and/or out-of-school suspension.

- Bus Misconduct
- Class Disruption
- Eating/Loitering in Unauthorized Areas
- Hall Pass Violation
- Hat Violation
- Inappropriate Display of Affection (IDA)
- Inappropriate Dress – Dress Code Violation – **MSD Policy #221**
- Inappropriate Language/Gestures
- Insubordination/Defiance

Note: Any other behavior that is hurtful to others or detrimental to the proper functioning of the educational process.

Examples of Level I Specific Response Infractions

- | | |
|--|--|
| • Disrespect to Faculty/Staff | 1 – 10 Days of OSS |
| • Disrespect to Student | 1 – 10 Days OSS |
| Note: Disrespect of any kind will not be tolerated. | |
| • Class Cut | 3 Sessions of Detention |
| • Chronic Class Cutting | 1 – 10 Days OSS |
| • Driving to School – MSD Policy #223 | 1 – 10 Days of OSS / Vehicle Towed |
| • Ignoring the 'All Call' | 3 Days of OSS |
| • Leaving School Grounds w/o Permission | 3 Days of OSS |
| • Plagiarism | 3 Sessions of Detention and Academic Penalty |
| • Profanity (not directed toward individual) | 3 Sessions of Detention |
| • Profanity Directed Toward MSD Staff | 3 Days of OSS |
| • Racial Slur | 3 – 10 Days of OSS |
| • Sleeping in Class | 3 Sessions of Detention |
| • Tardy to Class – Third Tardy | 1 Session of Detention |
| • Tardy to School | See Attendance Policy – Progressive Discipline |

- Unexcused Absences See Attendance Policy – Progressive Discipline
- Truancy Three (3) Sessions of Detention
- Use/Possession of Electronic Devices Three (3) sessions of detention
 - 2nd Offense 1 Day of OSS
 - 3rd Offense 2 Days of OSS
- Unauthorized Absence from Detention 3 Days of OSS and Re-Serve Detention
- Gambling 1 – 10 Days of OSS
- Altering School Communications 1 – 10 Days of OSS
- Use/Printing of Non-Educational Materials 1 – 10 Days of OSS

Note: Materials that are obscene/inappropriate and/or disruptive to the educational environment.

- Unauthorized Printing/Distribution of Materials 1 – 10 Days of OSS

Note: Materials that are obscene/inappropriate and/or disruptive to the educational environment.

Note: At the discretion of MHS Administration, the aforementioned infractions will result in any of the following responses:

- Verbal Reprimand
- Referral to Guidance Office and/or SAP via MIRA
- Parent/Guardian contact – Parent/Guardian Conference
- Saturday Detention (1 – 3 Sessions)
- Out-of-School Suspension (1 – 10 Days)
- Alternative Education Placement
- School Board Action

Level II – Serious Incident Infractions

The following infractions are deemed as ‘serious incidents’ and are required by PA State Law to be reported to the PA Department of Education each school year. These infractions will result in a suspension of up to ten (10) days and may result in notification of civil authorities, placement in an Alternative Educational Setting, and/or referral to School Board for a formal hearing. Building administration reserves the right to review and evaluate any serious incident on an individual basis and apply the appropriate discipline. The following are examples, but are not limited to:

- Arson
- Assault – Simple / Aggravated on Student / Staff
- Bomb Threats
- Bullying – Including Cyber Bullying and all other forms of Electronic Bullying
- Criminal Trespassing
- Disorderly Conduct
 - Leading or Participating in a Coordinated Disruption – **MSD Policy #220**
 - Fighting
- Harassment / Intimidation (verbal, written, and/or electronic) – **MSD Policy #248**
 - Racial / Ethnic Intimidation
 - Hazing – **MSD Policy #247**
 - Sexual Harassment – **MSD Policy #248.1**
 - Electronic Harassment/Bullying
- Violation of Computer/Network/Internet Usage Policy
- Obscene Behavior
- Possession of Obscene Materials
- Possession / Use / Sale / Distribution of alcohol, drugs, or any other look alike or related paraphernalia – **MSD Policy #227**
- Possession / Use / Sale of Tobacco or Smokeless Tobacco Products (tobacco substitutes, e-cigarettes, lighters, matches, etc…) – **MSD Policy #222**

- Possession of Weapons / Look Alike – **MSD Policy #218.1**
- Reckless Endangering
 - Pulling Fire Alarm/ Fire Alarm Cover or AED
- Theft
- Threats to Student / School Official
- Inappropriate Bus Behavior **Note:** Throwing objects out of bus window
- Terroristic Threats (Verbal, Written, and/or Electronic) – **MSD Policy #218.2**
- Vandalism / Graffiti – **MSD Policy #224**

CLASS CUTS

Cutting classes will not be tolerated. Class cuts will be counted as a class absence and will result in (3) three sessions of Saturday Detention. Continual class cutting will result in suspension.

Students must report to the assigned classroom and teacher for each class period. Students wishing to go to the School Nurse, the Counseling Office, or to be excused from a class for any reason must first get permission from the assigned teacher. Students given permission to leave class must have a hall pass and sign-out and sign-in from the classroom upon return. Failure to follow this procedure will be considered a Class Cut.

DRUGS AND ALCOHOL – MSD Policy #227

Possession of alcohol and drugs presents a clear and present danger to the entire student body. In order to deal with this serious issue, the following Discipline Response Structure shall be implemented for the effective enforcement of this policy in a fair and consistent manner.

DISCIPLINE RESPONSE STRUCTURE SPECIFIC TO MSD POLICY #227

Article I

A faculty/staff member is concerned about inappropriate behavior, poor class performance, tardiness, absenteeism, etc. It may or may not be related to chemical use.

Immediate Action – teacher determines if he/she can handle the problem or should refer it to the Principal. If the teacher can handle the problem:

1. Observe and record inappropriate behavior(s).
2. Discuss concerns (inappropriate behavior) with student.
3. Ask for a change in the student's behavior(s). In order to facilitate this process, consider using a student contact procedure.
4. Evaluate behavior again in two to four weeks.
5. If no satisfactory change, refer student to Principal.

Investigation – The Student Assistance Team will investigate.

Notification of Parents/Guardians – Yes

Confidentiality – Confined to those with a need to know as mandated by school policy.

Disposition of Substance – Not applicable

Disposition of Student – Student Assistance Team referral and recommendation.

Discipline – None is mandated. If inappropriate behavior is of a serious enough nature to warrant disciplinary action, refer to the school disciplinary code.

Article II

A student demonstrates symptoms of possible drug overdose (staggering, slurred speech, incoherence, dazed appearance, inability to respond, vomiting, unconsciousness, etc.). This situation will be handled as a medical emergency.

Immediate Action – All standard health and first aid procedures will be followed. The student shall not be left alone.

Investigation – If drug or alcohol use is confirmed, the Principal or his/her authorized delegate is responsible for initiating the investigation procedures normally employed when a student is apprehended for drug/alcohol use or possession – see **Article IV and V**.

Notification of Parents/Guardians – Required.

Confidentiality – Confined to those with a need to know as mandated by school policy.

Disposition of Substance – Not applicable.

Disciplinary Procedure – If chemical use, refer to appropriate Article (III, IV, and V) for procedure.

Notification of Police – Required if chemicals are involved.

Article III

A student possesses drug-related paraphernalia.

Immediate action – Principal is summoned. Paraphernalia is confiscated. Faculty/staff member writes an anecdotal report of the incident.

Investigation – The Principal or his/her designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents/Guardians – The Principal will contact the parents/guardians as soon as possible and describe the situation. The Principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Notification of Police – Required.

Disposition of Substance – Confiscated for analysis.

Rehabilitation – The student will be referred to the Student Assistance Program (SAP). The student and parent/guardian(s) must participate in the SAP process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building Principal after all the above mentioned have been completed.

Discipline – Full suspension (10 days), notification of civil authorities, and referral to School Board for a formal hearing.

Article IV

The student is caught with drugs/mood-altering substances/alcohol for the first time and is cooperative with investigation.

Immediate action – School personnel will confiscate the chemical(s), escort the student to the Principal's Office or summon the Principal or his/her designee.

Investigation – The Principal or his/her designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents/Guardians – The Principal will contact the parents/guardians as soon as possible and describe the situation. The Principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Notification of Police – Required.

Confidentiality – Confined to those with a need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Rehabilitation – The student will be referred to the Student Assistance Program (SAP). The student and parent/guardian(s) must participate in the SAP process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building Principal after all of the above have been completed.

Discipline – Minimum ten (10) days suspension; Maximum School Board hearing.

Article V

The student is caught with drugs/mood altering substances/alcohol for the first time and is uncooperative.

Immediate action – School personnel will confiscate the chemical(s), escort the student to the Principal's Office or summon the Principal or his/her designee.

