



MUNCY SCHOOL DISTRICT

206 Sherman Street, Muncy, PA 17756 | Telephone: (570) 546-3125 | Fax: (570) 546-6676

Dr. Craig R. Skaluba
Superintendent
cskaluba@muncysd.org

Dr. Kimberly A. Hamilton
Assistant to the Superintendent
for Curriculum & Instruction
khamilton@muncysd.org

Mr. Andrew T. Sees
Business Administrator/
Board Secretary
aseese@muncysd.org

August 20, 2020

Dear Muncy Family,

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

We look forward to working with everyone during the 2020-2021 school year to provide continuous learning opportunities for all of our students. By working together and everyone doing their part we can all help mitigate the spread of COVID-19 in our schools and our community.

Please contact either the high school office or the elementary school office if you wish to make a change to your child(ren)'s education selection for the 2020-2021 school year.

District Transportation

Please review your child's transportation information for the 2020-2021 school year. Regardless of whether or not you will be utilizing the school district's transportation, you will always be assigned to a route (unless your child walks to school) in case that need was to change throughout the course of the school year.

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

Assigned Route Information

Your Child: «First_Name» «Last_Name»

Bus #: «Bus_»

Bus Stop Location: «Bus_Stop_Name»

Morning Pick Up: «Pick_Up»

Afternoon Drop Off: «Drop_Off»

****Please note students must wear face coverings at all times at bus stops and on district provided transportation.**

'School Option Survey' Transportation Response

According to the 'School Option Survey' you indicated the following in terms of your need to utilize district provided transportation for the 2020-2021 school year.

Transportation Needed: «Requesting_Transportation»

Please note if you selected Option 2, 3 or 4 for your child(ren), you will be listed, regardless of your initial choice, as a NO for transportation since these are all distance learning options.

Additionally, please understand if you indicated any need for transportation at all in your survey, you will be listed a YES.

PLEASE NOTE ALL BUS PICK UP TIMES AND BUS DROP OFF TIMES ARE ESTIMATES. For the first couple of weeks, please arrive at designated stops at least 10 minutes early until you can determine more precise timing of bus pick up and bus drop off times. This is especially important this year as many families have indicated they will be dropping their child(ren) off at school.

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

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

<https://www.muncysd.org/cms/lib/PA06000076/Centricity/Domain/310/Alternate%20Transportation%20Daycare%20request%20fillable%20form.pdf>

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

Distance Learning Resources

We are in the process of developing a distance learning resources page for students and families for reference throughout the school year. You can visit this page by going to the school district's website at <https://www.muncysd.org>. Please hover over the 'For Students' or 'For Parents' tabs at the top of the page and click on '[Distance Learning Resources](#)' to access the page. Please note you may need to select the 'More' tab to access the '[Distance Learning Resources](#)' tab. On this page you will find information on the four main tools teachers and students will be using during distance learning. We will continue to add to this page throughout the course of the year. Please let us know if there is other information you would find helpful to be available through our '[Distance Learning Resources](#)' tab.

What is ClassLink?

ClassLink solves the problem of too many passwords, and too many files scattered about. It's a one click single sign-on solution that gives students access to everything they need to learn, anywhere, with just one password. Accessible from any device, ClassLink is the perfect tool for ensuring the success of a 1:1 initiative.

[ClassLink Overview Video](#)

What is Remind?

Remind is a communication platform that helps educators reach students and parents where they are. Fast: Messages are sent in real time to an entire class, a small group, or just a single person. You can also schedule announcements ahead of time and attach photos and other files.

[Remind Overview Video](#)

What is Zoom?

Zoom helps teachers and students come together in a frictionless, virtual environment to provide real-time distance learning opportunities. Zoom is an easy, reliable cloud platform that uses video, voice, content sharing, breakout and chat rooms to allow teachers to reach students and for students to interact with teachers and peers.

[Zoom Overview Video](#)

What is Google Classroom?

Google Classroom is a free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments. The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.

[Google Classroom Overview Video](#)

[Google Classroom – Student Overview Video](#)

Cafeteria Information

School Meal Charges and Accounts

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

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

Collection of Unpaid Meal Charges

Unpaid charges will be carried on a student's account from year to year. The district may institute a collection procedure for unpaid balances not limited to filing a claim with the District Magistrate or delinquent collection agencies. Parents/Guardians will be responsible to pay the amount due to the cafeteria as well as any and all fees assigned by the magistrate for the

collection of monies due to the cafeteria. Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Chromebook Distribution

Please note the following schedule for Chromebook distribution. Please be sure to wear a mask or other appropriate face covering throughout the pick-up process. [Technology Agreement Form](#)

Ward L. Myers Elementary School Pickup

1. **Elementary In-Person Instruction with Muncy Teachers (Option #1)** – Chromebooks will be distributed during the first day of school. Students will initially keep Chromebooks at school while teachers work with students on using the Chromebooks for their classes.
2. **Elementary Distance Learning with Muncy Teachers (Option #2)** – Chromebooks, textbooks and other distance learning materials will be distributed near the elementary gym exit doors (accessible from Swimming Pool Drive) on any of the following dates or times:
 - a. Monday, August 24th – 6:00 p.m. – 8:00 p.m.
 - b. Tuesday, August 25th – 6:00 p.m. – 8:00 p.m.
 - c. Wednesday, August 26th – 9:00 a.m. – 11:00 a.m. / 6:00 p.m. – 8:00 p.m.
 - d. Thursday, August 27th – 6:00 p.m. – 8:00 p.m.