Investigation – The Principal or his/her designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents/Guardians – The Principal will contact the parents/guardians as soon as possible and describe the situation. The Principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Notification of Police – Required.

Confidentiality – Confined to those with a need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Rehabilitation – The student will be referred to the Student Assistance Program (SAP). The student and parent/guardian(s) must participate in the SAP process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building Principal after all of the above mentioned have been completed.

Discipline – Ten (10) days suspension and referred to School Board for hearing.

Article VI

The student is caught with drugs/mood altering substances/alcohol for the second time.

Immediate action – School personnel will confiscate the chemical(s), escort the student to the Principal's Office or summon Principal or his/her designee.

Investigation – The Principal or his/her designee will request that the student empty his/her pockets and/or purse and volunteer all drug-like substances. The student's person, locker, desk and all personal property will be searched according to policy. The student shall not be left alone.

Notification of Parents/Guardians – The Principal will contact the parents/guardians as soon as possible and describe the situation. The Principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Notification of Police – Required.

Confidentiality – Confined to those with a need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Rehabilitation – The student will be referred to the Student Assistance Program (SAP). The student and parent/guardian(s) must participate in the SAP process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building Principal after all of the above mentioned have been completed.

Discipline – Ten (10) days school suspension and referral to School Board for hearing.

Article VII

The student is found using, in possession of, or suspected to be under the influence of a drug when attending, as a participant or spectator, any school-sponsored function on or off school property, including any athletic or activity event at another School District, school, or public/private location.

Immediate action – The group sponsor or accompanying administrator will be notified. Security will be summoned if necessary.

Notification of Parents/Guardians – The Principal will contact the parents/guardians as soon as possible and describe the situation. The Principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Notification of Police – Required.

Confidentiality – Confined to those with a need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Rehabilitation – The student will be referred to the Student Assistance Program (SAP). The student and parent/guardian(s) must participate in the SAP process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student's reinstatement to school will be determined by the building Principal after all of the above mentioned have been completed.

Discipline – Discipline is determined by whether this is first offense, second offense, etc. as previously stated in this policy (Articles IV, V, and VI).

Article VIII

Student is caught in process of distributing chemicals to anyone.

Immediate action – School personnel will confiscate the chemical(s), escort the student to the Principal's office or summon the Principal or his/her designee.

Investigation – Police will handle from legal point of view. Student Assistance Program (SAP) Team members will gather, assess and plan for intervention process with all involved.

Notification of Parents/Guardians – The Principal will contact the parents/guardians as soon as possible and describe the situation. The Principal will attempt to provide the parents/guardians with an opportunity to be present when police are involved.

Notification of Police – Required.

Confidentiality – Confined to those with a need to know as mandated by school policy.

Disposition of Substance – If a substance is discovered at the time of the emergency, it will be provided to the appropriate medical personnel for the sole purpose of aiding in treatment. Substance will then be sealed, documented, and submitted to the police for analysis.

Rehabilitation – The student will be referred to the Student Assistance Program (SAP). The student and parent/guardian(s) must participate in the SAP process which will include a referral to a licensed drug and alcohol specialist. The recommendations made by the facility and/or licensed professional must be followed by the student and a commitment made by the parent/guardian(s). The student’s reinstatement to school will be determined by the building Principal after all of the above mentioned have been completed.

Discipline – Ten (10) days out-of-school school suspension and School Board hearing.

Voluntary Admission of Drug or Alcohol Use/Possession

A student who voluntarily comes to the Principal seeking help is not subject to the provision of the Drug and Alcohol Policy, but will be referred to the Student Assistance Program (SAP) for help.

FIGHTING/ASSAULT

Using physical means (fighting) to settle a disagreement is not acceptable. Fighting endangers the atmosphere of the school, therefore, fighting in any form will not be tolerated. Depending on the severity of the fight and at the discretion of School Administration, any student involved in a fight will receive a three (3) to ten (10) day suspension. Any physical confrontation that may result in disciplinary action by the Administration may result in the involvement of local law enforcement, as well as, a severe fine involving the magistrate or juvenile court system.

SATURDAY DETENTION

Transportation to and from Saturday Detention will be the responsibility of the parent/guardian(s) and/or the students.

The Saturday Detention schedule is as follows:

Session I	8:00 AM - 9:15 AM
Session II	9:15 AM - 10:30 AM
Session III	10:30 AM - 11:45 AM

Note: Students must have academic work with them attending Saturday Detention.

Detention Rules

Saturday Detention will begin promptly at 8:00 AM in the high school cafeteria. Any student reporting between 8:01 AM and 8:15 AM is considered late for detention and must serve an additional session that day or the next Saturday.

Any student reporting after 8:15 AM will be denied entry to detention, will be rescheduled to serve detention the following week, and will serve a three (3) day suspension.

For every detention infraction, one (1) session will be served. A student may serve as many as three (3) sessions on a given Saturday. Any more than three (3) sessions must be carried over to the following Saturday.

Students must serve all detentions assigned on a given Saturday (1-2-3-sessions).

Detention(s) assigned Monday through Wednesday will be served on Saturday of that week. Any detention(s) assigned on Thursday and Friday will be served the following Saturday.

Only one detention is to be assigned per infraction. Anything deemed to be more serious than a detention should be referred to School Administration.

Students will not be permitted to accumulate detentions without additional penalty. Students, who are issued a detention during the last week of school, will serve that detention during the last week of school. Detentions will not be carried over to the next school year.

OUT-OF-SCHOOL SUSPENSION (OSS) – MSD Policy #233

School Administration has the right to suspend any student from school for a period of one (1) to ten (10) consecutive school days on account of disobedience or misconduct; which shall include violation of Penal Laws or regulations as adopted by the School District, the violation of which shall be cause for the suspension, or if the presence of the student is, in the opinion of building administration, detrimental to the welfare of the school on account of incorrigibility, truancy, insubordination, or other inappropriate conduct. No student shall be suspended unless he/she has been informed of the reasons for such and is given the opportunity to respond except in the case of emergency situations. Following any suspension, School Administration shall send by mail, to the parent/guardian(s) of the student a notice of suspension setting forth: the reason, the length of suspensions, description of MHS Student Code of Conduct violation(s) and School Board Policy violation(s).

Students returning from a suspension of three (3) or more days are required to report to the High School Main Office, on the morning of, for a required re-admittance meeting with School Administration. Any time a student receives a suspension of more than three days, a parent conference (informal hearing) must be held as part of the disciplinary process. While serving the suspension, the student is not permitted on School District property. If the suspended student is found on School District property, the local police department may be contacted and charges of Disorderly Conduct or Trespassing may be filed.

EXPULSION

Expulsion refers to the removal of a student from **school** for an extensive period of time due to an extreme violation of school rules, policy(ies) or state and/or federal laws.

SCHOLASTIC INTEGRITY

Montour High School is committed to encouraging strict standards of academic integrity and committed to helping students develop intellectually, creatively, and ethically. Honesty in all school work is considered essential in adhering to the standards. Cheating and plagiarism are both forms of academic dishonesty and will not be tolerated as acceptable behaviors.

Cheating is defined as the submission of work that is not one's own. Plagiarism is the use of another person's ideas or words without giving proper credit. Both cheating and plagiarism are serious offenses.

It is the responsibility of all students to maintain scholastic integrity with regard to class assignments, exams, and any other graded course requirements. Thus, cheating, plagiarism and/or knowingly assisting another student to violate scholastic integrity are all violations of the above mentioned.

All scholastic integrity violations will be reported to the High School Administration.

Plagiarism and cheating include, but is in no way limited to the following:

- Giving, taking and/or sharing someone else's assignment or portion of an assignment and submitting it as one's own.
- Looking at someone's test or quiz or allowing them to look at yours.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Having knowledge of a stolen test or quiz and not reporting it to school administration or teacher.
- Altering, or causing to be altered, the record of any grade on a test, quiz, etc... or in a gradebook or other record.
- Reporting to other students what is on a test or quiz or providing them with questions/answers.
- The use of notes, books, etc... or any source of information during a test or quiz that is not authorized by the teacher.
- Writing answers on any part of your body/clothing, desk, chair, water bottles, etc...
- Completing work on a Chromebook or other electronic device and making multiple copies for others.
- Copying or using another person's electronically stored file to use as your own.
- Entering another person's electronic file.
- Using a personal device to photograph any portion of a test or quiz or to share answers.
- Active use or pre-programming of answers into cell phones and/or other technology.
- Copying verbatim a reference or Internet source without giving credit.
- Cutting and pasting from the Internet.
- Passing on work or assignments, in part or in whole, to another student from a class in which you are currently or previously enrolled.
- Submitting purchased papers as one's own.
- Submitting papers in whole or in part from the Internet written by someone else as one's own.
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result.

- Using summaries/commentaries (*Cliffs Notes, Spark Notes, etc.*) in lieu of reading the assigned materials without teacher permission and/or knowledge.
- Additional instances may arise that are deemed dishonest and will be subject to the same consequences.

Be aware that cheating is often a joint undertaking. Cheating is always harmful to all parties involved. It sacrifices the integrity of the person who provides the materials and robs the copier of the opportunity to learn. When cheating is not an individual activity, all parties involved may be subject to the same consequences. Intellectual honesty on the parts of all students is fundamental to their ethical development.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the teacher with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and delay the student in reaching his or her potential.

DISCIPLINARY ACTION FOR VIOLATION OF SCHOLASTIC INTEGRITY

First Offense (Assignment):

Student will be given an incomplete grade for the assignment. The student will be assigned three (3) sessions of Saturday Detention. **Notes:** The student is expected to correctly complete the assignment during Saturday Detention. Upon submission of the completed work the highest grade that can be earned is 60%

The teacher will contact the parent/guardian by phone. The teacher will submit a discipline referral to school administration. School administration will send home a formal discipline letter.

First Offense (Formal Assessment):

Student will receive a '0' grade. The student will be assigned three (3) sessions of Saturday Detention.

The teacher will contact the parent/guardian by phone. The teacher will submit a discipline referral to school administration. School administration will send home a formal discipline letter.

Second Offense (Assignment): **Note:** In any class.

Student will be given an incomplete grade for the assignment. **The student can earn no higher than a 60% for the current nine week grading period.** The student will be assigned three (3) sessions of Saturday Detention. **Notes:** The student is expected to correctly complete the assignment during Saturday Detention. Upon submission of the completed work the highest grade that can be earned is 60%

The teacher will contact the parent/guardian by phone. The teacher will submit a discipline referral to school administration. School administration will send home a formal discipline letter. A Parent/Teacher Conference will held with the student, school counselor and school administration.

Second Offense (Formal Assessment): Note: In any class.

Student will receive a '0' grade. **The student can earn no higher than a 60% for the current nine week grading period.** The student will be assigned three (3) sessions of Saturday Detention.

The teacher will contact the parent/guardian by phone. The teacher will submit a discipline referral to school administration. School administration will send home a formal discipline letter. A Parent/Teacher Conference will held with the student, school counselor and school administration.

Note: Students, who are enrolled in and taking a CHS/AP course and who have two (2) scholastic integrity violations in one school year, will be immediately withdrawn from the course, will receive a failing grade that will be reflected on the academic transcript and will receive no credit. Tuition that has been paid to the partnering college/university will not be refunded.

Third Offense (Assignment): Note: In any class.

Student will be immediately withdrawn from the course, will receive a failing grade that will be reflected on the academic transcript and will receive no credit. The student will be assigned three (3) sessions of Saturday Detention. **Notes:** It will be the responsibility of the parent/guardian and student to complete a credit recovery course outside of Montour High School or the course will be rescheduled the following school year, if required for graduation. Students are not permitted to take a Keystone Exam tested course, via credit recovery, outside of Montour High School. In this case the course will be rescheduled the following school year.

Third Offense (Formal Assessment): Note: In any class.

Student will be immediately withdrawn from the course, will receive a failing grade that will be reflected on the academic transcript and will receive no credit. The student will be assigned three (3) sessions of Saturday Detention. **Notes:** It will be the responsibility of the parent/guardian and student to complete a credit recovery course outside of Montour High School or the course will be rescheduled the following school year, if required for graduation. Students are not permitted to take a Keystone Exam tested course, via credit recovery, outside of Montour High School. In this case the course will be rescheduled the following school year.

INTERPRETATION OF VARIOUS OFFENSES

Arson	Refers to a student attempting to cause damage or destruction to property and/or placing another person in danger of death or bodily injury by igniting an object or causing an explosion.
Assault (on a student)	Refers to one or more students' unlawful attempt to injure another student/students physically without physical retaliation by the victim. Students shall neither intentionally nor recklessly attempt to cause nor threaten to cause injury to another person or persons. Reasonable self-defense will not be considered physical retaliation.
Assault (on staff member)	Refers to one or more students' unlawful attempt to injure a member of the staff by attempting intentionally and/or recklessly to cause or threaten to cause injury.
Bomb Threats	Refers to the act or involvement in the act of reporting a threat that could cause the evacuation of the building, place of assembly or facility of transportation.
Defiance	Refusal to obey a direct, reasonable request from any staff member including teachers, administrators, secretaries, custodians, aides, bus drivers, cafeteria workers, etc. Reasonable is defined as that which will not threaten the health, safety or welfare of an individual student.
Disrespect	Students and staff are expected to conduct themselves in a respectful (toward staff manner. However, students must understand that staff members are member) responsible for providing direction, correcting misbehaviors and giving directives. Although students may not agree with the directives, unless they are a threat to their health, safety or welfare, students must follow them without disrespectful gestures and/or language. A student who engages in disrespectful behaviors as indicated will be subject to Level II disciplinary actions.
Drug and Alcohol Violations	School Policy is summarized in this document. Students involved in drug and alcohol policy violations will be disciplined according to the guidelines set forth in this policy.
Ethnic Intimidation	School Policy provides that ethnic intimidation of any type is prohibited on school property and violators may be prosecuted. Ethnic intimidation is defined as: A person commits the offense of ethnic intimidation, if with malicious intention towards the race, color, religion or national origin of another individual or groups of individuals; he/she commits an offense under this act. This policy is summarized in this document.
Extortion	Refers to the act of obtaining money or property from an unwilling person by physical force, intimidation, blackmail, ultimatum, threatened exposure

of any secret tending to subject any person to hatred, contempt or ridicule, or wrongful use of actual or threatened force, violence or fear.

False Alarms	Refers to students who intentionally pull emergency alarms and/or manipulate emergency or security alarms thus causing possible threat to the safety of those present in the school building.
Forgery	Refers to the alteration or otherwise falsification of any school document or communication. Such communications include but are not limited to hall passes, tardy to school or absent from school excuses, early dismissal passes, request for temporary absence, field trip requests, scheduling changes, dental or doctor appointments, request for educational trips or tours, permanent records, athletic eligibility, report cards, deficiency reports, discipline referrals, physical examination forms and identification requests by school personnel.
Harassment	Refers to the use of force, touching, noise, coercion, threat intimidation, fear, obscene language, obscene gestures, suggestive sexual actions or verbalizations of any other unwanted contact or interaction with another person as part of an isolated incident or as actions that take place over time. For purposes of the student code of conduct, bullying is considered a form of harassment.
Inciting so as to Cause a Riot	Refers to the use of activities that may pose a threat to the health, safety, welfare and/or morals of others in the school and/or disrupts the educational environment.
Physical Altercation	Refers to the act of engaging in inappropriate and/or physical contact.
Physical Fighting	Refers to the act of two or more students hitting, punching or wrestling with each other with physical intent to harm as determined by an administration investigation.
Public Display of Affection	Refers to visible and open displays of affection that involves but is not limited to kissing, caressing, embracing and/or other bodily contact.
Safety Violations	Includes throwing snowballs or objects, refusing to wear safety equipment in shop, blatant disregard for safety procedures, horseplay.
Terroristic Threats	A threat to commit any crime of violence with the purpose to terrorize or to cause evacuation of a building, place of assembly or facility of transportation or otherwise cause serious public inconvenience.
Theft	Refers to illegal taking of money or materials belonging to any student, staff member or the Montour School District.
Threats (to staff)	Language directed to a staff member that demonstrates intent to harm a staff member or their family.

Truancy	Student is absent from school without parent/guardian permission and/or knowledge.
Under the Influence	A student shall be considered “under the influence” of drugs and/or alcohol if he or she has consumed or used either of the above prior to, during, or afterschool or school-related activities and this is discovered while the student is on school property or attending school or school-related activities.
Vandalism	Refers to the willful damage or destruction of the beauty or value of property
Verbal Altercation	Refers to a loud shouting match or argument between/among students.
Weapons Policy	School Policy provides that weapons of all types are prohibited on school property and violators may be prosecuted. Weapons are defined as listed, but not limited to: knife, cutting instrument, cutting tool, nun-chuck stick, firearm (pellet guns, BB guns, air soft guns, look-alike firearms), shotgun, rifle, explosive device, any tool, Bowie knife, Dirk knife, lock-blade knife, hunting knife, chains, brass knuckles, night sticks, ax handles, metal knuckles, straight razors, poisons, noxious, irritating or poisonous gases (mace), razor, loaded cane, sword cane, machete, tasers, or shockers or anything used to threaten and/or cause harm. This policy is summarized later in this document.