Parents must pick up the device for the student and have completed the Muncy School District Technology Agreement. If necessary, parents can complete Muncy School District's Technology Agreement when picking up the device. Parents must present photo identification at the time of pick up.

3. **Elementary EQUIP Distance Learning Students (Option #3)** – We are currently enrolling students into EQUIP this week. Once we complete the enrollment process, EQUIP will let us know dates and times for device pickup.

Muncy Jr. / Sr. High School Pickup – Item pick up will be at the high school gym in the existing high school, not the new addition.

1. **High School In-Person Instruction with Muncy Teachers (Option #1)** – Chromebooks will be distributed at the high school on any of the following dates and times:
 - a. Monday, August 24th – 6:00 p.m. – 8:00 p.m.
 - b. Tuesday, August 25th – 6:00 p.m. – 8:00 p.m.
 - c. Wednesday, August 26th – 9:00 a.m. – 11:00 a.m. / 6:00 p.m. – 8:00 p.m.
 - d. Thursday, August 27th – 6:00 p.m. – 8:00 p.m.

If students are picking up the device, parents must have completed Muncy School District's Technology Agreement.

If parents are picking up the device for the student, they must have completed Muncy School District's Technology Agreement. If necessary, a parent can complete Muncy School District's Technology Agreement when picking up the device. Parents must present photo identification at the time of pick up.

2. **High School Distance Learning with Muncy Teachers (Option #2)** –Chromebooks, textbooks and other distance learning materials will be distributed at the high school on any of the following dates or times:
 - a. Monday, August 24th – 6:00 p.m. – 8:00 p.m.
 - b. Tuesday, August 25th – 6:00 p.m. – 8:00 p.m.
 - c. Wednesday, August 26th – 9:00 a.m. – 11:00 a.m. / 6:00 p.m. – 8:00 p.m.
 - d. Thursday, August 27th – 6:00 p.m. – 8:00 p.m.

If students are picking up the device, parents must have completed Muncy School District's Technology Agreement.

If parents are picking up the device for the student, they must have completed Muncy School District's Technology Agreement. If necessary, a parent can complete Muncy School District's Technology Agreement when picking up the device. Parents must present photo identification at the time of pick up.

3. **High School EQUIP Distance Learning Students (Option #3)** – We are currently enrolling students into EQUIP this week. Once we complete the enrollment process, EQUIP will let us know dates and times for device pickup.

Universal Precautions

Reinforcing universal precautions both at school and at home will also help mitigate the spread of COVID-19 in our schools and our community. The Center for Disease Control's (CDC) guidance on [How to Protect Yourself and Others](#) is a good resource to reference for helping to reinforce these strategies. Additionally, if you find it helpful please use the [Washing Your Hands Link](#) or [CDC's You Tube Handwashing Video](#) to access more information that is specific to washing your hands.

Please inform the school if you become sick with COVID-19 Symptoms, test positive for COVID-19, are exposed to someone with COVID-19 symptoms or to someone with a confirmed or probable case of COVID-19 or if you traveled to areas recommended for self-quarantine so we can all work together to best meet the needs of our students and families.

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

1. For district related questions and concerns, please contact Linda Kneedler at lkneedler@muncysd.org or 570-546-3125 ext. 2040
2. For high school related questions and concerns, please contact Nicole Edwards at nedwards@muncysd.org or 570-546-3125 ext. 3220
3. For elementary school related questions and concerns, please contact Vickie Conner at vconner@muncysd.org or 570-546-3125 ext. 1100

4. For special education related questions and concerns, please contact Cheryl Good at cgood@muncysd.org or 570-546-3125 ext. 1250
5. For food service related questions and concerns, please contact Tom Kuntz at tkuntz@muncysd.org or 570-546-3125 ext. 1120
6. For athletic related questions and concerns, please contact Curt Chilson at cchilson@muncysd.org or 570-546-3125 ext. 3630
7. For transportation related questions and concerns, please contact Kay Buck at kay@susquehannabus.com or 570-935-0542
8. For questions and concerns related to cleaning products or cleaning procedures, please contact Jerry Knier at jknier@muncysd.org or 570-546-3125 ext. 3720
9. For questions and concerns related to technology, please contact Chris Frey at cfrey@muncysd.org or 570-546-3125 ext. 7777

Stay Safe, Stay Healthy, Stay Strong!

Sincerely,

Craig

Craig R. Skaluba, Ph.D.
Superintendent
Muncy School District
206 Sherman Street
Muncy, PA 17756
(570) 546-3125
(570) 546-6676 FAX