Section V. DISTRICT POLICIES

Armed Forces Recruitment Policy

On June 27, 1991, the General Assembly of the Commonwealth of Pennsylvania enacted Act 10. This Act requires School Districts to provide Armed Forces Recruiters access to lists of . Students will be notified of the Act and will be given 21 days to request in writing to be excluded from this list. The Act further requires the School District to supply addresses and telephone numbers of each student. Only seniors are affected by this Act. Additional information may be obtained from the Counseling Office.

BULLYING

A student is being bullied or victimized when he or she is exposed, repeatedly and over time to negative actions on the part of one or more other students (Olweus 1986 and 1991). It is a negative action when someone intentionally inflicts injury or discomfort upon another. Behavior is clearly bullying when 1) there is intent to harm and 2) there is intensity and duration.

Direct Bullying – A negative action when somebody hits, pushes, kicks, pinches, or restrains another by physical contact. Direct bullying can also be carried out by words (verbally or in print), by threatening, taunting, or refusing to comply with another person’s wishes.

Indirect Bullying – Making faces or dirty gestures, intentionally excluding someone from a group, spreading rumors, or refusing to comply with another person’s wishes.

Relational Aggression – Describes behavior which can undermine or destroy relationships and is often used when identifying female bullying.

Note: Bullying will be treated as a Level II disciplinary infraction

CONTRABAND (Illegal Material)

Students are to be advised of a decision handed down by the Pennsylvania Superior Court. The following addendum to the Student Handbook/Code of Conduct is provided for your information.

If any contraband is found on the person of a student, the school would have the right to search the student’s locker, pockets, and books, and, if any additional illegal contraband is found, it will be turned over to the juvenile authorities, which will be used against that student in Juvenile Court proceedings.

CO-CURRICULAR EXPERIENCES/FIELD TRIPS – MSD Policy #121

During the school year, students will have the opportunity to participate in various co-curricular experiences (field trips). Such experiences once approved by building administration are organized by the classroom teacher. Students who participate are required to complete the appropriate permission forms and, in some cases, may be responsible for a small cost. Appropriate behavior is expected. Students are reminded that they are to represent Montour High School in an outstanding fashion.

CYBER BULLYING/TECHNOLOGY MISCONDUCT – MSD Policy #814

Any form/type of ‘electronic bullying’ or negative communication, via Internet, through email, apps, instant messaging, text messaging, or personal profile websites such as Facebook, Twitter, etc... on or off campus that interferes with or is detrimental to the proper functioning of the educational process, causes substantial disorder, invades the rights of others, and/or is lewd, vulgar or profane will be treated as a Montour High School matter (nexus – a connection between the event and the school). Montour High School appreciates the ramifications and negative impact that may occur on students. Students engaging in ‘electronic bullying’ will be subject to disciplinary action in accordance with the Student

Handbook/Code of Conduct specific to bullying and/or harassment as defined within and may be reported to Local Law Enforcement based upon Pennsylvania Act 26, which went into effect July 10, 2015, making cyberbullying/cyber harassment a punishable offense.

Act 26

Five (5) things to know about *Act 26*:

1. The new law creates the offense of "cyberharassment," which would include making seriously disparaging statements about a child's physical characteristics, sexuality or sexual activity, mental or physical health, threats to inflict harm.
2. The harassment could be made *electronically, either directly to the child or through social media.*
3. For a juvenile charged with the crime, a diversionary program, which might include an educational program on cyberharassment, would be considered first. Successful completion could lead to the juvenile's record being expunged.
4. The law makes cyberharassment of a child a third-degree misdemeanor, punishable by a maximum \$2,500 fine and/or one year in prison.
5. This law could help schools, which are often expected to handle cyberbullying whether it happens on school grounds or not.

"An offense under subsection (a.1) may be deemed to have been committed at the place where the child who is the subject of the communication resides."

COMMENCEMENT – MSD Policy #215

If a student does not complete all aspects of their requirements at Montour High School, that student will not be permitted to attend the commencement ceremony with the graduating class. All obligations must be fulfilled prior to commencement. The following situations would exclude one from the commencement ceremony:

- Failure to complete all aspects of the senior project
- Failure to pay a debt owed to the Montour School District prior to commencement practice (academic, extra-curricular, athletic, and/or cafeteria)
- Failure to complete the class/credit requirement (all graduation requirements)
- Failure to attend all commencement practices
- Failure to attend the *Senior Academic Achievement Awards Program*
- Failure to complete state health mandates
- Failure to consistently adhere to the Student Handbook/Code of Conduct

Note: Graduation, if a student has successfully met all of the requirements is a **right**, but participation in the graduation ceremony (commencement) is a **privilege**.

DRIVING TO SCHOOL – MSD Policy #223

School Board Policy prohibits driving to and from school. Any student who illegally drives to and/or parks at school is subject to out-of-school suspension, as well as, having the vehicle towed at the expense of the owner. Any student who transports other students to and from school is subject to suspension. All driving violations will be dealt with by School Administration. Any erratic driving which causes damage or threatens others on school property at any time is strictly prohibited. Violators will be prosecuted by the local police department. All Parkway West CTC students are to take the bus to the Parkway West CTC Campus unless they are on an approved co-op.

ELECTRONIC DEVICES – MSD Policy #237

School Board Policy prohibits the use of personal communication devices during the school day in district buildings, on district property, and while on district transportation. The following electronic devices are not permitted to be used during the school day: cellular telephones, digital cameras, , computer games, and others as identified. Please note students may use approved technology, during their assigned lunch period. These electronic devices are to be turned off and immediately put away following the lunch period.

Violations of this policy as outlined in the Student Handbook/Code of Conduct shall result in the following disciplinary action:

- 1st Offense: Three (3) Sessions of Saturday Detention
- 2nd Offense: Out-of-School Suspension, Confiscation of and Loss of Electronic Device Privileges

Notes:

- If a device is confiscated, the item shall be returned at the discretion of the building administrator.
- The district shall not be liable for the loss, damage, or misuse of any electronic device brought to school by a student. Please be reminded that all electronic devices should be secured in a LOCKED locker during Physical Education class.

EXTRA-CURRICULAR/ATHLETIC PARTICIPATION – MSD Policy #s 122 and 123

Students must be present for a full-day of school in order to participate in extra-curricular/athletic activities. Students, who are tardy to school on the day of an extra-curricular/athletic game/activity, will not be permitted to participate in the scheduled game/activity specific to that day. The final decision specific to extra-curricular/athletic participation is the responsibility of the High School Principal.

Individuals who participate in extra-curricular/athletic activities have the honor of representing their school and community before the public. The school has the obligation to see that students exhibit the type of behavior and responsibility befitting this privilege. In addition to the school rules, coaches/sponsors may establish “team/activity” rules that may be more specific to that activity. Such rules must be reasonable, not in conflict with the Student Handbook/Code of Conduct, and communicated to the student(s) participating. Violation of the policies set forth in this code may result in the student losing the privilege of participating in extracurricular/athletic activities.

A student who is suspended out of school, shall not participate nor attend any school sponsored activity during the course of the suspension. **Any drug, alcohol, or other Level II infraction (see Discipline Classifications) will result in a ten (10) day suspension and the loss of privilege to participate in that sports activity, including MHS Marching Band, for the remainder of that particular sports’ season. Students participating in other school sponsored extra-curricular activities will lose the privilege to participate in that activity for ninety (90) schools days.** Remember, participation in extracurricular activities is a privilege, not a right.

Any student wishing to participate in interscholastic athletics must be passing at least four (4) full-credit subjects or the equivalent of. Eligibility shall be cumulative from the beginning of a grading period and shall be reported on a weekly basis. In cases where a student’s cumulative work from the beginning of the grading periods does not, as of any Friday, meet the standards provided for in this section, the student shall be ineligible from the immediately following Sunday through the next following Saturday.

In cases where a student’s work in any preceding grading period does not meet the standards provided, the student shall be ineligible to participate in interscholastic athletics for twenty (20) school days of the

next grading period. At the end of the school year, the student's final credits in the subjects, rather than the credits for the last grading period, shall be used to determine eligibility for the next grading period. A student whose work does not meet the standards who attends summer school and corrects these deficiencies shall be eligible.

Any student wishing to participate in interscholastic athletics, who has repeated a grade (7-12), should report such to the Coordinator of Athletics.

Students, who miss twenty (20) or more days of school during a semester, will be immediately ineligible to participate on their athletic team or in their extra-curricular activity until they have been in school forty-five (45) school days past the 20th day of absence. These forty-five (45) school days will continue into the next semester until the forty-five (45) day requirement has been met.

HOMEWORK – MSD Policy #130

The administration, faculty, and staff of Montour High School believe that homework is an important part of a student's educational experience. Teachers are encouraged to provide students with meaningful homework experiences. Students should be aware that not completing homework assignments, including summer assignments, can and will jeopardize their grade in a course. Parent/guardian(s) and students are encouraged to review course syllabi for specific requirements and expectations as they pertain to homework. Students and parents are to utilize *Sungard* specific to accessing all homework/out-of-class assignments. Requests for textbooks, binders, other student materials needed from a student's locker can be made through the Counseling Department Office.

INTERNET/NETWORK AND COMPUTER USAGE POLICY AND PROCEDURES

1. Purpose

The School District supports use of the Internet and other computer networks in the School District's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

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

2. Authority

The electronic information available to students and staff does not imply endorsement by the School District of the content, nor does the School District guarantee the accuracy of information received. The School District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The School District reserves the right to log Internet and network use and to view and monitor all applications provided through the School District's network **without the consent of the users**, while respecting the privacy rights of both School District users and outside users.

The School Board establishes that network use is a privilege, not a right; inappropriate, unauthorized and illegal use will result in cancellation of those privileges and appropriate disciplinary action.

P.L. 106-554

Sec. 1732

3. Delegation of Responsibility

The School District shall make every effort to ensure that this educational resource is used responsibly by students and staff.

Administrators, teachers, staff and parents/guardians have a responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. However, the cannot prevent the possibility that some students may access material that is not consistent with the curriculum adopted by the School District.

Students and staff have the responsibility to respect and protect the rights of every other user in the School District and on the Internet.

The Building Administrator shall have the authority to determine what is not consistent with the curriculum adopted by the School District, and therefore inappropriate, and his/her decision is final.

P.L. 106-554

Sec. 1711, 1721

The Superintendent or his/her designee shall be responsible for implementing technology and procedures to determine whether the School District's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to

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

4. Guidelines

The guidelines and rules set in this policy describe the proper way to use this educational resource. It is important to the teachers, parents/guardians and administrators that the student understands the responsibilities of using this educational resource and is aware of the consequences when using it in an illegal or improper manner.

Access to a district computer, its network or any application provided through the use of that computer (including the Internet) will be used only by the authorized user for its authorized purpose.

Usage of the computers/network constitutes acceptance and agreement with the policy and all guidelines expressed or implied therein.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with School District policy, accepted rules of network etiquette, and federal, state, and local laws.

The use of the Internet/computer/computer network for illegal, inappropriate, unacceptable or unethical purposes is prohibited. **The following activities, while not exhaustive, are examples of unacceptable use:**

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with School Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Facilitating plagiarism, fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading, downloading, or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.
18. Allowing an unauthorized person to use an assigned computer or account.
19. Ordering or purchasing in the name of the School District or any individual any type of merchandise or service. All costs incurred to the School District or individual will be the responsibility of the user.

The School District reserves the right to determine if any prohibition not listed in this policy constitutes an acceptable or unacceptable use of the School District computers and/or network. These prohibitions shall be in effect any time the School District's resources are accessed in any way, whether in the school or indirectly through another Internet Service Provider.

System Security

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

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

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. **This may include, but not be limited to, labor costs to repair or restore any damages.**

Any user who violates this policy, engages in any other act determined to be unacceptable use of the computer/network by School District Authorities, or violates any School Board policy may have privileges restricted or revoked and may be subject to other disciplinary procedures according to existing and applicable policies.

Illegal use of the network; intentional deletion or damage to files of data belonging to others; destruction of hardware; copyright violations; theft of services; or any other prohibited or illegal activity involving the violation of school rules or local, state, or federal laws will be reported to the appropriate legal authorities for possible prosecution

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Copyright
P.L. 94-553
Sec. 107
Pol. 814

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal addresses,

telephone numbers, or any other personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any School District computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

P.L. 106-554

Sec. 1732

Internet safety measures shall effectively address the following:

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

E-mail Use

E-mail shall be restricted to teacher assigned projects as an integral part of the curriculum process. E-mail shall be subject to administrative review.

P.L. 94-553

Sec. 107

P.L. 106-554

Sec. 1711, 1721,

1732

20 U.S.C.

Sec. 6777

PA Code

Title 22

Sec. 403.1

Board Policy

NON DISCRIMINATION POLICY

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

For information regarding civil rights or grievance procedures, contact the District, Superintendent and Title IX Coordinator at the Administration Building. For information regarding services, activities, and

facilities that are accessible to and usable by handicapped persons, contact the Superintendent at the Administration Building.

Montour is an Equal Opportunity School District

PRINTING – MSD Policy #220

School Board Policy prohibits the printing and/or circulation of any material on school property that is defamatory or appears to be detrimental to the character of the Students, Faculty, Administration, School Board, or any other School District Personnel. A violation of this policy will result in one or all of the following punishments: (1) suspension (2) expulsion.

In addition, signs and/or postings of information are not be posted on school walls, halls, floors, ceilings, door, or any other surfaces. A Student Activities Bulletin Board is posted outside of the Cafeteria/Commons for all students to review announcements and co-curricular and extra-curricular activities.

SEARCH AND SEIZURE/LOCKER SEARCH – MSD Policy #226

Searches will follow the procedures outlined in Pennsylvania Code Title 22, Chapter 12:14. Searches of students or student lockers may be conducted when a School Administrator, or a representative of the School Administration, has reasonable suspicion that the search of the student or locker will uncover evidence that the student has violated the law or school rules. Searches will be conducted by a School Administrator or his/her designee and in the presence of witnesses. A School Administrator may seize evidence indicating that a student is violating or has violated the law or a school rule, that the School Administrator may find as a result of a search of a student's property, clothed body or areas designated for a student's use if the search is reasonable. A student, who refuses the request for a search by a School Administrator that is reasonable, may be disciplined under the district's disciplinary policy. Action may include suspension or referral to the board for an expulsion hearing. Students are reminded that school lockers are school property, loaned or rented to students for the student's convenience and to advance educational efficiency. Students have expectation of privacy as to any item stored in a school locker. School authorities have the right to open and search lockers at any time and for any reason. This right to search has been upheld by state and federal courts. Students are as well reminded that school authorities have the right to cut a locker open prior to conducting a search. Should a lock be destroyed during a search the district will provide a new lock to the student(s).

SEXUAL HARASSMENT POLICY – MSD Policy #248.1

Sexual harassment is defined, in part, as unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature when it creates an intimidating, hostile, or offensive environment or when submission to the unwelcome conduct is made a condition of a student's academic status or progress. The definition of student sexual harassment includes all such conduct that takes place during or relative to school and school-sponsored activities or during school hours. Sexual harassment may occur student-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

When the district, through its Sexual Harassment Complaint Managers, receives a notice of alleged, apparent or suspected sexual harassment of a student, it will assign trained employees to conduct a prompt, thorough and impartial investigation in a way that respects the privacy of all parties concerned. The results of the investigation will be summarized in a written report that will be maintained by the district as part of a confidential file used to monitor such incidents within the district.

When sexual harassment of and/or by the students has been documented, the district will take disciplinary action against the harasser as appropriate for the situation. Occurrences of prohibited conduct that does not constitute sexual harassment will be addressed according to other district policies and practices, including the Code of Student Conduct.

SEXTING – MSD Policy #814

Sexting is defined as the name for the act of sending, receiving, or forwarding to others naked, semi-naked, or sexual activities via cell phones. Such misuse of an electronic device, during school hours, that clearly disrupts the integrity and proper functioning of the school environment will result in a suspension of three (3) – ten (10) days specific to Possession of Obscene Materials (Level II – Serious Incident Infraction). In addition, the local law enforcement agency will be contacted.

SMOKING/TOBACCO USE – MSD Policy #222

Students are not permitted to bring cigarettes or tobacco products to school, including any smoking and/or tobacco paraphernalia including look-alike cigarettes, electronic cigarettes, vapor cigarettes, electronic nicotine delivery cigarettes and look-alike and alternative chewing tobacco. Possession and/or use of tobacco products or tobacco substitutes is strictly prohibited on the school grounds, buses, any school-sponsored, off-campus setting. The first offense will result in a Three (3) Day Out of School Suspension, along with either a magistrate citation under the provision of Act 145 of 1996 or voluntary participation in the Smokeless Saturday Program at student expense. All subsequent offenses will result in a 10 Day Out-of-School Suspension and a magistrate citation being filed under the provision of Act 145 of 1996.

Note: Reasonable suspicion of smoking is grounds to search students

STUDENT DRESS CODE – MSD Policy #221

The School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The School District recognizes that the right of students and their parent/guardian(s) to make decisions regarding their appearance, except when their choices affect the educational program of the schools or the health and safety of others. The School Board has the authority to impose limitations on students' dress in school. School Administration shall be responsible to monitor student dress and grooming and enforce school rules governing student dress and grooming. – MSD Policy #221 Student Dress and Grooming.

The following items are examples of clothing and dress which are inappropriate:

- Bare feet
- Spandex/tights/see-thru nylons worn as outerwear without covering the lower body
- Low-cut tops and/or abbreviated tops that expose the midriff area, this includes halter, tube, crop, tank, muscle shirts, or any tops that expose underwear.
- See-through clothing
- Hats, hoods, head coverings, bandanas, athletic sweat bands during the school day (male and female students)
- Coats (are to be placed in locker during the school day)
- Shorts and skirts shorter than mid-thigh/finger tip length at standing upright and shorts that have inner pockets exposed below hemline/cut-off
- Low-pants (sagging pants) and/or pants with holes, either of which expose underwear
- Shoes with wheels

- Articles of clothing which display or depict drug, alcohol, or tobacco usage or products; sexual innuendo or suggestive language; offensive words, symbols, or gestures; or that which may be perceived as threatening
- Chains, dog collars, or similar items
- Articles of clothing which promote activities illegal for school students such as alcohol, tobacco, drugs, weapons or similar items

Notes:

- Students must wear appropriate attire and shoes. Tank tops and tops with spaghetti straps may be worn under a shirt or sweater. Tops exposing the chest or bare midriff are not permitted. These garments must not be offensive while standing, walking, or sitting.
- Students may not disrupt the teaching and learning atmosphere by hairstyle or dress
- For health and safety reasons, students are strongly encouraged not to wear such items as sandals, flip flops, spike heels, etc.
- Building administration and faculty have the right to question a student's dress and grooming and take necessary action if an item is not specifically stated above.
- The building administration will make the final decision of appropriateness.
-

Consequences for Dress Code Violation

First Day of School: On the first day of school, the above noted information will be shared with students, in mass. A warning may be given to any student who violates the Dress Code. All students will be held to the above mentioned guidelines once student assemblies are held.

Violation 1: The student will have the opportunity to call a parent/guardian from the Main Office, on the school phone, to request a change of clothes suitable for school. Detention will be assigned.

Violation 2+: The student will have the opportunity to call a parent/guardian from the Main Office, on the school phone, to request a change of clothes suitable for school. Multiple detentions or suspension assigned.

STUDENT ENROLLMENT – MSD POLICY #200

Parent/guardian(s) wishing to enroll their child(s) in the Montour School District are required to complete the district enrollment packet. Enrollment packets can be attained via the high school guidance office or from the district website. Once a student is fully enrolled a school counselor will contact the parent/guardian(s) and student to schedule an orientation meeting. During that meeting, the student's schedule will be developed to determine course placement and graduation requirements

STUDENT RECORDS

MONTOUR SCHOOL DISTRICT ANNUAL PUBLIC NOTICE

The Montour School District maintains pupil records as an inherent part of the student's education associated with the provision of necessary instructional services. These records are confidential and privileged and access is limited to the following School District employees: Administrators, School Counselors, specialists, student's classroom teachers, and members of the secretarial staff. The Montour School District's student educational records policy is in compliance with Pennsylvania Board of Education regulations adopted July 12, 1974, and amended on July 15, 1977, and with the Family Educational Rights and Privacy Act of 1974. School District employees shall abide by the Student Educational Records Policy.

Parent/Guardians of the students in the Montour School District and students who have attained the age of 18 have the right to a copy of the District's records policy and the right to inspect and obtain copies of records by contacting the Building Principal. The Principal has 30 days to respond to a written request for copies of the records. For further details, obtain a copy of the records policy from the Building Principal.

Complaints regarding the records policy can be filed with the Family Education Rights and Privacy Act Office, Department 830, Independence Avenue S.W., Washington, DC 20201. If students transfer to another school system, educational records will be forwarded upon written request from that school. A high school transcript will be released to post-secondary educational institutions, or prospective employers only upon the parent/guardians' or student's written authorization.

Each parent/guardian has access to his/her child's record unless the School District has received a copy of a court order, which limits access. This regulation holds even if only one parent/guardian has custody of the child.

Types of Records – MSD Policy #216

Directory Information Categories:

- Student's name, address, telephone number, date and place of birth
- Awards won and offices held
- Major areas of study
- Participation in officially recognized activities and sports
- Post-high school endeavors
- Recognition of achievements in academic and non-academic areas of endeavors
- Recognition of graduating seniors
- Weights and heights of athletes

The parent/guardian or eligible student may refuse to permit the designation of any or all of these categories by notifying the Principal within thirty days of the publication and distribution of this notice.

Health Records – Vision, hearing, specific health conditions and immunization records.

Academic and Attendance Records – Grades, and general achievement or ability test results.

Special Education Records

In compliance with 22 PA Code, Chapter 12, the Family Educational Rights and Privacy Act of 1974, Section of P.L. 94-142, 34 CER Part 99 and 22 PA Code, Chapter 14 (June 9, 2001), the School District is required to annually notify parent/guardians that a file is maintained for students receiving special education programming and services. The school Principal is responsible to ensure that the collection, maintenance and storage of information is in accordance with state and federal regulations. Parent/guardians and other persons or agencies required by law have access to this file.

Parent/guardians and eligible students who have attained the age of majority have the following rights:

- The right to review, inspect, and obtain a copy of the records.
- The right to challenge the contents of the records with intent of removal or edit factual accuracy.
- The right to refuse individual consent, where that permission is needed for releasing certain information by the Montour School District.

Prior to the destruction of personally identifiable information, the School District will send written notification to the parent/guardians. Parent/Guardians shall also be informed of their rights to receive a copy of the material to be destroyed.

Special Education File: Location

The building in which the student receives special education instructional services, as well as in the Pupil Services Office. The file is separate from the regular school file. Contents include: Relevant special education data, identifying psychological and academic reports, other data pertinent to the student's special education placement or handicapping condition.

Child Identification Activities

The Montour School District employs the following procedures for locating, identifying and evaluating needs of school-aged students requiring special programs and/or services. As mandated by Section 1402 of the School Code, the School District routinely conducts screenings of a child's hearing acuity and visual acuity. Screening for speech and language skills is on an ongoing basis by referring children to the therapist. Gross motor and fine motor skills, academic skills and social/emotional skills are assessed by classroom teachers and support staff on an ongoing basis. Building level screening meetings are held monthly to conduct various ongoing screening activities which include: Review of group-based data, such as enrollment and health records, report cards, ability and achievement test scores. Needs identified from these sources, as well as information from parent/guardians and agencies, are assessed, noted within the student's record, and discussed with parent/guardians.

If appropriate, the child screening team recommends interventions to be implemented by the instructional staff or to document the need for further evaluation.

If it is determined that a student may be eligible for special education, the student is referred for a multi-disciplinary team evaluation. After the evaluation is completed, an evaluation report is prepared with parent/guardian involvement. The report includes specific recommendations for the types of intervention necessary to meet the needs of the student.

When the multi-disciplinary team's evaluation report is completed and in accordance with state regulations, an Individualized Education Plan (IEP) Team meeting with parent/guardian involvement is scheduled to develop an appropriate IEP for the student. Parent/Guardians of students who suspect that their child is exceptional and in need of special education services may request a multi-disciplinary team evaluation of their child by submitting a written request to the Building Principal.

Services for School Age Exceptional Students

The School District provides a free, appropriate public education to exceptional students according to state and federal mandates. To be eligible, the child must be of school age, require specially designed instruction, and meet eligibility for mentally gifted and/or one or more of the following physical or mental disabilities as set forth in state and federal regulations: Autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multi-disability, orthopedic impairment, traumatic brain injury, emotional disturbance, specific learning disability, speech/language impairment, and other health impairment.

Services designed to meet the needs of eligible students include supportive intervention in the regular class, supplemental in the regular class or in a special education resource program, placement in a part-time or full-time special education class in a regular school or placement in a full-time special education program outside of the regular school. The extent of special educational services are determined by the

parent/guardians and staff at the IEP Team meeting and are based on the student's identified needs and abilities, chronological age, and the intensity of the specific interventions. The School District also provides related services, such as transportation, physical therapy, and occupational that are required to enable the student to derive educational benefits.

Prior to the initiation of services, parent/guardians are presented a "Notice of Recommended Educational Placement" (NOREP) with which they may agree or disagree. If parent/guardians disagree with the program being recommended, they have the right to request a pre-hearing conference, mediation, and/or a due process hearing.

Copies of the Procedural Safeguards Notice are issued when Permission to Evaluate/ Reevaluate Form is sent to parent/guardians and at each IEP Team meeting. The School District provides program services for students identified as being mentally gifted, K-12.

Early Intervention

Children who will be at least three years of age by September 1 and are suspected to have a disability in one or more of the following areas may be eligible to receive Early Intervention Educational Services: Physical development, cognitive and sensory development, learning problems, speech/language development, social/emotional development, other significant health impairment. Parent/Guardians can contact Project DART, Allegheny Intermediate Unit, Barbara Minzenberg, 412-394-5739.

Chapter 15 (504) Notice

The Montour School District complies with the requirements of Section 504 of the Rehabilitation Act of 1973 and its' implementing regulations for all students with known handicapping conditions. Section 504 and its accompanying regulations protect otherwise qualified handicapped students who have physical, mental, or health impairment from discrimination because of those impairments. The law and its regulations require public educational agencies to ensure that these students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate. For further information, please contact District 504 Coordinator, Mrs. Cindy Caliguire. School Districts are required to provide these students with aids, services, and accommodations that are designed to meet the educational needs of the students as adequately as the needs of non-handicapped students are met. These aids, services and accommodations can include, but are not limited to, special transportation, modified equipment, and adjustments in the student's instructional program or the administration of needed medication.

Any questions or concerns, please feel free to contact the Office of the Director of Special Education, Dr. Robert Isherwood or Dr. Joseph Merhaut @ 412.490.6500 ext. 6100.

STUDENT WELLNESS – MSD Policy #246

The Montour School District recognizes the need to inform, model, and teach our students that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The School Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement and promote a healthy lifestyle in and out of school.

False allegations of sexual harassment and retaliatory behavior against any person involved in a complaint and investigation of alleged sexual harassment will result in severe disciplinary action.

UTILIZATION OF CELL PHONES – MSD Policy #814

The utilization of cell phones is strictly prohibited during school hours (7:15 AM – 2:20 PM) unless they are being utilized within a classroom specific to a teacher approved learning activity. The utilization of cell phones to take pictures and/or video is strictly prohibited unless they are being utilized within a classroom specific to a teacher approved learning activity. **The only exception to the above is as follows:** Cell phones are permitted for use during the designated student lunch periods. Students are permitted to utilize cell phones in designated eating areas specific to listening to music, accessing email, accessing the Internet, and gaming.

UTILIZATION OF SOCIAL NETWORKING SITES (On-Campus and Off-Campus) – MSD Policy #814

The utilization of social networking sites (ex. Facebook, Twitter, etc...) is strictly prohibited during school hours (7:15 AM – 2:20 PM) unless such sites are being utilized within a classroom specific to a teacher approved learning activity. Students, who do not adhere to this guideline, are subject to discipline specific to the **Montour School District Network/Internet Usage Policy**.

WEAPONS – MSD Policy #218.1

Any student, who is determined to have brought or is in possession of a weapon, on any school property, at any school sponsored activity, and/or any public conveyance providing transportation to a school or school-sponsored activity, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, cited for a ten (10) day out-of-school suspension, and presented to the School Board for a formal expulsion hearing proceeding in accordance with Pennsylvania School Code.

The term weapons shall include, but not be limited to, any loaded or unloaded firearm, shotgun or rifle (including pellet guns, BB guns, and look alike firearms); any explosive device of any kind; any knife, including but not limited to any Bowie knife, Dirk knife, lock-blade knife, or hunting knife, any cutting instrument, any cutting tool, nunchaks, chains, brass knuckles, night-sticks, ax handles and any other tool, instrument or implement capable of causing serious bodily injury. A student is in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, or under his/her control, on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his/her way. The provisions of this section shall not apply to a weapon being appropriately used as part of a program approved by the school by an individual who is participating in the program.

Any professional faculty/staff member or school employee shall immediately inform the Principal, who will conduct the complete investigation. Upon confiscation, the Principal must immediately notify and/or summon: (1) the local police; (2) the Superintendent; (3) the parent/guardian(s) of any and all students involved in the incident.

Upon just cause for suspicion of possession of a weapon, the Principal will request the student to volunteer to be searched by a school official (in the presence of a witness). If the student resists being searched, the Principal will immediately summon the local police and request assistance in this matter from the local police. Parent/guardians should be notified as soon as possible. The Principal will collaborate with the Superintendent and develop a public statement, as well as determine the most effective method for informing school personnel. The Superintendent will inform School Board members as soon as measures have been taken to eliminate any immediate danger associated with the incident. The

Principal will coordinate the informal hearing procedure, e.g., investigation, securing written statements and anecdotal records substantiating the charges of possession, transmitting and/or transporting a weapon, the informative and notification requirements for a formal hearing for expulsion proceedings in accordance with Pennsylvania School Code, with the assistance of the Superintendent and the Assistant to the Superintendent.

APPENDIX



MONTOUR SCHOOL DISTRICT

ROBINSON TOWNSHIP • KENNEDY TOWNSHIP • INGRAM BOROUGH • THORNBURG BOROUGH • PENNSBURG BOROUGH

Administration • 223 Clever Road, McKees Rocks, PA 15136 • (412) 490-6500 • Fax (412) 788-1196 • www.montourschools.com

Todd M. Price
Principal, Montour High School

Dear MHS Parents/Guardian(s) and Students,

It is with great pleasure and excitement that I welcome you back for the 2016-2017 school year! The high school administration, faculty and staff have spent many long hours this summer preparing for the arrival of our students. We are extremely excited to welcome our students back and look forward to an outstanding school year!

The Montour High School administration, faculty and staff are committed to fully preparing our students for their futures. As we explore and implement new educational programming and develop and refine curriculum, we are doing so with a clear focus on being *Student-Centered* and *Future-Focused*. All Montour High School stakeholders are committed to *Establishing a Learning Culture* within all aspects of our work, creating and encouraging a *Growth Mindset* both for ourselves and within our students and most importantly *Putting Children First* at all times.

During grade level student orientation meetings the first week of school, one of the many items of importance that we will review with our students is the *MHS Student/Parent Handbook*.

Parent/guardian(s) and students can access the handbook, via the high school website, under the *Quick Links* section. Please review this handbook carefully with your child. Please be reminded that parent/guardian(s) and students are required to sign-off that they have received and reviewed the handbook. Additional parent/guardian and student sign-offs will be shared, via email and the high school website. These sign-off documents are to be returned to your child's homeroom teacher no later than **Friday, September 2nd**.

We ask that all parent/guardians and students visit the high school website frequently, as news and information from Montour High School is updated under the *News and Announcements* section. Additional resources to support your child are available within the *Quick Links* and *Counselors' Corner* sections of the website.

Parent/guardians will now review their child's attendance and academic progress, via *Skyward Family Access*, our new student information system student and family portal. Should you have experience any issues with accessing this portal please contact the Technology Department...

Mr. Marc Smith, smithm@montourschools.com 412-490-6500 ext) 6502
Mr. Mark Hartwick, hartwickm@montourschools.com 412-490-6500 ext) 6503

Should you have any questions please feel free to contact the High School Office.

Have a great school year!

Sincerely,

Todd M. Price

Todd M. Price



MONTOUR SCHOOL DISTRICT

ROBINSON TOWNSHIP • KENNEDY TOWNSHIP • INGRAM BOROUGH • THORNBURG BOROUGH • PENNSBURG BOROUGH
Administration • 223 Clever Road, McKees Rocks, PA 15136 • (412) 490-6500 • Fax (412) 788-1196 • www.montourschools.com

Todd M. Price
Principal, Montour High School

Dear MHS Parent/Guardian(s) and Student,

Please read and review the *MHS Student Parent Handbook* carefully. This document can be found on the high school website, highschool.montourschools.edlioschool.com, under the *Quick Links* section. Should you not be able to access the high school website a hard copy of the handbook can be requested, via the High School Main Office.

During grade level student orientation meetings conducted during the first week of school, one of the many items of importance that will be reviewed with our students is the *MHS Student Parent Handbook*.

All MHS students and their parent/guardian(s) are required to sign the bottom portion of this letter acknowledging that they have read and reviewed the *MHS Student Parent Handbook* and the information contained within.

Should you have any questions please contact the Montour High School Administration.

Sincerely,

Todd M. Price

Todd M. Price, MHS Principal

I, _____, (student's name) in Grade _____, Homeroom # _____,

have fully read and reviewed the *MHS Student Parent Handbook*.

Student Name (print)

Student Signature

Date

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

Due Date to Homeroom Teacher: Friday, September 2nd



MONTOUR SCHOOL DISTRICT

ROBINSON TOWNSHIP • KENNEDY TOWNSHIP • INGRAM BOROUGH • THORNBURG BOROUGH • PENNSBURG BOROUGH
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Todd M. Price
Principal, Montour High School

STUDENT MEDIA RELEASE FORM

Dear Parent/Guardian,

Throughout the school year the School District likes to use photographs and videos to highlight student accomplishments. Several places that the School District may use photographs and videos include:

- Hallways
- Slideshow Presentations
- Yearbook
- School Newspaper
- Local Newspapers
- Allegheny West Magazine
- School District Website

Student Name _____ (print)

_____ Yes, I give permission for my child to be photographed and/or videotaped

_____ No, I do not give permission for my child to be photographed and/or videotaped.

Parent/Guardian Name _____ (print)

Parent/Guardian Signature _____

Date _____

Due Date to Homeroom Teacher: Friday, September 2nd



MONTOUR SCHOOL DISTRICT

ROBINSON TOWNSHIP • KENNEDY TOWNSHIP • INGRAM BOROUGH • THORNBURG BOROUGH • PENNSBURG BOROUGH
Administration • 223 Clever Road, McKees Rocks, PA 15136 • (412) 490-6500 • Fax (412) 788-1196 • www.montourschools.com

Todd M. Price
Principal, Montour High School

MONTOUR SCHOOL DISTRICT NETWORK/INTERNET ACCESS AND USAGE AGREEMENT

As the parent/guardian of _____ I have read
(student's name)

the Montour School District's Policy, via the MHS Student Handbook/Code of Conduct, governing access to and usage of the Internet through school resources and the use of other School District technology. I understand that this access is being provided for educational purposes only. I understand that the Montour School District cannot restrict access to all controversial and inappropriate materials, and I will not hold the Montour School Board of Directors or the employees of the Montour School District responsible for materials acquired on the network.

I hereby authorize my child to use the Internet at the Montour School District.

Parent/Guardian Name _____
(print)

Parent/Guardian Signature _____

Date _____

As a student of the Montour School District, I have read the School District's Policy, via the MHS Student Handbook/Code of Conduct, governing access to and usage of the Internet, as accessed through School District resources and the use of other School District technology. I understand that this access is being provided for educational purposes only and that any violation of the aforementioned policy may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Student Name _____
(print)

Student Signature _____

Date _____

Due Date to Homeroom Teacher: Friday, September 2nd



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GOOGLE APPS FOR EDUCATION & STUDENT E-MAIL

The Montour School District has created email accounts for students in grades 5-12 to allow for collaborative sharing and communication between the teacher and students using Google Apps for Education. The expectation is that these District owned student accounts will be used for academic purposes only. Reinforcement of effective and proper email communications by students, in addition to the expectations and consequences of the initiative will be discussed in-class with the students.

- No student will be assigned an email account without parental or guardian approval.
- By setting up an account with Google/Gmail, students will be given access to Google Docs, Sites, Blogger, Calendar, iGoogle and more.
- Student email addresses will be as follows: First Name.Last Name@student.montourschools.com
Ex: John.Smith@student.montourschools.com

The District will adhere to the following:

Child Internet Protection Act (CIPA)

The District is required by CIPA to have technology measures and policies in place which protect students from obscene and pornographic material. Mail containing content from inappropriate sites will be blocked.

<http://fcc.gov/cgb/consumerfacts/cipa.html>

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under the age of 13. By default Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. <http://www.ftc.gov/ogc/coppa1.htm>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Parents have the right at any time to investigate the contents of their child's email account and Apps for Education files. <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience, which is why we are providing you with information and asking your approval. Please read through the Online Student Safety Pledge (found on the back), then sign and return the permission slip so that we can activate your child's account.



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SCHOLASTIC INTEGRITY

Montour High School is committed to encouraging strict standards of academic integrity and committed to helping students develop intellectually, creatively, and ethically. Honesty in all school work is considered essential in adhering to the standards. Cheating and plagiarism are both forms of academic dishonesty and will not be tolerated as acceptable behaviors.

Cheating is defined as the submission of work that is not one's own. Plagiarism is the use of another person's ideas or words without giving proper credit. Both cheating and plagiarism are serious offenses.

It is the responsibility of all students to maintain scholastic integrity with regard to class assignments, exams, and any other graded course requirements. Thus, cheating, plagiarism and/or knowingly assisting another student to violate scholastic integrity are all violations of the above mentioned.

All scholastic integrity violations will be reported to the High School Administration.

Plagiarism and cheating include, but is in no way limited to the following:

- Giving, taking and/or sharing someone else's assignment or portion of an assignment and submitting it as one's own.
- Looking at someone's test or quiz or allowing them to look at yours.
- Accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- Having knowledge of a stolen test or quiz and not reporting it to school administration or teacher.
- Altering, or causing to be altered, the record of any grade on a test, quiz, etc... or in a gradebook or other record.
- Reporting to other students what is on a test or quiz or providing them with questions/answers.
- The use of notes, books, etc... or any source of information during a test or quiz that is not authorized by the teacher.
- Writing answers on any part of your body/clothing, desk, chair, water bottles, etc...
- Completing work on a Chromebook or other electronic device and making multiple copies for others.
- Copying or using another person's electronically stored file to use as your own.
- Entering another person's electronic file.
- Using a personal device to photograph any portion of a test or quiz or to share answers.
- Active use or pre-programming of answers into cell phones and/or other technology.
- Copying verbatim a reference or Internet source without giving credit.
- Cutting and pasting from the Internet.
- Passing on work or assignments, in part or in whole, to another student from a class in which you are currently or previously enrolled.
- Submitting purchased papers as one's own.



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Principal, Montour High School

MHS Parent/Guardians and Students,

The Montour School District supports a one-to-one student technology program that provides all Montour High School students with access to a Google Chromebook for use both in and out of school.

This one-to-one student technology program will allow our students to interact with our technology platforms effectively and efficiently while creating a seamless 'technology transition' between classes. It is our belief that such access will enhance our students' use of the technology platforms that we utilize each day and the learning opportunities that follow.

In preparation for the distribution of the Google Chromebooks all students and their parent/guardians will be required to sign-off on the receipt of their assigned device and agreement to abide by the rules and regulations of the *Montour School District Network, Internet and Computer Acceptable Usage Policy* (see MHS Student/Parent Handbook). Specific to such please be advised that students, who do not adhere to the rules and regulations of this policy, will be subject to those consequences, as outlined in the *MHS Student/Parent Handbook*. In addition, the Montour High School Administration reserves the right to discontinue a student's use of his/her assigned device should they consistently fail to adhere to the policies and procedures noted above.

In closing, all students will be required to take their assigned Chromebook home with them each day. Students will no longer be permitted to store their device in school. In addition, all students will be required to purchase insurance for their assigned device.

Sincerely,

Todd M. Price

Todd M. Price
MHS Principal

I, _____ (student name (print)) upon receipt of my assigned Google Chromebook agree to adhere to the rules and regulations as set forth in the *Montour School District Network, Internet and Computer Acceptable Usage Policy* and understand that I will be held responsible for the violation of the aforementioned rules and regulations; including the intentional damage and/or destruction of my assigned device.

Student Name _____ (print) Parent/Guardian Name _____ (print)

Student Signature _____ Parent/Guardian Signature _____

Date _____

Date _____

Serial # _____

Note: The above is to be completed in full and submitted on the scheduled day of Chromebook pick-up.



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Google Chromebook Insurance Information

The purchase of insurance for a student's Google Chromebook is required.

The purchased insurance coverage is unlimited and includes the following...

Accidental Damage (drops, cracked screen, liquid spills)

Liquid Submersion

Theft

Fire/Flood Damage

Vandalism Note: Vandalism coverage is specific to a stolen device. Intentional vandalism that is the responsibility of the student to whom the device is assigned will not be included.

Natural Disasters

Power Surge Due To Lightning

The cost of the one (1) school year insurance policy is twenty-five dollars (\$25) per device/per student. Payment can be made as follows...

- Check or Money Order Note: Made payable to the Montour School District.
- Cash
- Credit Card Note: A \$.70 service charge will be applied to credit card payments bring the total payment to \$25.70.

Please complete the following...

Student Name _____ (print) Parent/Guardian Name _____ (print)

Serial # _____

Note: The above is to be completed in full and submitted on the scheduled day of Chromebook pick-up.

THE TEN COMMANDMENTS OF MONTOUR HIGH SCHOOL

- I. Take pride and realize you are part of an excellent School District.
- II. Respect everyone. Treat others the way you would like to be treated.
- III. Come to school every day on time and attend every class, never cut. Attendance. Success.
- IV. Take advantage of the education offered to you. Be serious in your approach to learning.
- V. Be honest. Never lie, steal or cheat.
- VI. Keep the Hilltop pure. Drugs, alcohol, tobacco have no place here.
- VII. Strive to be unselfish, help others.
- VIII. Keep the Hilltop safe. Never endanger the atmosphere of the school in any way.
- IX. Give your best effort in all you do, academics, athletics, extracurricular.
- X. Be thankful you are here. Happiness is a conscious decision.

Presented by the Class of 1998

MONTOUR SCHOOL DISTRICT CORE VALUES

*Honesty
Respect
Integrity*

*Putting Children First
Supporting a Growth Mindset
Creating a Learning Culture*

Montour High School Alma Mater

*On the Hill of Allegheny
'Neath the western sky
Proudly stands our dear old high school
On the hilltop high.
Flag we love, black and gold,
Wave aloft for aye.
May we all be leal and loyal to thy memory.*

*When the evening twilight gathers
And the shadows fall
Linger long the golden sunbeams
On the western wall.
Flag we love, black and gold,
Wave aloft for aye.
May we all be leal and loyal
To thy memory.*

